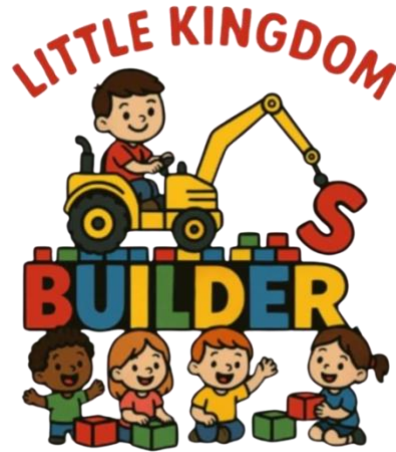




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# Parent Handbook Policies and Procedures

## **WELCOME**

Welcome to Little Kingdom Builders. To facilitate greater understanding between us, we have created this handbook. It covers the childcare philosophies, business policies, and expectations. In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements, which are necessary to ensure that there are no misunderstandings between either party. Please read this handbook carefully, and feel free to discuss with me any questions that you may have.

## **PHILOSOPHY STATEMENT**

Little Kingdom Builders believes that children learn best through play. What this means is that we use teaching strategies to engage children at their level and based on their interests. By doing so, we provide many learning opportunities throughout the day. Our goal is for children to learn the fundamental skills that will support positive approaches to learning that they will carry throughout their lives. At Little Kingdom Builders, children will learn how to get along with others, active listening, problem solving, and conflict resolution skill. This will be done through exploration in a safe and nurturing environment with facilitation from the staff.

It is our hope that you find everything you are looking for and join our family.

## **INCLUSION STATEMENT**

In compliance with state and federal regulations, applicants are considered without regard to race, color, national origin, creed, religion, gender, disability, or handicap. Little Kingdom Builders will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of childcare services provided in a manner that does not discriminate against any child, parent or family based on race, color, religion, national origin, sex, or handicap. We will always strive to maintain a barrier free physical environment to enhance the educational experience of all children in our program.

## **CONFIDENTIALITY**

Little Kingdom Builders maintains all personal information in strict confidence. In caring for your child, we understand that you may share confidential and private information with us. We respect the privacy of all of the children and families we serve. We take this responsibility seriously. The use or disclosure of all family information shall be restricted to authorized personnel strictly on a need-to-know basis.



### **HOURS OF OPERATION**

Your contract hours will be listed on your contract and service fee agreement form. Regular hours of operation are 24/7, including weekend care. We also offer drop-ins. Please let us know ahead of time to ensure we can accommodate the time you would like to drop in. If you require childcare from 6:00 p.m.-6:00 a.m., the childcare rates are higher because of non-traditional hours.

You are still responsible for paying all fees for your childcare each week **regardless of whether you come or not**. Your fee is based on the spot, and not the hours that Little Kingdom Builders is open.

### **LIABILITY**

Parent agrees to be responsible for any damages to Little Kingdom Builders real/personal property or to the property of another child at the childcare caused by his/her child. Parent agrees to repair or replace said property promptly. It is very important for parents to prepare us ahead of time about any behaviors that your child may exhibit. The provider shall provide a safe and healthy and clean environment when children are present. Any individual whose behavior or health may endanger the health, safety or well-being of the children shall not reside in or be present in Little Kingdom Builders.

### **COMMUNICATION**

Communication is essential to us. When we accept a new family into Little Kingdom Builders, we like to be sure that we can openly share any concerns or questions that may arise. There must be a similar childcare philosophy between us. Parent communication is vital for the development of your child. Please keep us informed of any problems at home that could affect how your child acts or behaves. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child (ren). Sensitive issues will be discussed privately outside of regular childcare hours by telephone or conference. Please check your child's folder daily, as there may also be special notes or announcements. Newsletters, schedules, and other important information can also be found on the parent board that is located on the window of the porch. You are encouraged to call us at any time between operating hours. If you call during the day, please be aware that we may be busy with the children and unable to talk to you immediately. If you would like to, feel free to leave a message, text, or email, and we will get back to you as soon as possible.

### **ADDITIONAL INFORMATION FOR PARENTS**

- ✓ Little Kingdom Builders does not have a public restroom. Please use the restroom before you come to the childcare home. Our restroom is designated solely for the children that are enrolled in the program.
- ✓ If a child, sibling, or parent has Covid-19 or any other contagious disease, you all would need to quarantine for 14 days and can only return to childcare with a negative test. If your child misses 5 consecutive days of childcare, you will need to have a negative Covid-19 test done to return.
- ✓ Little Kingdom Builders staff or director CANNOT be listed as an emergency contact at your child's school. If there is an emergency at your child's school, the school faculty will need to contact you or your emergency contacts that you have listed.
- ✓ There will be no last-minute drop-off or pick-up requests.
- ✓ Parents and children need to wear a mask when dropping off and picking up at all times.
- ✓ Payments **MUST** be paid on time every Friday by 8:00 p.m. If not, a late fee will be applied in the amount of \$25.00 **per day including weekends** until it is paid in full.

### **HOLDING FEES**

If you require a position/spot in our childcare, but you need to start later, we will hold a spot for you for up to 2 weeks. A deposit is required equal to the weekly payment and is non-refundable whether you take the position.



### **CLEANLINESS & HYGIENE**

Little Kingdom Builders does its best to maintain strict cleanliness and hygiene standards. Children should arrive at childcare fully dressed, wearing shoes, clean clothes, and a clean, dry diaper or pull-up before dropping off at daycare. Children should also be dressed accordingly to the weather. If you need to change your child because they had a potty accident on the way to the childcare, please do so before bringing your child inside.

### **DIVORCE RECORDS/ CUSTODY AGREEMENTS**

Divorced parents must provide a copy of custody papers to be kept in the child's file. Without custody papers, we have no legal way of preventing the child's non-custodial parent from removing them from the childcare home. If we have copies of the documents, we can call the police if the non-custodial parent shows up and tries to take the child.

### **SUPPLIES**

At, Little Kingdom Builders, parents are required to supply items that are necessary to care for your little ones. Below is the list of supplies that we would need from you. Also, keep in mind that if you send your child in nice clothes, there is no guarantee they will stay clean. We will supply cots and playpens.

#### **Label all of the below items:**

- Diapers/Pull-Ups and Underwear
- Extra set of clothing
- Wipes
- Blankets
- All prescriptions (label with your child's name on the prescription)
- Baby Formula/Breast Milk

### **NO PERSONAL BELONGINGS**

No toys should be brought from home. Little ones have difficulty sharing with others, and it is even more challenging with their special toys. Except for the extra clothes, personal items should be left at home, especially if they are considered valuable. We are not responsible for losing or damaging your child's personal items. Blankets and bedding will stay at the childcare during the week and go home to be washed every Friday. Soiled clothing will be sent home, and a clean change of clothes should be brought back the next day. We will request specific items for certain times of the year, such as boots or snowsuits.

