



Parent Handbook

Creative Little Minds

Provider Experience and Qualifications

- ❖ Bachelor Degree in Elementary Education.
- ❖ CDA credential for Family Daycare.
- ❖ NAFCC Accredited
- ❖ Licensed with State of California.
- ❖ Fingerprints, Live Scan and CDH.
- ❖ TB test yearly.
- ❖ Certified Infant/Child CPR and first aid.
- ❖ 15-year experience working in Elementary School.
- ❖ Since 2012 in CDH Navy program.
- ❖ 1-year experience Preschool-Daycare.
- ❖ Bilingual, English - Spanish.
- ❖ Monthly training, Child Development related.
- ❖ State Food program Chicano Federation.



Child Care Philosophy

Family child care in a “home like” setting is the best alternative there is for working parents. It provides a small secure environment for children during the most important time of their development. Family child care offers a home away from home, providing children with “siblings” of all ages, to play, socialize, and learn from. My goal in providing quality child care for your child is to provide...

A safe environment. A nurturing environment.

A learning environment... learning is not necessarily the ABC's and 123's but is also the learning of values. The learning of honesty, respect, self-reliance, and potential, self-discipline, and moderation, the values of being; dependable, love, sensitivity to others, kindness, friendliness and fairness are the values of giving.

A proper approach to discipline... Since children occasionally need discipline, it is important that you and I share a similar philosophy so that your child is not too confused as to where the boundaries are and what is expected of him/her. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed, without making the child feel “bad” or unloved. This helps develop their self-esteem and teaches them how to handle difficult situations themselves in the future. I express my disapproval (without attaching character). I state my expectations and show your child how to make amends. I give choices, and in extreme situations a child may be given a “time out”; because at times a child

may be having trouble making choices of their own and they just may need a couple of minutes to calm down and think about their choices.

I invite you to share with me in writing, by telephone, or schedule an appointment to talk about your concerns on any area that you feel I am neglecting and I will do my best to improve in that area.

Enrollment Requirements

I keep records on file for each child enrolled at my child care home. The following Paperwork and payments are required to be turned in, prior to the first day to start care, all the forms are published at my webpage, printed documents can be pick up once you make the enrollment fee payment.

- States Forms.
- Signed Parent-Provider Agreement.
- Signed Parent Handbook.
- Completed Family and Child Profile.
- YMCA release form.
- Enrollment Fee.
- 2-week deposit.

No prepaid Child care fees will be credited upon cancellation during trial period.

I have read and understand this section. _____

Days/Hours of Operation

❖ Creative Little Minds is a licensed childcare and can be offer services; Monday through Friday from 5:00 a.m. to 5:00 pm, with the exception of closings as referred to in this handbook.

Actual days and hours of services are determined by the parent/guardian's individual needs and will be established at the time to sign the Parent-Provider Agreement.

Please understand that the contracted drop-off time is important because I plan our day around the collective time frame of each child as well as each other phase of our morning routine - Please call me if you know that you will be more than 15 minutes late.

Our contracted pick up time is equally important; there are several things to do before the children leave, snack time, calm down time, clean up (personal as well as child care room), shoes on, etc.

To maintain the ratios allowed by the State, Parent agrees to strictly adhere to scheduled drop off and pick up times established at time to sign the Parent/Provider Agreement.

I have read and understand this section. _____

Duration of Agreement and Payment Established

Parents choose the schedule that meets his needs and agrees to pay a weekly amount, parent understand payment is required to keep the space on Child Care and is NOT based on attendance.

This agreement is Valid for a specific time frame choose at the time to enroll. Once expired, a new Agreement needs to be signed and the schedule and price needs to be updated.

I have read and understand this section. _____

Full Time, Part Time & Drop in Care

- ❖ Full time: If you need ACCESS to a space for 2 or 3 DIFFERENT days a week or need more than 3 days that's a full time, you space is guaranteed from Monday to Friday from 1 up to 45 hours. You pay to keep the space available the time you need, not the hours you are using.
- ❖ Part time: If you need ACCESS to a space for the same 2 or 3 days each week that's part time, and can be up to 20 hours, any extra hour or day will be billed apart from your base price. Extra time needs to be requested 24 hours in advance.
- ❖ Drop-in Care: Needs to be requested 24 hours in advance and the space is not guaranteed. Service is provided on a first-come, first-serve basis.

