



Parent Handbook

Welcome to Doodlebugz Preschool! The purpose of this handbook is to outline the policies and procedures under which we operate as a licensed child-care provider. We give the children in our care opportunities to learn in a family-like setting with mixed age groups, where they can feel safe, loved, and can begin to build a positive self-image. Your child will receive quality personal and individualized care from Marni (a California credentialed teacher and licensed BCBA) and Cassidy (mother of 2 children with 7 years of experience in a supervisor role) in a warm and loving home. They will have the opportunity to develop their communication/language skills, motor skills, and self-help skills, as well as practice their social skills and interpersonal relationships. Children will not be denied enrollment on the basis of sex, race, religion or disability.

HOURS OF OPERATION: 7:30am to 5:30pm Monday through Friday. Please be respectful of our operating hours.

ENROLLMENT PROCEDURES: The following forms are required by Doodlebugz and the state of California, and will need to be completed prior to placement:

- Registration Forms signed by parent/guardian, which include the date of last physical examination.
- Complete record of immunizations.
- Signed consent for child to receive medical treatment, medicine, and when going on any trip off the premises.
- Signed handbook and addendums.
- Signed contract.
- Collection of fees.

Note: All forms must be updated every year or earlier as needed.

TRIAL PERIOD AND TERMINATION: A period of 2 weeks trial is given for adjustment. During this time period, the parents/guardians or the provider may decide to terminate care without prior written notice.

After the trial period, care can be terminated with a 2-week written notice. The deposit left upon enrollment will be applied to the last two weeks of care.

Doodlebugz will also give a two-week notice if the child is to be terminated from care. Any abuse or violation of the rules/policies of the contract/handbook may be just cause for termination. Immediate termination can occur for behavior problems, or dangerous parental situations. If Doodlebugz, for the above or any other reason at our discretion give immediate termination, any paid monies will be forfeited.

Note- All childcare fees will be forfeited if enrollment is cancelled, or care is terminated within the first week.

VACATIONS AND ABSENCES: Doodlebugz reserves the right to close for up to 4 weeks for vacation per year. These will be paid unless otherwise noted. Notification of at least 30 days will be given prior to any closed days, except for emergencies or illness (in these cases, tuition for the closure is not required). A list of vacation/holiday dates will be dispersed for current year by February 1, of that year.

Parent/Guardian is responsible for finding back-up care during provider absences. If families intend on taking a vacation, please let us know as soon as possible.

HOLIDAYS: Doodlebugz will be closed for all federal holidays and the following days with pay (unless noted):

- * New Years Day
- * Martin Luther King Day
- * Presidents Day
- * Memorial Day
- * Independence Day
- * Labor Day
- * Thanksgiving Day and day after
- * Christmas Eve & Day

RATES: Rates are based on a 50-hour week. Your child's tuition is outlined in your signed contract. All rates may be reviewed and increased on January 1st of each year (see updated rate sheet for current fee schedule).

DEFINITIONS:

Full Time- Childcare contracted on a set scheduled time slot for 26-50 hours per week.

Part Time- Childcare contracted on a set scheduled time slot for less than 26 hours per week or 5 hours per day.

Please note that if you reduce your child's status to part-time, there is a possibility that we will not have capacity to resume their full-time status in the future. A request to full-time status will need to be approved.

Overtime- Overtime is considered any time outside the contracted time interval and any time before 7:30am and after 5:30pm. We are under no obligation to provide an extension of time. Late arrival does not justify late departure. There are a limited number of spaces available therefore: weekly payments are not based on child's attendance.

OTHER FEES:

Overtime fee:

\$15.00 per fifteen minutes when time was not prearranged (a 5-minute grace period is provided)

Late payment fee:

\$25.00 per day that payment is not received can be deducted from your security deposit.

Continued late payments will result in termination of our contract.

Returned check fee:

\$25.00 plus any additional costs incurred for a returned check. If two checks bounce in a year's time, then cash, Brightwheel, Zelle or a money order will be required.

ARRIVAL AND DEPARTURE: Please send your child clean and dressed for the day. Keep in mind the day is designed to have fun so they may get a little dirty. If arriving before 9:30am, breakfast will be served. All full-time children must arrive before 10:00am, as this is when preschool begins.

No one other than the parents or designated person will be allowed to pick up your child without prior written arrangement. We must be notified in advance and have a written note with the person's name and relationship to the child.

If there is a court order keeping one parent away from the child, Doodlebugz must have a written note from the custodial parent in my file to that effect, as well as a copy of the public record. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

COMMUNICATION: To provide the best possible care, please feel free to communicate any needs, wants and or concerns regarding your child. It is only through parent/provider interaction that a goal of quality, nurturing care can be achieved. The Brightwheel application will keep you up to date on general issues, important dates, academic progress, napping schedule and eating habits throughout your day if you choose to log in; otherwise, we are happy to give you daily reports about your child.