**Reminder: Little Kingdom Builders staff or director CANNOT be listed as an emergency contact at your child's school. If there is an emergency at your child's school, the school faculty will need to contact you or your emergency contacts that you have listed.**

### **TRIAL PERIOD**

Upon enrollment, all children will be allowed a trial period for two weeks (or 10) days beginning on the start date agreed upon by the director and family. During that time, the parent may terminate their child's enrollment with at least 24 hours' notice. The tuition and other fees paid for the trial will be non-refundable should a child's enrollment end at the parents' or director's request. For a parent to terminate enrollment after two weeks (or ten days), please see the Termination Policy for more about the procedure.

### **ENROLLMENT POLICY**

There are several forms that we must have completed in our possession before we can assume the responsibility of caring for your child. The types of forms that are needed are listed on the following page. This is to ensure that your child will get the very best care possible from Little Kingdom Builders. Completion of a pre-enrollment information packet is required for each child.



The Forms are as follows:

- Child Enrollment & Health Forms
- Signed Contract and Fee Agreement
- Acknowledgement of Policies
- Notification of Parent's Rights
- Medical Statement Form
- Permission to Administer Medication (when applicable)
- Permission Medical Slip
- Child Enrollment Program-Food Program
- Transportation Waiver
- Emergency Contact and Authorized Person for Pick-Up
- Child Neglect Protocol
- Discipline Statement
- Photo/Video/ Release Form/Pick-up/Drop Off Fee Agreement
- Destruction of Property Form
- Field Trip Permission
- Deposit first (2 weeks of care payment)
- Non-refundable **Registration Fee** of \$150.00 (due upon enrollment)
- Yearly registration fee of \$100.00 (due on child's anniversary date)
- Potty Training Fee, (if applicable) \$25/week and Transportation Fee, (if applicable)

### **DAYCARE RULES**

Be kind (use kind words, say please and thank you, use your inside voice, etc.) Be safe (use walking feet inside, gentle hands, etc.)

Take care of our things in the program (put things back where they belong, push in your chairs, throw away your trash, etc.) All children and families are expected to follow the rules. The rules will be taught and encouraged throughout our daily interactions. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will **not** be allowed—no standing or climbing on chairs, tables, or furniture. There will be no use of obscene, derogatory, or disrespectful language. Children cannot lift or carry other children while in the program or on the property. 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 of replacing the item. Please support me in enforcing these rules to create a better environment for all.

**NO SMOKING IS PERMITTED ON THE PREMISES.**

### **IMMUNIZATIONS**

All children who undergo immunizations must have their immunizations up to date before entering childcare. Parents are responsible for keeping these immunizations up to date at all times. If your child is exempt from immunizations for medical or religious reasons, please submit the form for your child's file. Children may not return to care for 24 hours after shots. All children are required to meet tuberculin requirements. The child may be excluded from the program until medical forms are current and up to date.

### **GUIDELINES FOR ARRIVALS**

It is normal for your child to cry on arrival, especially for the first few weeks. The crying usually stops within seconds of your departure. Please be in control of your child during drop-off and pick-up times. **If your child is scheduled to arrive from another program/activity and does not arrive within 30 minutes, we will follow up with a call, text, or email to verify if the child will arrive to daycare for that day, tuition is still required whether your child attend for the day or not.** Attendance records shall be maintained by the provider. The records shall indicate the hours of childcare service provided for each child. Information shall be stored in a file.



### **GUIDELINES FOR RELEASING CHILDREN**

Little Kingdom Builders will release child only to those that are listed on the child pick-up authorization form:

- (1) Parents with legal and/or physical custody or to child's legal guardian.
- (2) Or welfare workers with proper authorization.

Anyone picking up the child that Little Kingdom Builders staff does not recognize will be required to provide their driver's License/ID card and must be listed on the alternate pick-up list. If parents are sending someone new, a text PRIOR to pick-up AND an ID is required so that we can match it. Telephone permission will not do. We assume responsibility for your child only while he/she is on our property.

### **SCHEDULE CHANGES**

Any schedule changes to your enrollment hours or days will require a written notice 2-week notice before making sure that we can accommodate your request. There is no guarantee that we can accommodate changes, but we will see what we can do.

### **ATTENDANCE**

Tuition is charged on a weekly basis. **You are responsible for paying tuition for your contracted days regardless of attendance.** If the child will not be in on a day of operation, please call the center to inform us. You are required to inform us if you are at any other location that what is listed on your Enrollment Record to provide a telephone number for that place.

**\*LITTLE KINGDOM BUILDERS WILL BE CLOSED ON DAYS THE SCHOOL DISTRICT IS CLOSED DUE TO INCLEMENT WEATHER\***

### **DAILY SCHEDULE**

A schedule helps the day to flow smoothly; it allows the children to anticipate coming events, and aids in achieving a variety of goals. There will be times when we must adjust the schedule. Infants schedule is individualized to their needs. We will provide your child with tender loving care, understanding, patience and guidance.

### **SIGN IN AND SIGN OUT**

Little Kingdom Builders must have all parents sign in during drop-off and out for pick-ups each day with accurate times.

Families receiving subsidies will have an additional sign-in/out form to be completed with the accurate days and times filled out. All forms must be submitted at the beginning of every month. Failure to fill forms out promptly may result in late fees being paid by the parent or guardian following the Little Kingdom Builders late fee policy.

### **LEARNING ACTIVITIES**

The activities, games, and experiences are all formulated to engage a child's natural curiosity and provide a foundation for lifelong success. **We DO NOT conduct any formal assessments at this time.** In order to support our philosophy, children will engage in a variety of activities to promote learning as they play. Some of the activities include but are not limited to:

- |  |   |
|--|---|
| ✦ Arts and Crafts (painting, drawings, gluing, cutting, etc.)      | ✦ Reading/Story both aloud and individually |
| ✦ The use of building materials (Legos, blocks, magna-tiles, etc.) | ✦ Music and Movement                        |
| ✦ Play dough   | ✦ Puzzles                                   |
|  | ✦ Outdoor play (walks and/or yard play)     |





Through such activities, we will promote learning in all developmental domains such as cognitive, social emotional, physical, language, and creativity.

### **CHILDCARE RATES**

Your weekly childcare rates are outlined in your service agreement. Notice of any change in rates or other terms will be provided in writing 30 days in advance for which the new rate will become effective.

### **PAYMENT PROCEDURES**

The weekly daycare fee is due every Friday by 8:00 p.m., preferably in cash or money order. If your weekly payment is not paid on Friday, a late payment fee of **\$25.00 per day**, including weekends, will be charged after that until paid in full. If late fees continue, your child(ren) may be excluded from the program until payments are paid in full.