*Because I'm limited in the number and ages of children, I may have in care on a daily basis, I reserve the right to terminate a part- time child care arrangement if your current day/hours no longer work for the benefit of my business. For example, but not limited to, if I cannot fill in days/times opposite of yours and/or I have the opportunity fill the space with a full-time enrollment. If possible and this situation occurs, I will give you the option to change your enrollment to full time. *

I have read and understand this section. _____

School Age

- ❖ School age kids service is provided, and offered breakfast and snack, child will be pick up from school, and get help with homework.
- ❖ Service can be "Year-Round" that's means: before and after school service and full-time during school break. Space is secured for any date of the year when child care is on operation, the weekly price is set during all year.
- ❖ Service can be "Part Time" only before and after school, space is NOT guaranteed for school break.
- ❖ Child cannot be in the child care when School is in progress, if for any reason child needs to be pick up during school hours parent will be responsible to pick up.

- ❖ Same Sickness policies that apply for school, applies for child care.
- ❖ Homework help can be provided but not forced, is the parent responsibility to keep track of homework.
- ❖ If for any reason child needs to stay longer than part time, when was not scheduled, and/ or required extra hours for school closure, the payment will be adjusted to full week price, parent can choose to use only the hours previously established or make the full payment. (COVID-19 Update).

I have read and understand this section. _____

Fee Payment Guidelines & General Fees

- ❖ **PRICES CAN BE INCREASE TO MATCH WITH:** YMCA and California Reimbursement Ceilings for Subsidized Family Child Care. 30-day notice will be provided.
- ❖ Single page of prices will be added at the Parent- Provider Agreement.
- ❖ One-time registration per Child is required upon enrollment. If the child does not arrive for care as agreed, the deposit is forfeited. The Enrollment fee and deposit is non-refundable.
- ❖ Deposit of 2-week in cash will be charged at the time of sign the contract (before your child can be admitted in to care) and credited to the first and last week of service.
- ❖ Child care fees are paid in advance on a weekly basis - Friday before the week begins.
- ❖ Payment obligation is based on amount agreed to use child care, not on actual attendance. There is no change in fee due to your child's absences.
- ❖ A late payment fee (per child) applies for any payment not received on the Friday before the week begins. Your child will not be permitted to return to child care until both the payment and the late fee are paid in full.
- ❖ Payment can be done in cash, check, Zelle, bank transfer or debit card (Square, 3.68% charge Convenience Fee), personal check, however if a check is returned for any reason and I incur any bank charges from the return of your check, those charges will be added to the following weeks daycare fee additionally because I am unable to use these funds my late fee for payment also applies. After 2 check returns, all further payments **MUST** be made in cash. Non-payment or consistent late payments is cause for termination immediately without 2 weeks' notice.
- ❖ In case of sickness and parent receive a call to pick up child, Penalty charge for NOT pick up child within 1 hour.
- ❖ Emergency/COVID-19 Update: Full weekly payment will be required to save the space, in case of closure for State Emergency, National Mandate, natural disaster, CDC and /or local government orders, or any other that affect the service and safety of the children.
I do reserve the right to close for any reason in which I cannot operate in a safe manner. i.e. loss of electricity, water and medical epidemics. Child care fees are paid for any of these occurrences.

I have read and understand this section. _____



YMCA Programs

Creative Little Minds participate in YMCA programs, YMCA rate/evaluate our program using FECCERS and CLASS, to continuously improve and keep the highest standards for child care. Children are evaluated continuously with the tools ASQ: SE-2 and ASQ-3. We received monthly Visits and coaching from YMCA program.

I have read and understand this section. _____

Mandated Reporter

As a licensed Family Child Care Provider, I am a mandated reporter, having a legal obligation to report suspected cases of child abuse and or neglect care to the Department of Social Services.