ACTIVITIES: A monthly calendar with themed events and activities is sent home the week prior to month ending; as well as a quarterly newsletter with important information and upcoming events. Your child is encouraged to participate in all events.

Age-appropriate activities are scheduled with flexibility allowing the providers the ability to respond to the needs of each individual child/baby. Doodlebugz provides a school readiness curriculum tailored to your child's needs from August through May for children ages 2-5. Children ages 0-2 years old are provided with a curriculum designed to meet developmental milestones. For the months of June and July, we will provide themed weekly activities. We do our best to keep our academic schedule the same as the public schools. Our activities include, but are not limited to, daily circle time with letter/sound, shape, color, pattern and number recognition, as well as weather, singing, and story time. The Brightwheel application also provides daily updates, activities scheduled, and additional documents.

SCREEN TIME/TV VIEWING: We strive to limit screen time; however, we may have G-rated movie days, or learning video clips that pertain to weekly themes/upcoming holidays. Any

learning applications designed for computers, laptops or electronic devices will be allowed with parent/guardian consent and accompanied technology release form.

NAP/REST TIME: All children under the age of 6 are required to have a rest period. No child is forced to sleep; however, they must remain quiet. Please bring a sheet for your child's cot or playpen at the start of each week. These will go home on their last day of the week or month (part-time children). A blanket, pillow, and stuffed animal are recommended, but not required. Please do your best to not drop off or pick up your child during this time; it has been proven disruptive to the other children. If you must make an appointment for your child, please make it before 1:00pm or after 3:30pm. Please inform your provider if you will need to pick up or drop off at this time so they can plan accordingly.

BEHAVIOR MANAGEMENT AND DISCIPLINE: Doodlebugz behavior management and discipline philosophy is that positive discipline leads to positive learning. We achieve this through love, consistency, firmness, and positive reinforcement. We have a sticker chart in place to catch good behavior occurring (following the rules) and a pre-determined amount results in a trip to the treasure box. The children are explained the rules of Doodlebugz frequently so that they know what is expected of them. Once a child understands the rules and disobeys them, the following developmentally appropriate guidance techniques will be used:

1. Redirection - The child is redirected to another activity and given an opportunity to try again at another time.
2. Thinking Time/Calm Body- The child is separated from the group for a child-regulated period of time. This technique is used only when a child is exhibiting temper tantrum type behavior or hurting self, others or equipment. When the child demonstrates that he/she is ready to engage in acceptable behavior, they are encouraged to join the rest of the group and try again.
3. Last Resort- When a child's behavior is continually upsetting or dangerous to others or the providers, a conference will be called with the parents/guardians. If the problem cannot be resolved, arrangements will have to be made for the child to go elsewhere for childcare.

Sometimes, if both a parent/guardian and a provider are in the same area (drop off, pick up, parties, etc.) 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.

CHILD ABUSE: We are required by law to report to the Child Protective Services Agency if we suspect any physical, emotional, or sexual abuse or neglect. A well-child check will be daily at drop-off.

MEALS: Doodlebugz is primarily a nut-free daycare, with the exception of peanuts. Please be aware of this when bringing in food items. We participate in the State Food Program, allowing us to provide a healthy breakfast (before 9:30am), lunch, and one snack. The children are offered the food but not forced to eat. Our lunch menu is posted by the front door every Friday for the following week. If you know your child will not eat a particular meal, please provide an

alternative lunch or additional snacks. A form for the food program will need to be signed on your child's first day preschool and once a year in September.

SPECIAL DIETS: If a child has a particular dietary need, substantiated by a medical evaluation, we must be informed and given a doctor's note. Substitute meals or snacks may be brought from home. If there are specific foods, you would like your child not to eat please let us know and we will do our best to accommodate your request.

TOILET TRAINING: We are more than happy to help with potty training provided that the child is demonstrating readiness skills. Parents/Guardians are asked to initiate the training at home (on vacation or the weekend) before starting it at Doodlebugz. Once training is initiated, parents are to supply training pants or pull-ups, extra clothes, socks, shoes and flushable wipes. If your child is struggling to be trained for an extended time then toilet training should be placed on a temporary hold. Toilet training is a team effort between parents and Doodlebugz and we both need to maintain the effort daily to be successful.

DIAPER CHANGES: Diapers are checked and changed every 1 ½ - 2 hours or more frequently if required. Children will be diapered after waking up from their nap. Parents/Guardians are asked to provide all diapering needs. These will be kept in the child's cubby. Hand washing of child and provider is performed after each change. We will let you know when your child begins to run low on diapers. Please bring a container of wipes once per month.