**All tuition fees are due in full regardless of absences, early pick-ups, extended family vacations, closed holidays (including holidays observed by your family), or suspensions. No refunds are given for late arrivals, early departures and that also includes children that go home for any illness.**

**All tuition fees that are due for provider closings will be listed below.**

NOTE: If failure to pay persists, Little Kingdom Builders may take legal action where the parents or guardians will be responsible for ALL court costs.

### **CHILD CARE SUBSIDIES**

If your child is enrolled in the subsidy program from the local resource and referral agency, then the tuition will be paid in accordance with the local resource referral agency. We require you to fill out the required paperwork on time. If a subsidized program pays partial payment, the parents or legal guardian will be responsible for the remaining balance. You are also responsible for your registration fee, any incurred late costs, field trip fees, potty training fee, or any other fee associated with childcare. If your subsidy ends, you will be responsible for paying for the childcare tuition in full. It is up to you to ensure you get all your paperwork in on time so you don't lose your subsidy and check to ensure you are still covered. Lastly, we are not responsible for back-up care. If we need you to pick-up your child because they are sick, it is your responsibility to have back-up care. Fees are non-refundable.

### **LATE DROP OFF/LATE PICK UP**

Please drop your children off within 30 minutes of their scheduled days and times, as stated in your contract. If you are going to be late, please notify the program ASAP. There will be a 30-minute grace period for drop-offs. Anything after that will result in a \$10.00 charge for inconvenience due at the time of drop-off.

Similarly, please pick your child(ren) up at the scheduled times as stated in your contract. There will be a 15-minute grace period if notified before the scheduled pick-up time. If you cannot arrive within 15 minutes, you will be charged **\$1.00 per minute**, which will be due upon arrival. You will be charged **\$1.00 per minute** from the scheduled pick-up time due upon arrival if the program is not notified.

If late pick-up and drop-off fees are not paid at the time, they may be added to the tuition. We understand that job pressures, traffic, and weather conditions occasionally affect your ability to arrive on time. If you cannot pick your child up on time, please arrange to have another authorized adult (listed on the emergency card) do so for you.



### **PROVIDER PAID VACATIONS**

The Provider **reserves the right to up to 4-week non-consecutive paid vacation days each year.** Dates of vacation will be announced at the beginning of each year so that parents can mark them down on their calendar. The Provider has the right to determine which days these weeks will be.

### **PROVIDER PAID CLOSINGS**

At Little Kingdom Builders, we prioritize providing reliable and high-quality childcare services to our families. We understand the importance of clear communication and transparency regarding any potential closures or changes in our schedule. Therefore, we would like to update you on our policies regarding paid personal days, paid sick days, paid bereavement days, paid vacation days, and paid holidays.

Little Kingdom Builders **reserves the right to utilize up to 7 paid personal days, 7 paid sick days, and 7 paid bereavement days if necessary.** We value your trust and will always strive to operate our program smoothly. However, there may be occasions when we need to close due to vacation, illness, bereavement, or other emergencies. In such instances, we will provide written notice at least two weeks in advance to ensure you have adequate time to make alternate arrangements for your child's care.

Please note that if Little Kingdom Builders has to close within the allotted personal, sick, vacation, or bereavement days, your tuition fee will still be required. Additionally, all holidays will be paid holidays, and parents are responsible for paying their tuition fees as scheduled.

**Parents must have backup care in case of holidays, child illnesses, or any other circumstances in which backup care is necessary.**

Listed below are the paid holidays that will be observed by our childcare program. Please note that on these specific dates, regular fees will apply, and parents are required to make payment as usual. We kindly request your understanding and cooperation in adhering to this policy. For families participating in the subsidized program, please be aware that only 10 of these holidays are covered under the subsidy program. In such cases, parents are responsible for paying their co-pays for the holidays that are not covered.

### **PAID CLOSED HOLIDAYS**

Parents, please respect the holiday schedule. Please make sure you mark your calendars for each day we have scheduled. No credit will be given. Little Kingdom Builders will be closed all holidays below, and a notice of any other days off will be given well in advance:

New Year's (December 31st-January 2nd)	Martin Luther King, Jr. Day
President's Day	Good Friday
Mother's Day	Father's Day
Memorial Day	Labor Day
Columbus Day	Veteran's Day
Juneteenth Day	Independence Day
Thanksgiving Holiday (day before and after)	Christmas Holiday (December 24th- 29th)

\*Other paid closing: Emergency Declarations/National Disasters (information in detail is below)





Latoya Ransom's Birthday – November 4<sup>th</sup>

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

### **RESPONSIBILITIES OF THE PARENT**

To help ensure a positive environment for your child, we ask you to:

1. Pay your tuition **on time** including your 2-week non-refundable fee.
2. When leaving, please **DO NOT ALLOW** children to run out to your car.
3. You are responsible for your child when you pick up.
4. Check your child's folder and the parent board each day at pick-up.
5. Please do **NOT PARK** in the driveway. Park on the street instead.
6. Check your child's diapers/pull-ups and refill at the beginning of each month or as needed.
7. Ensure children have the correct clothing according to the season.
8. Ensure medical insurance is up to date.
9. If you are called to pick up your child (sick or injured), make arrangements to pick up within 1 hour. If one child is sick, the sibling needs to stay home as well. Return after 24 hours with a doctor's note.
10. Update your child's file (phone numbers, addresses, back up provider, and paperwork if applicable)
11. If we have to go to court due to fees, you are responsible for all legal fees and court costs.
12. Do **NOT** drop and drop your child off at daycare.
13. Make sure your child is dry and clean **PRIOR** to coming to childcare.
14. Make sure you and your child wear a mask when dropping off and picking up from childcare.

### **BIRTHDAYS**

Each child's birthday is his/her "Special Day" and we look forward to celebrating with them. Parents are allowed to bring snacks to share with their friends, but it's not necessary. Please check with us for allergies and give us at least one week's notice of your plans.

### **PHOTOS/VIDEOS OF CHILDREN**

Little Kingdom Builders may use your child's photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name. Please provide written notice if you do not wish for your child to participate. It is assumed that parent/guardian's consent to their child(ren) being audiotaped, photographed, or videotaped unless such written notification is received.

### **POTTY TRAINING**

The decision of when to assist your child with potty training is a personal one and should be made based on your child's signs of emotional and physical readiness. The parents and the provider need to work together to achieve your child's success. When the time comes, we are happy to help you train your child as long as we agree to be consistent. Potty-trained children must bring at least two complete sets of clothes and pull-ups. We will provide progress updates. During toilet training, your child will nap with diapers or until they are two weeks dry through the nap. When it is time for them to wear underwear, please start at home on the weekend. If they can stay dry for the weekend, please bring in underwear. There is a **\$25.00** weekly fee.

### **REST PERIOD/QUIET TIME**

There will be a time every day that your child will be required to "rest". While most children will nap during this time, others who do not nap will be necessary to lie down or read silently. Children that are 24 months and up will sleep on mats. Children can only sleep on mats starting at 24 months with written parental permission.