I have read and understand this section. _____

Parent Involvement Board (CDH only)

Parents are required to participate on 2 PIB event at year. Provider will meet you at the event, Provider get PAID for the day.

The Parent Involvement Board (PIB) offers families an opportunity to participate on the advisory board created to facilitate ongoing family engagement by strengthening and supporting program activities and ensuring families' needs are being met by the CYP. Dates will be posted or email to each family.

I have read and understand this section. _____

Typical Activities

Group Play: Singing, dancing, play acting, games, reading, listening to tapes (story and music), circle time.

Free Play: Children have a choice of - blocks, kitchen toys, dolls and accessories, Duplo's/Legos, play sets, Household toys, pull/push toys, art materials, and may watch limited television or video tapes

Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children, flannel boards

Dramatic play: Dress up, role playing, puppetry, etc.

Outdoor play: (weather Permitting) Swinging, climbing, riding toys, running, ball playing, gardening toys, trucks, strolling dolls, (please remember to dress your child appropriately for the weather, if in doubt, dress in layers or bring extra clothes)

Special Days: Include Birthdays/holiday parties, getting ready for holidays.

Preschool Activities: Directed art, flash card, directed activities to recognize and learn (alphabet, numbers, colors, shapes).

Homework help: School age can get help to start the homework, is responsibility of parents to ensure the homework is correct and complete.

I have read and understand this section. _____

Typical Daily Routines

- ❖ Arrival and Greeting, part of get good manners is teach each child to welcome others and share experiences, we encourage to keep this activity at home.
- ❖ Nap time, infants usually sleep in the morning as well as the afternoon, only full-time toddlers will get nap.
- ❖ Circle time is made twice a day, an include calendar, songs, bilingual work, finger plays, story time etc.
- ❖ Arts and crafts are made at least once a week, depending in child interest.
- ❖ Bathroom and/or diaper change and hand washing times vary to meet the child's needs. This is a general schedule and is dictated mostly by the children's needs and feelings each day.
- ❖ Play time: Outdoor play (weather permitting), indoor time and Free play will be used during all day.
- ❖ Clean up: This is an important part of your child growing process, clean-up is referred only to help to maintain the space organized and safe.
- ❖ Electronics and TV/VCR Time, the Department of health on California recommend DO NOT use any type of electronics for infants (new born to 24 months old)- Children's programs, for toddler electronics can be used 30 minutes a day (only in few occasions we will use electronics before pick up time), school age kids will be allowed to use the screen time to make homework/reading.
- ❖ Pick up Time, once do you arrive/park in front of daycare door you need to come only to pick up your child, we do not allow to park and stay at car making calls/errands, this produce stress to your child waiting for you. "If you are not ready to pick up please park away from daycare", where you child cannot see you. Your child is released to my care after you leave the premises in the morning, and he/she is released to your care as soon as you walk in the door at pick up time.
- ❖ Open door Policy: We like to have unannounced visit, the easy way to ensure your child is happy you can pick up your child early or at exact time that we stablished at contract, this allow you to see many activities and your child sharing with others. We want to hear your questions and/or concerns, any conversation needs to be done in your schedule.

I have read and understand this section. _____

Daily Schedule

0500-0700	Quiet activities, nap time (if needed), free play indoors with manipulative activities, puzzle, building blocks, dolls, etc.
0700-0845	Circle time: Reading, writing, singing and Learning activity. (English-Spanish)
0845-0920	Hand wash, setting the table, Family Style Breakfast. Brush teeth.
0920-1145	Outdoor free play (weather permitting) or indoor group activities.
1145-1220	Hand wash, setting the table, Family Style Lunch. Brush teeth.
1220-1445	Rest, Nap time (only full-time kids). Circle time: Reading, writing, singing and Learning activity. (English-Spanish) Part Time Kids.
1445-1520	Hand wash, setting the table, Family Style P.M. Snack.
1520-1700	Free play indoors with manipulative activities, puzzle, building blocks, dolls, etc.