SUPPLIES: Parents are responsible for weather appropriate change of clothes- preferably 2 sets (3 if potty training). In the summertime swim clothes, water shoes, beach towel (optional) and sunscreen (see additional consent form) can be brought as well. Please initial all clothing to ensure it is returned to the proper owner/cubby. Each child should bring their own water bottle at the beginning of their week, hydration throughout the day is very important. These bottles should have their initials on them and will go home on their last day of the week. Any fever or cold medication (see medication on page 6) may also be given to provider for administration throughout the day. If your child needs a special toy or item for sleeping, it will be allowed, but it will be put away when they arrive until needed. We take no responsibility for lost, stolen, or broken toys brought from home. Should the child deliberately destroy our toys or property through misuse or willfulness, the parents/guardians will be required to replace it.

BIRTHDAY CELEBRATIONS: Doodlebugz loves to make your child's birthday special. Presents are provided by Doodlebugz staff and families are welcome to bring in special treats for their child to share and enjoy with their friends.

HEALTH MATTERS: Please do not bring your child if he/she is sick; we can only care for children with mild cold like symptoms (clear runny nose, slight cough, that your child can cover independently, and no fever). If your child requires medication (e.g., Tylenol, Ibuprofen) to be administered throughout the day for their symptoms, Doodlebugz prefers your child remain at home until they can attend without medication. This will help us prevent colds/illnesses from spreading. Per health Department regulations children will not be allowed to attend Doodlebugz if they exhibit symptoms such as:

- Rash, persistent or excessive crying, discharge from eyes or ears
- Fever (100 F. Higher)- within the last 24 hours

- Excessive cold and/or cough
- Vomiting or Diarrhea- within the last 24 hours
- Unusual drowsiness
- Communicable diseases (chicken pox, rosella, conjunctivitis, mumps, measles, influenza) or Lice or Nits

If your child becomes ill during Doodlebugz hours, their parents/guardians will be contacted immediately to remove their child within 1 hour of being notified. If parents/guardians are not available, the emergency contact person will then be notified. Once the child is removed from Doodlebugz due to illness, they may not return for a full 24-hour period or be accompanied by a doctor's note.

Note: This sickness policy applies to Doodlebugz providers as well. If the provider is unavailable due to illness, you will be notified by 6:00 am. Payment for the days that daycare must shut down due to both providers being ill is not required.

MEDICATION: We can administer medication if needed, but only if the Medication Consent Form has been signed. All medicine must be in original container with the child's name clearly written on it. Written instructions with the child's name, dose and times, needs to accompany the medication.

MEDICAL EMERGENCIES: In case of a serious accident or sudden illness requiring medical attention, the following procedures are followed:

- 1) A phone call is made to 911.
- 2) Child's parents/guardians (or emergency contacts) are called.
- 3) Child and health records are taken to emergency services at the closest hospital.
- 4) In all cases, an emergency report is completed, and a copy given to parents as well as the Department of Public Welfare.

It is extremely important, especially in instances of illness or emergency that the emergency contact information is up to date and all information is correct. Please report any changes immediately to keep your emergency contact information current.

For minor injuries like bumps and bruises, we will provide home first aid and document these instances in Brightwheel application. If the injury is more serious (i.e., needs stitches, broken arm or dislocation, etc.) the parents will be notified immediately. Parents/guardians will be responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

REFERRALS: Referrals from clients are one of the biggest compliments we receive. As a special thank you, we offer families a \$100 of care for each referral that enrolls. Your referral bonus is deducted from your weekly rate after the referred child has attended for 2 weeks.

A FINAL NOTE: We are always open to suggestions and feel communication to be an especially important part of this business. If you have any problems or concerns, we encourage you to talk to us about it. If a lengthy conference is needed, a time that is convenient to all parties will be scheduled, as the other children will still need our attention during business hours. Thank you for the opportunity to work with you and your child. We look forward to our future

together. Doodlebugz retains the right to enforce these policies at will. Lack of enforcement of a certain policy at any given time does not indicate that the particular policy is no longer in effect.

I/We (Parent/Guardian) hereby agree to comply with the rules and regulations of Doodlebugz Preschool regarding fees, attendance, health, clothing, and all other items as specified in the Parent's Handbook issued by Doodlebugz. I am aware of the scheduled childcare holidays. The information contained in the Parent Handbook; as well as the rates are subject to change. You will be notified of these changes in writing before they go into effect. By signing this agreement, I/we (Parent/Guardian) agree to honor all terms of this handbook, and the written policies of Doodlebugz, now and in the future. Breach of this agreement in any way by the parent/guardian may result in immediate termination of all services.

Owner

Date

Parent/Guardian

of _____ Date _____