Children under 24 months will sleep in cribs. Infants and young toddlers sleep on demand. We will check diapers every two hours. Infants will be placed on their backs to sleep unless the child's physician signs the "Sleep Position Waiver." Daily record – The provider will maintain a daily written description for each Infant. This record will be provided to Infant's caretaker daily. The report shall include food intake, sleeping patterns, times and results of diaper changes, and daily activities.

### **MEALS**

Little Kingdom Builders serves nutritious meals that will be served to children at no extra cost to you. Children are fed nutritionally on a daily basis. There will be breakfast, lunch, 1 snack, and dinner served during the times listed below. **School Age Children will need to bring in a snack each month.**

Meal Schedule	
Breakfast:	7:00 a.m. -7:30 a.m.
A.M. Snack	10:00 a.m.- 10:30 a.m.
Lunch:	12:00 p.m.-12:30 p.m.
PM Snack:	3:30 p.m.
Dinner:	5:30 p.m.-6:00 p.m.

The parent must provide formula. Please do not send gum, candy, or money with your child to childcare. If your child has known food allergies, you must inform me in writing the day the child starts. Children with dairy or milk allergies must have a note from their physician stating they are allergic to dairy or milk products. Please notify us of any allergies on the application and during enrollment.

**Liquids and Foods hotter than 110 degrees are kept out of the reach of children.**

### **RIGHT TO BREASTFEED**

A comfortable place with a seat will be made available for parents that enables a mother to breastfeed her child. (Living Room or Bathroom). Also, parents have the right to provide breast milk for their child while in care.

### **PARENT INVOLVEMENT**

There will be a time and ways that you can get involved in your child's childcare experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Helping to provide treats or other items for parties
- Donate supplies for the classroom
- Helping your child at home with concepts we are learning.
- Chaperoning on Field Trips
- Helping with show and share
- Clerical Work or Volunteer Work
- Fundraisers

### **TRANSPORTATION**

Little Kingdom Builders offers transportation to children that are enrolled in our program. We will pick them up from school and bring them back to the daycare. Transportation will NOT be provided any other time. There is a transportation fee and will be discussed per case.



### **OVERNIGHT CARE** (care anytime between 6:00 p.m. and 6:00 a.m.)

- Parents will bring his/her child. At that time the child is signed in by the parent.
- Activities will be provided before bedtime which also for children's individual choices and needs. Activities may include meals, play, homework, relaxation, and outdoor play during daylight hours.
- Staff will notify parent if the child needs a change of clothes diapers or pull ups. Staff will also give the parents any projects or discuss any activities or any upcoming parent involved activities.
- ALL children will eat dinner at 5:30 p.m. Each child will do activities until 8:00 p.m. ALL children will lie on their cots quietly.
- The home will have adequate lighting indoors in all areas including bathrooms and sleeping rooms to ensure that children can be seen by the provider.
- Any child that is awake will receive snack time at 7:30 p.m. Bedtime routines will be developed in consultation with the caretaker of the children.

### **WEAPONS AND FIREARMS**

At no time will we allow any weapons or firearms of any kind at Little Kingdom Builders. This includes, but is not limited to guns, knives, pocket-knives, swords, stun-guns, pepper spray, mace, nun chucks or other martial arts accessories, lassos or handcuffs, smoke bombs, etc. This policy also includes all toy guns and other toy weapons such as plastic swords. If your child is found to have a gun, any weapon, or dangerous substance in his or her possession while in care, you will receive an immediate call from us informing you that you need to pick up your child immediately. We will require written assurance from you that your child will not ever bring any guns or other weapons to childcare before we accept your child for care again. If this is not provided, the terms of this contract will be voided immediately, and no refunds will be given.

### **FIELD TRIPS**

Occasionally, we may have the opportunity to take field trips. In an emergency, while we are away, your child will be cared for, and we will notify you. We require that your child attend the field trip, but if you do not want your child to participate, it is your responsibility to find and pay for alternative care. There will be no refunds, and your tuition is still required. Before your child attends field trips, we need a permission slip that you must sign for each trip. We will inform you ahead of time for the field trips where you must pay an extra fee.

### **CHILD ABUSE AND NEGLECT**

As childcare providers, we have a responsibility by law to recognize and report any evidence of suspected child abuse (physical, emotional, or neglect) this is strictly for the benefit of the child. Child abuse and neglect are against the law in the state of California, and so is failure to report it.

### **DISCIPLINE AND GUIDANCE POLICY**

Little Kingdom Builders helps to guide children through love, consistency, and redirection. Any form of corporal punishment is prohibited. We use developmentally appropriate guidance including time-outs that does not exceed 2 minutes. Children under the age of 2 years old are excluded from time-outs.

The following methods of discipline will be used:

- Redirecting to an appropriate activity
- Showing positive alternatives
- Modeling the desired behavior
- Reinforcing appropriate behavior
- Encouraging children to control their own behavior, cooperate with others and solve problems by talking it out.



Parent involvement will be needed if the above actions do not work. If we feel a chronic behavioral issue needs attention, we will let you know so that we handle it the same way and your child has continuity in discipline between home and childcare. We may call you to remove your child if their behavior prevents us from adequately caring for the other children and/or staff. If the problem continues, other arrangements for the child's care will have to be made for the safety and well-being of all. **There will be no refunds.**

### **TERMINATION POLICY**

If there is a problem where we feel it is affecting the safety and welfare of the other children we care for, my business, or my family, Little Kingdom Builders reserves the right to immediate dismissal. A 2 (two) week written notice is required for termination of the contract. We will accept a 2 (two) weeks payment instead of the two-week written notice. **There will be no refunds.** This policy applies to ALL of our families, including subsidized families.

Reasons this contract may be terminated by us include but are not limited to the termination policy guidelines below.

1. Child's behavior is uncontrollable and is a risk to the other children.
2. Child is not adjusting to the environment, and it is too traumatizing to attend.
3. Fees were not paid and are overdue.
4. Breach of contract.
5. Parent is a risk to the provider or other children in care.
6. Parent arrives at childcare drunk/under the influence of drugs.
7. Provider makes a judgment call and feels immediate termination is needed.
8. Repeat absences without notice or repeat late drop off without notice.
9. Lack of parental cooperation.
10. Repeated failure to pick up your children at the agreed upon time.
11. False information given by parent either verbally or in writing.

### **CHILDREN'S INJURY**

Suppose your child sustains a minor injury while in our care (e.g., scraped knee), you will receive an Incident Report outlining the incident and course of action taken by us immediately at pick up. A signed copy will be retained on file for at least six months. (Minor wounds, such as cuts, scrapes, or bites, will be washed with liquid soap and cool running water, followed by rinsing. A dry bandage may be applied as appropriate. We will contact you immediately if the injury produces any swelling, is on the face or head, or need medical attention. Incident reports will be filled out and kept with your child's records. Repetitive problems such as biting may result in your child being removed from daycare. This is for the safety of your child and the other children.