I have read and understand this section. _____

Child Absences, Late Drop Off & Pick Up

Please call me if you will be late dropping your child off late. It is very important to me and the other children to know our schedule (breakfast, etc.) and when we can move along from one activity to another.

I'm sure you agree, personal time is precious; accordingly, it becomes extremely difficult and stress full to have an appointment or other plans scheduled if I cannot depend on the mutually agreed pick up time. I do understand that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel, if you have a cellular phone, please call me and perhaps we can work out a contingency plan. Consistent tardiness could be cause for termination. A fee for "out of schedule" will be charge.

There will be no refunds or adjustments made to your child care fee for the time you missed for any reason, including, but not limited to illness, family vacations, etc. Your payment is to guarantee your space in my child care.

Drop In: It is very important for the child to know our schedule and when we can move along from one activity to another and to keep the State ratio, full time enrollment drop in needs to be done before 10:00 am, **NOT children drop allowed out of schedule.**

Pick up time: Parent and Child need to be out of the premises at that time accorded to pick up. Once you pick up your child, he/she can NOT return to daycare until the next day.

I understand some special days you will need extra time is that why I offer extended care or parent night out, this service needs to be requested in advance and by paid before care is provided.

Any child remaining AFTER the schedule Closure of my business and/or parents, legal guardians, emergency contacts cannot be reached after 1 hour of schedule pick up time, I will contact, the local police department and social services.

I have read and understand this section. _____

Discipline & Gross Misconduct

I express my disapproval (without attaching character). I state my expectations and show your child how to make amends. I give choices, and in extreme situations a child may be given a “time out”; because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down and think about their choices. ***No physical discipline is ever used in my care.***

I will communicate to you immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed, any disrespect towards me, my family and day-home are grounds ***for immediate termination.***

I have read and understand this section. _____

Holidays & Provider Vacations

❖ For your convenience, I will distribute my scheduled Child care closings for vacations and holidays one month in advance and every attempt will be made to minimize any changes in this schedule.

Paid holiday closings: Martin Luther King Day, Presidents day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving, day after Thanksgiving, Christmas Day and New Year’s. And any other day gave for Federal Holiday, Federal Observance. For your convenience, I will distribute my scheduled Child care closings for vacations one month early and holidays at enrollment time. When the holiday falls on a Saturday or Sunday, I will close in observance the preceding Friday or following Monday.

Provider Vacation closing: 5 paid vacation days per year will be taken (1st Week of spring break) payment will be due the Friday or prior business day before the vacation week; all other vacation days are not paid, if any occur.

Please respect that when my child care home is closed for vacation, I am taking this time to rest and to be with my family or just to catch up on home duties. I take my job very seriously and consider this to be a legitimate long-term career. In order to accomplish this, I need this time out to maintain the energy level it takes to give your child the quality care he/she deserves.

I do reserve the right to close for any reason in which I cannot operate in a safe manner. i.e. loss of electricity, water and medical epidemics. Child care fees are paid for any of these occurrences.

I have read and understand this section. _____

Release of Children

It is important that I protect your child by ensuring that your child does not leave my home with a person you have not authorized on your “Child Information Card” to pick up your child. Also, please tell me when someone else that you have authorized on your “Child Information Card” will be picking up your child. Even if it is an emergency, I must have your permission to release your child to someone other than you. I will need the person’s name and a description of what he or she looks like. The person picking up your child will have to show me a picture ID before I will release your child from my care.

I have to assume that both parents have the right to pick up your child, unless you give me a copy of a court order stating otherwise. Without a copy of the court order, I cannot refuse a parent. If I have a court order and a non-custodial parent tries to pick up the child, I will immediately call the custodial parent. If the non-custodial parent leaves with the child, I will immediately call the police and report the situation. I will not place the other children at risk in a confrontation with the noncustodial parent.

If the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, I will call the parent or police department to request their assistance. If the situation occurs a second time, it will be grounds for terminating my care of your child.

I have read and understand this section. _____

Parking

Please park at front of the house, parking is free, but we don’t allow to stay more than need it.