### **ILLNESS POLICY**

Health records must be kept up to date. It is the responsibility of the parents to report any seasonal or food-related allergies or any changes in the child's health. The parents are also responsible for keeping the updated phone and address information for emergency contact. Failure to do so and we cannot contact you, your child can or will be dismissed.

We will care for children with common illnesses such as recovering from a cold, allergies, etc. No child will be admitted who is ill or has a fever. Do **not** drop and drop your child off at daycare. Parents will be notified immediately and have 1 hour after being called to pick up their child. (If you cannot be reached, your emergency contacts will be called, if your emergency contacts cannot be reached, we will call the department of social services.)



It will also be at our discretion whether a child is allowed to be at daycare if we believe they are not feeling well. If a child needs medication, it must have the original bottle and physician instructions, and a request for medication administration must be filled out and signed by the parent. In a medical emergency, the parent will be notified as soon as possible. Diaper rash ointment, powder and other topical creams may be applied. In the event your child is sent home due to one of the above conditions, they will not be allowed to return to childcare until they have been symptom-free for a full 24 hours (and not on fever-reducing medications), or until accompanied by a signed note from your child's doctor. Please notify me as soon as possible (the night before or in the morning before the child is supposed to arrive) if the child is going to be absent. If a sibling is sick, then all the children need to stay home for at least 24 hours, again a doctor's note will be needed in order for children to return. **Tuition is still due regardless of sick days and there will be no refunds.**

- Diarrhea (more than 2 loose stools)
- Sever coughing, which causes the child to become red and blue in the face and making a whooping sound.
- Difficult or rapid breathing a stiff neck.
- Yellowish skin or eyes, unusually dark urine and/ or gray-white.
- Conjunctivitis (pink eye)
- A temperature of 100.4 degrees F or higher in combination with other signs of illness.
- Untreated, infected skin patches
- One of more episodes of vomiting
- Untreated communicable disease

\*5 or more days of absence may require a doctor's note and a negative covid-19 test in order to return to care.

\*Always inform your doctor that your child is in daycare at every visit so that he/she can approve in writing your child's return.

### **MEDICATIONS**

Parents must fill out proper forms and supply all medications in their original containers. The medication must be in a clearly labeled child-proof container. For the medication to be given, the permission to administer medication form must be completed by both the parent and the doctor or medical professional and in the child's file.

Little Kingdom Builders will not deliver medication, food supplements, medical food, or topical product until after the child has received the first dose or application at least once before our administering an amount or applying the product to avoid unexpected reactions. All prescription medications must have been prescribed recently and labeled clearly with the pharmacy information. Please provide any necessary droppers, medicine spoons, or other dosing aids. Inhalers should also be in their original outer package (carton), labeled with your child's name. School-age children may care for their emergency medications such as an Epi-Pen or Inhaler or topical products/ointments with a completed Administration of Medication form on file.

### **MEDICAL EMERGENCIES**

Suppose emergency services must be called to provide treatment, care and/or transportation for your child to an emergency facility. In that case, the parent is responsible for all bills from this incident. In case of a medical emergency, we will call 911 and attempt to contact you immediately. If we cannot reach you, we will call the people designated as your emergency contacts. We are certified in infant, child, and adult CPR and First Aid if immediate intervention is required. We will take appropriate action, including calling 911 to transport your child to the nearest hospital. WE WILL NOT TRANSPORT.



Steps to be taken by the provider, employee, and staff in the event of a general emergency: CALL 911 AND FOLLOW THE EMERGENCY PLAN.

The provider shall send the child's "Child Enrollment and Health Information" form with the child being transported to a source of emergency assistance. A first aid box shall be on the premises and readily available to the provider but shall be kept out of reach of children. If serious incidents/injuries occur, we will document them, and they will go into the child's file. We will give the incident report to the caretaker on the same day.

**THE PROVIDER WILL NOT PROVIDE CARE TO THE CHILDREN WHOM PARENTS REFUSE TO GRANT CONSENT FOR TRANSPORTATION TO THE SOURCE OF EMERGENCY TREATMENT. THE PROVIDER WILL NOT ACCEPT RESPONSIBILITY OF A CHILD.**

#### **EMERGENCY DECLARATIONS, PUBLIC HEALTH, AND NATURAL DISASTERS**

Should a situation occur such as a pandemic, natural disaster, or emergency declaration, Little Kingdom Builders will remain open to families. **Tuition is still required each week and is due on Friday before close. If you decide not to bring your child during this time, tuition payments are still required as you are paying for the spot and not attendance.**

Direction and guidance from the Federal Centers for Disease Control and Prevention (CDC), and local health department, will be followed. Because pandemics and emergencies are out of our control, should a situation occur, that would require closure, payments will be due in the amount of full tuition.

Any actions, operational, or policy changes that need to be made by Little Kingdom Builders in the case of emergency declarations, public health emergencies, or natural disaster will be communicated by the owner and will be updated as needed. While closed, we will continue to clean and sanitize the childcare for when families are allowed to return.

#### **MODIFICATION/AMENDMENT**

Provider reserves the right to modify and/or amend this agreement upon four weeks written notice of any changes in the basic rates or services provided. Changes in basic rates/services do not require parent's consent but will be given in writing as an addendum to this parent handbook.

#### **ENTIRE AGREEMENT**

This agreement, together with those documents specifically incorporated herein by reference, contain the entire agreement and understanding between the parties as to the subject matter hereof.

#### **INVALID PROVISIONS**

The invalidity or unenforceability of any particular provision hereof shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

#### **WAIVER**

No right under this contract shall be waived (lost) merely by delaying or failing to exercise it. Consent to one act shall not be considered consent to any other or subsequent acts. Any waiver of a default under this agreement must be in writing and shall not be a waiver of any other default concerning the same or any other provisions of this agreement.

#### **GOVERNING LAW**

This agreement shall be governed by and interpreted in accordance with the laws of the State of California.







### **REVISIONS TO HANDBOOK AND CONTRACT**

As we continuously evaluate and improve our services, we reserve the right to make necessary adjustments. However, please be assured that we value your trust and will always try to inform you of any changes well in advance.

You will receive written notification of any changes in rates or policies that may occur. We understand the importance of providing sufficient notice, and every attempt will be made to give you a minimum of two weeks' notice prior to implementing any changes. This will allow you ample time to review and prepare for any adjustments that may affect you and your family.

---

SIGNATURE OF PARENTS/GUARDIAN

---

DATE

---

SIGNATURE OF OWNER

---

DATE



## SERVICE AND CONTRACT FEE AGREEMENT

Write in your drop off and pick up time for each day of service that you use: Please note that care exceeding 52 hours/week is beyond provider's hours of FULL-TIME care. Excess hours will be calculated using provider's hourly rate.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Drop Off:	Drop Off:	Drop Off:	Drop Off:	Drop Off:	Drop Off:	Drop Off:
Pick Up:	Pick Up:	Pick Up:	Pick Up:	Pick Up:	Pick Up:	Pick Up:

Please mark whether you are part-time or full time. Full- Time \_\_\_\_\_ Part- Time \_\_\_\_\_

### PAYMENT PROCEDURES

The weekly daycare fee is due every Friday by 8:00 p.m., preferably in cash or money order. If your weekly payment is not paid on Friday, a late payment fee of **\$25.00 per day**, including weekends, will be charged after that until paid in full. If late fees continue, your child(ren) may be excluded from the program until payments are paid in full. **All tuition fees are due in full regardless of absences, early pick-ups, closed holidays, or suspensions. No refunds are given for late arrivals, early departures and that also includes children that go home for any illness.**

\_\_\_\_\_ initial here

### LATE DROP OFF AND PICK UPS

There will be a 30-minute grace period for drop-offs. Anything after that will result in a \$10.00 charge for inconvenience due at the time of drop-off. Similarly, please pick your child(ren) up at the scheduled times as stated in your contract. There will be a 15-minute grace period if notified before the scheduled pick-up time. If you cannot arrive within 15 minutes, you will be charged **\$1.00 per minute**, which will be due upon arrival. You will be charged **\$1.00 per minute** from the scheduled pick-up time due upon arrival if the program is not notified. \_\_\_\_\_ Initial here

### PARENT'S RESPONSIBILITIES, PAID VACATIONS, PAID HOLIDAYS, and PAID PERSONAL CLOSINGS WHICH INCLUDES (4 WEEKS OF VACATION, 1 WEEK PERSONAL, 1 WEEK SICK, 1 WEEK BEREAVEMENT).

Parents/Guardians understand and agrees to the parent's responsibilities, paid vacations, paid holidays, and paid personal closings that are listed in the parent handbook. \_\_\_\_\_ Initial here

Co-Payment Fee \$ \_\_\_\_\_ (fees that are not covered by subsidized program is the responsibility of the parent. This includes closed holidays, provider's paid vacations, personal, sick, and bereavement days)

Initial Here \_\_\_\_\_. Tuition Fee \$ \_\_\_\_\_ Registration Fee \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Other Fees \$ \_\_\_\_\_

By signing this childcare and fee agreement, you are agreeing that you have read, understand, and agree to adhere to these policies and procedures. Additionally, you acknowledge and understand that the policies and procedures at Little Kingdom Builders are legally binding and subject to change without advance notice and that any changes made will supersede any current policies, procedures, or contractual agreements, including but not limited to payment and attendance policies, illness policies, and other operational policies and procedures.

Signature #1 \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature #2 \_\_\_\_\_ Print Name: \_\_\_\_\_



## Field Trip Permission Form

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Parent/Guardian,

We are excited to announce an upcoming field trip for Little Kingdom Builders! Please carefully read the details below and provide your consent by signing and returning this permission slip.

### Field Trip Details:

Destination: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_ Traveling By: \_\_\_\_\_

[ ] I give permission for my child, \_\_\_\_\_, to participate in the field trip.

[ ] Unfortunately, my child, \_\_\_\_\_, will not be attending the field trip.

Please indicate if you are able to come along.      Yes, ☐ I'll be there!      No, No ☐ this time.

Children should bring the following items on the field trip:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign below to indicate your consent and return this permission slip by \_\_\_\_\_.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Field Trip Waiver

We believe that field trips offer valuable educational and social opportunities for children to explore the world around them. These outings allow them to engage with different environments, experience new activities, and interact with their peers in a supervised and supportive setting.

However, it is important to acknowledge that as the provider of Little Kingdom Builders, neither I, nor any of my employees, can be held responsible for any unforeseen incidents or accidents that may occur during these field trips. We take every precaution to ensure the safety and well-being of all children in our care, but it is crucial to note that participation in field trips involves certain inherent risks.

To ensure the utmost safety during field trips, we carefully plan and assess each destination, adhere to appropriate adult-to-child ratios, and maintain continuous supervision. We also require all children to have emergency contact information readily available and any relevant medical or allergy-related details disclosed to us prior to the trip.

In light of these considerations, we kindly request that you carefully review and complete the permission slip provided for each field trip. The provider will outline the details of the trip, including the destination, mode of transportation, activities, and any associated costs. By signing this form, you acknowledge that you have read and understood that neither I, nor any of my employees, can be held liable for any accidents, injuries, losses, or damages that may occur during the field trip.

We are committed to maintaining open lines of communication and welcome any questions or concerns you may have regarding our field trip procedures.

Thank you for your understanding, cooperation, and ongoing support. We look forward to continuing our journey of exploration and growth with your children.

Parent/Guardian

Signature \_\_\_\_\_

Provider's

Signature \_\_\_\_\_



## Parent Enrollment Form

Mom's name \_\_\_\_\_  
Dad's name \_\_\_\_\_  
Child's name \_\_\_\_\_  
Child's age \_\_\_\_\_  
Child's Birthday \_\_\_\_\_ Nickname \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

(Mother's) Home/Cell Phone \_\_\_\_\_  
(Father's) Home/Cell Phone \_\_\_\_\_

(Mother's)  
Email address: \_\_\_\_\_  
(Father's)  
Email address: \_\_\_\_\_

Parents are:  
Married \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_ Widowed \_\_\_\_\_ Single \_\_\_\_\_

Mother's Employer (include name and address):  
\_\_\_\_\_  
\_\_\_\_\_

Hours of employment are from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

Father's Employer: (include name and address):  
\_\_\_\_\_  
\_\_\_\_\_

Hours of employment are from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

Beginning date child(ren) needing care \_\_\_\_\_  
When days and hours do your child need care?

Hours: Monday \_\_\_\_\_  
Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_  
Friday \_\_\_\_\_ Saturday \_\_\_\_\_

Times you plan to drop your child off? \_\_\_\_\_  
Times you plan to pick up your child? \_\_\_\_\_

Is there anyone besides you that will be picking up your child? Yes or No  
If yes, Names: \_\_\_\_\_

**I will need a call the day of to let me know. This is for your child's protection. Said person(s) will need to be listed on the child pick-up form.**

Has your child ever been in childcare before? \_\_\_\_\_  
What type (center, family daycare, grandma etc....) \_\_\_\_\_  
Why are you looking for childcare?  
\_\_\_\_\_  
\_\_\_\_\_



Will you be giving a two week notice to your current provider?

What is your normal method of discipline?

What is your child's temperament? Are they easy going, hard to please, demanding, aggressive, etc.

What are some of your child's favorite activities?

Are there any food restrictions?