Once you arrive/park in front of daycare door you need to come only to pick up your child, we do not allow to park and stay at car making calls/errands, this produce stress to your child waiting for you. **“If you are not ready to pick up please park away from daycare”**, where we cannot see you.

I have read and understand this section. _____

Potty Training

“Potty training starts at home”. Potty training shouldn’t be rushed; it is important that your child is psychologically and physically ready for training. Pull Ups (or other brand) must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 4 continuous weeks of bladder/bowel control; of course, if your child regresses after this 4-week period we will assess the next step.

Soiled clothes will be returned to home in a bag.

I have read and understand this section. _____

Transportation

It will be very rare, but there may be instances when your child may need to ride in an automobile. I will notify you the place and time when we are outside. You always can contact me by call or text to my cellphone.

I have read and understand this section. _____



Nutrition

Children are fed nutritionally on a daily basis – breakfast, lunch and a snack as required by the USDA program. Outside food is allowed for your child not for sharing, **ONLY** on special occasions such birthday parties, and holidays, food can be share. Formula is provided by the parent/guardian, all other foods and beverages are provided by me.

Please let me know if you want to celebrate your child's birthday!!! To notify the others families.

I have read and understand this section. _____

Toys & Items from Home

Due the National Health Emergency (COVID-19), and to keep a clean place, any toy/ object bring from home will be storage at cubby “all day” and returned at the end of the day.

Children are **NOT** allowed to bring or play any type of guns to this child care, this include Nerfs and water guns.

Once parent notify the termination of care, any belongings left will be keep it for 10 business days after that period, any item left will be donated to Veterans Thrift Store.

I have read and understand this section. _____

Supplies & property damages

I will supply: Art materials, meals, wipes, sleeping mats, portable cribs/playpens, pillows (if age appropriate), blankets and sheets for your child.

Parent/guardian will provide diapers any ointment (i.e. Desitin etc.), formula and baby bottles. To eliminate the daily bundle of items to carry you may bring me a package of each item to leave at daycare. I will notify you if items are running low. All items will be storage at child cubby.

Parent/guardian will provide a change of clothes on a daily basis or keep a change of clothes at day care until needed - replacing as needed. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your infant.

We understand *accidents* happens and some items can be damage or broken with the daily use, in the case that the child is repeatedly and intentionally broken/damage my property, parent will be held responsible for repair, replace or pay for the damages, and/or can be cause of immediate termination.

I have read and understand this section. _____

Contagious sickness / Pandemic / Natural Disaster/ Closures

To keep a safe & healthy environment, restroom is for child use ONLY, parents will be not allowed stay inside of the house.

UPDATE COVID-19: We are adding the following procedures and policies to our parent agreement due the COVID-19.

If parent deliberating brings the child sick or suspecting sickness will be cause for immediate termination.

- ❖ If the child, any family member or another person in contact with the child, shows signs or suspect been infected with COVID-19, will be required to follow CDC recommendation, that includes the continue observation of symptoms and stay 14 days in quarantine at home.
- ❖ Child will be not admitted to care if presents any one of the following symptoms: Fever, vomiting, hoarseness, coughing, runny nose, diarrhea.
- ❖ Child needs to stay at home if family suspect anyone in the household has been in possible risk or as been tested positive to COVID-19.
- ❖ Child temperature will be check 3 times during the day; before entering at my home, at midday and before leaving the childcare.
- ❖ Immediate pick up will be required in case of fever.

I have read and understand this section. _____

Child's Health

“MEDICAL APPOINTMENS NEEDS TO BE DONE AT THE END OF DAY”

UPDATE COVID-19: If the child, any family member or another person in contact with the child, shows signs or suspect been infected with COVID-19, will be required to follow CDC recommendation, that includes the continue observation of symptoms and stay 14 days in

quarantine at home. If parent deliberating brings the child sick or suspecting sickness will be cause for immediate termination.