Does your child have any special needs or concerns?

Does your child have a nurse/PCA assigned to him/her?

What are your hopes/expectations for your child here?

Name a backup care provider?

**CHILD'S HEALTH:** (A copy of your child's immunizations will be needed)

General state of health:

Doctor's name

Doctor's phone number

Dentists' name

Dentists' name

Are your child's immunizations up to date? \_\_\_\_\_ (Please attach a copy of immunizations. This should include the signature of nurse or doctor who administered medications.)

Does your child have any known allergies?

Are you concerned that your child may be prone to any type of allergies?

Please Describe:

Does your child have any medical conditions which we should be made aware of?





Has your child had any of the following common childhood illnesses? *(Please circle)*

Does your child have any problems with these?

Constipation  
Convulsions  
Diarrhea  
Fainting Spells  
Frequent Colds  
Frequent Ear Infections  
Frequent Sore Throats  
Lice  
Ringworm  
Skin Rash  
Soiling  
Stomach Upsets  
Urinary Problem  
Worms

Has your child had any of these diseases?

Asthma  
Bronchitis  
Chicken Pox  
Diabetes  
Heart Disease  
Hepatitis  
Impetigo  
Measles  
Mumps  
German Measles  
Polio  
Scarlet Fever  
Tuberculosis  
Whooping Cough

Does your child have any speech, hearing, or visual problems?

Has your child ever been tested for the above?

Has your child ever had any surgeries, or do they have any prosthetic limbs etc.?

If yes, please describe:

Would there be any restrictions to play or activities? I.e. Is your child handicapped, allergic to grass, etc.

Age your child began to: Sit \_\_\_\_\_, Crawl \_\_\_\_\_, Walk \_\_\_\_\_

Age your child began to: Talk \_\_\_\_\_ Any difficulties with speech? Yes or No.

If yes to above question, please specify: \_\_\_\_\_

Have you made any special arrangement for child's care during illness? Yes or No.

Please specify: \_\_\_\_\_

What is your child's favorite foods? \_\_\_\_\_

What food does your child dislike? \_\_\_\_\_

Child's favorite color \_\_\_\_\_

Child's favorite song \_\_\_\_\_

Does your child know the basic shapes? \_\_\_\_\_

ABC's \_\_\_\_\_ colors \_\_\_\_\_ numbers \_\_\_\_\_?

Does your child eat with a spoon \_\_\_\_\_ fork \_\_\_\_\_ hands \_\_\_\_\_? (check all that apply)

Can your child be relied upon to indicate bathroom wishes? \_\_\_\_\_

Does your child have any fears related with toileting? \_\_\_\_\_

Does your child have any "accidents"? \_\_\_\_\_

What words does your child use for: Bowel movements \_\_\_\_\_ urination \_\_\_\_\_

What time does your child awaken? \_\_\_\_\_

What time does your child go to sleep at night? \_\_\_\_\_

Do they sleep through the night? \_\_\_\_\_



Does your child sleep in a bed or crib, other? \_\_\_\_\_

Does your child sleep alone or with someone else? \_\_\_\_\_

Are there any siblings? Please name them and specify ages and gender.

Name \_\_\_\_\_ age \_\_\_\_\_ gender \_\_\_\_\_

Name \_\_\_\_\_ age \_\_\_\_\_ gender \_\_\_\_\_

Has your child had experience playing with other children? \_\_\_\_\_

Please give a brief description of your child's disposition. Is he friendly by nature, aggressive, shy, withdrawn, imaginative, demanding? Etc.

\_\_\_\_\_

How does your child show his/her feelings?

When afraid: \_\_\_\_\_

When happy: \_\_\_\_\_

When angry: \_\_\_\_\_

When intolerant: \_\_\_\_\_

What forms of discipline are most often used in child's home?

\_\_\_\_\_

\_\_\_\_\_

How does your child feel about daycare and being left by his/her mommy/daddy?

Are there any recent traumatic situations the child has been exposed to such as a death in the family, divorce, new sibling etc.? \_\_\_\_\_

What language(s) are spoken at home? \_\_\_\_\_

Does your child have any security objects such as a blanket, soother, bottle, toy etc.? \_\_\_\_\_

How does your child behave when he is sick? \_\_\_\_\_

How is your child most easily settled when upset or afraid? \_\_\_\_\_

What are your child's favorite activities, toys, books, or games? \_\_\_\_\_

Are there any other comments or information you would like to let me know about? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any specific concerns?

\_\_\_\_\_

\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Additional Notes that you want us to know:

\_\_\_\_\_

\_\_\_\_\_



For office use only:

Notes:

[illegible]

## Transportation Agreement Contract

This agreement is made and entered into effective as of \_\_\_\_\_ between Little Kingdom Builders, hereinafter referred to as "Provider", and \_\_\_\_\_, hereinafter referred to as "Parent/Guardian".

Provider agrees to provide transportation services for the child named \_\_\_\_\_ on the following terms and conditions:

**Weekly Rate:** The weekly rate for transportation services is \$30.00 for pick-up, \$30.00 for drop-off, or both services for \$60.00 per week. This fee is non-refundable and is to be paid in full on Friday mornings **before** the week of service begins.

**Child Arrival and Pick Up Time Slots:** The child's arrival time for pick up shall be between \_\_\_\_\_ and \_\_\_\_\_ on scheduled days. The child's drop-up time shall be between \_\_\_\_\_ and \_\_\_\_\_ on scheduled days.

**Pick Up Location:** The designated pick-up location shall be \_\_\_\_\_.

**Drop Off Location:** The designated drop off location shall be \_\_\_\_\_.

**Scheduled Transportation Days:** Transportation services will be provided on the following days:

☐ Monday      ☐ Tuesday      ☐ Wednesday      ☐ Thursday      ☐ Friday

**Day Scheduled Transportation:** If your child is scheduled for pick-up at the designated location and time but does not show up, a **fee of \$20.00 will be charged**. Similarly, if you are scheduled for a pick-up or drop-off but end up not needing the service, please notify us immediately to avoid being charged a NO SHOW fee.

**Last Minute Requests:** Provider will not provide last-minute pick up or drop off services. A minimum notice of 24 hours is required to schedule transportation.

**Cancellation Policy:** In case of cancellation, the Parent/Guardian must notify the childcare via call or text message as soon as possible. No refunds will be available for cancellations.

**Termination:** Either party may terminate this agreement with a two-week notice. All payments must be paid in full up to the termination date.

**Grace Period:** A grace period of 5 minutes will be allowed for the child to arrive at the vehicle during pick-up. An additional charge of \$2.00 per minute not to exceed 5 additional minutes will be assessed thereafter. After 10 minutes, your child will be considered a NO SHOW, and the vehicle will continue along the route to pick up other children. A parent/guardian will be called to pick up the child from location.