The State of California requires that an age appropriate health appraisal be on file for each child enrolled within 30 days following admission, however your child cannot be initially admitted to day care without written documentation from your child's physician or nurse practitioner that at least one (1) dose of DPT or DT, one (1) dose of TOPC or IPV, and the MMR vaccines, and HbCV vaccines, if required by the age of the child. Health appraisals shall be certified by your child's physician or nurse practitioner and shall be updated yearly up to the age of 5 in accordance with the recommended schedule for routine health supervision of the American Academy of Pediatrics.

Parent/guardian must also complete a medical emergency card entitled "Child Information Card" and update as necessary.

In accordance with the California State licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from the family child care home he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children.

Please make other arrangements if your child is sick and respect my decision if I feel your child is too sick to be in child care. I am sympathetic to the difficulties of taking time off, so discretion will be used. **"Teething is not reason to stay sick at childcare"**

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following...

The illness prevents your child from participating comfortably in the day care environment,

The illness results in a greater care need than I can provide without compromising the health and safety of the other children in my care, Or

The child has any of the following conditions:

1. Temperature: Oral temperature 101 degrees or greater; axillary (armpit) temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness- until medical evaluation indicates inclusion in the facility.
2. Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)- until medical evaluation allows inclusion;
3. Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper- until diarrhea stops;
4. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration;
5. Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious;

6. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
7. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated;
8. viii. Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;
9. Tuberculosis, until a health care provider or health official states that the child can attend child care;
10. Impetigo, until 24 hours after treatment has been initiated;
11. Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
12. Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted;
13. Pertussis, until 5 days of appropriate antibiotic treatment (currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return;
14. Mumps, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return;
15. Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive monoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return;
16. Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return;
17. Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return;
18. Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.; or
19. Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.

Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child's return to daycare. If your child had an immunization update, please remember to provide me with a record of the immunization so that it can be attached to your child's health appraisal.

Injuries: I will supervise your child closely in an attempt to prevent injuries, but accidents resulting in injury do occur. I have been trained in first aid and CPR and will follow my training. If the injury is minor (requiring only a band-aid or ice) I will tell you about it when you pick up your child. If it is serious, I will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, I will call 911 for assistance before I call you. If I cannot reach you, I will call the emergency contacts listed on your "Child Information Card" (Please remember to keep this card up-to-date).

I have read and understand this section. _____

Child's Medication

A "Medication log" must accompany all over the counter medicine. Over the counter medicine is usually given for short term health conditions; the average length of time is 5 days/

Prescription medicine must:

1. be dated with in the past 30 days
2. have child's name printed clearly on the label
3. have dosage amount and times

Prescription medicine must also be accompanied by a "medication log" which must include:

1. date
2. Child's name
3. Doctor's name and phone number
4. Pharmacist name and phone number
5. Name of medication
6. Dosage amounts and times to be administered
7. Route of medication, i.e. oral, eye, etc.
8. Why medication is needed
9. Date medication is to end
10. Special directions, i.e. take before eating, etc.
11. Parent's signature

I have read and understand this section. _____

Termination & Trial Period

Parent/Guardian will give two weeks written notice, and two weeks full payment to terminate your child's enrollment in child care regardless as to whether your child is present (with the exception of the trial period). If two weeks' notice is not given, you are still financially obligated for the two weeks of child care fees and late payments; two weeks full payment still applies when notice is given in conjunction with provider's vacation.

There is a trial period of 2 weeks from the date child care begins. If the child care arrangements are not mutually satisfactory, either party can terminate this agreement with a 1(one) day notice during this trial - any money already paid are non-refundable.

I reserve the right to terminate a part-time child care arrangement if your current day/hours no longer work for the benefit of my business.

"Provider may terminate at will" Termination of care can be immediate by the following reasons: Late Payment, parent provider disagreements, the child is frequently causing harm or damages, repeated early drop off or late pick up.

If two-week notice is not given, you are still financially obligated for the two weeks of child care fees and any other pending payments. Provider will notify to your command (Military) and/or can file a small claim if parent refuse to pay, and all expenses that this can generate will be charged to the parent.

I have read and understand this section. _____

Call me! Your concerns and feedback are important to me