By signing below, the parties acknowledge and agree to the terms and conditions set forth in this Transportation Agreement Contract.

Parent/Guardian: Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Transportation Waiver

As part of our commitment to providing comprehensive care, I occasionally offer transportation services for the convenience of families.

Please note that while I take every precaution to ensure the safety of your children during transportation, I want to emphasize that neither I, nor any of my employees, can be held responsible for any unforeseen incidents or accidents that may occur while transporting children in my car.

To ensure the utmost safety during transportation, I maintain a valid driver's license, adhere to all traffic regulations, and exercise caution on the road. I also follow appropriate child passenger safety guidelines, including the use of age-appropriate car seats and seat belts. Additionally, I am covered by liability insurance that extends to transportation services.

By allowing your child to be transported in my vehicle, you acknowledge and accept that neither I, nor any of my employees, can be held liable for any accidents, injuries, losses, or damages that may occur during transportation. While we make every effort to provide a safe and secure environment, participation in transportation services carries inherent risks.

If you have any concerns or questions regarding transportation services, please do not hesitate to reach out to me. Your child's safety and well-being remain my top priority, and I am committed to maintaining open lines of communication.

Thank you for your understanding, cooperation, and ongoing support as we work together to provide the best care for your children. By signing this form, you acknowledge that you have read and understood that neither I, nor any of my employees, can be held liable for any accidents, injuries, losses, or damages that may occur during transportation.

Parent/Guardian

Signature \_\_\_\_\_

Provider's

Signature \_\_\_\_\_



## Tips for Keeping Kids Healthy

Maintaining the health of all children at Little Kingdom Builders requires a partnership between parents and providers. Here are some helpful tips to support a healthy environment:

- **Handwashing:** Encourage frequent handwashing at home and ensure children wash their hands thoroughly before arriving at daycare and after outdoor play, meals, and bathroom breaks.
- **Healthy Diets:** Provide children with nutritious meals and snacks to strengthen their immune systems.
- **Adequate Sleep:** Ensure children are getting enough rest each night to support their overall well-being and resilience to illness.
- **Appropriate Clothing:** Dress children in weather-appropriate clothing to prevent discomfort and reduce the risk of illness.
- **Regular Checkups:** Schedule routine doctor visits to monitor and maintain your child's health.

By practicing these habits, we can work together to reduce the spread of illness and create a safe space for all children.

### Respecting Provider Decisions

At Little Kingdom Builders, decisions regarding a child's ability to participate in care are always made with the safety and well-being of the entire group in mind. While these decisions may sometimes feel inconvenient, they are necessary to ensure a healthy environment for all children.

### Daily Health Visual Checks

To uphold our commitment to health and safety, visual health checks will be conducted during drop-off. If, at any time, it is observed that a child appears unwell or unable to fully participate in daycare activities, parents or guardians will be notified, and the child will need to remain at home or be picked up promptly.

**Please note:** Payment is required even if a child cannot attend due to illness. Payments secure your child's spot in the program and are not based on daily attendance.

### Understanding the Role of a Provider

It is important to reiterate that as your childcare provider, I am not a medical professional. If a child exhibits symptoms requiring medical attention, it is the responsibility of parents or guardians to seek advice from their healthcare provider. While I strive to provide a nurturing environment, I cannot monitor children with significant health concerns while simultaneously caring for the group.

### Clear Policies for Illness and Return-to-Care

The following policies ensure the health and safety of all children at Little Kingdom Builders:

1. **Illness Policy:**
  - Children must remain at home if they exhibit symptoms such as fever, congestion, or difficulty breathing. Rest and medical care at home may be necessary to support recovery.
2. **Return-to-Care Policy:**
  - Children must be symptom-free for at least 24 hours without the use of fever-reducing or symptom-masking medication.
  - A doctor's note may be required to confirm that a child is no longer contagious and can safely return to daycare if they have been sent home due to significant symptoms.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Paid Holiday and Closing Schedule

Listed below are the paid holidays that will be observed by our childcare program. Please note that on these specific dates, regular fees will apply, and parents are required to make payment as usual. We kindly request your understanding and cooperation in adhering to this policy. For families participating in the subsidized program, please be aware that only 10 of these holidays are covered under the subsidy program. In such cases, parents are responsible for paying their co-pays for the holidays that are not covered.

New Year's Day - January 1st

Martin Luther King Jr. Day - Third Monday in January Presidents' Day - Third Monday in February

Easter Friday- Friday before Easter

Memorial Day - Last Monday in May

Juneteenth Day- June 19<sup>th</sup>

Independence Day - July 4<sup>th</sup>

Labor Day - First Monday in September

Columbus Day - Second Monday in October

Latoya Ransom's Birthday- November 4<sup>th</sup>

Veterans Day - November 11<sup>th</sup>

Day Before Thanksgiving

Thanksgiving Day - Fourth Thursday in November Friday After Thanksgiving

Christmas Vacation - December 25<sup>th</sup>- December 29<sup>th</sup> New Year's Eve- December 31<sup>st</sup>

Vacation Days- 4 weeks (days will be determined and given ahead of time.) Sick Days- 1 week

Personal Days- 1 week

Bereavement Days- 1 week

Dates are subject to change from year to year.



## Parent Acknowledgement

We kindly ask that you carefully review each change and initial beside it to indicate your understanding and agreement. At the end of this letter, please sign to confirm your acknowledgment and acceptance of these changes.

### **Sick, Holidays, Vacation, Personal Days, and Bereavement Closings:**

Please be aware that sick days, holidays, vacation days, personal days, and bereavement days are considered closings where tuition payment is still required.

Initials \_\_\_\_\_

### **Paid Provider's Birthday Closing:**

On November 4th, which is the provider's birthday, the childcare program will be closed. This will be considered a paid closing.

Initials \_\_\_\_\_

### **Paid Vacation Days:**

The provider will take four weeks of vacation per year. The specific dates will be determined and communicated in advance.

Initials \_\_\_\_\_

### **Paid Personal Days:**

The provider will take one week of personal days per year. The specific dates will be determined and communicated in advance.

Initials \_\_\_\_\_

### **Paid Sick Days:**

The provider has allotted one week of sick leave per year. This time allows me to prioritize my own health and well-being, ensuring that I can continue to provide quality care for your child.

Initials \_\_\_\_\_

### **Paid Bereavement Days:**

The provider has allotted one week of paid bereavement leave for personal circumstances.

Initials \_\_\_\_\_

### **Paid Closed Holidays:**

Please note that a list of observed paid holidays can be found in the parent handbook. It is important to be aware that these holidays are considered paid closings, and therefore tuition fees (or subsidized payments, if applicable) are still required during these periods.

Initials \_\_\_\_\_

### **Yearly Registration Fee:**

Upon enrollment, you paid a non-refundable registration fee of \$150.00. On the child's anniversary date, parents will need to register again, with a reduced fee of \$100.00. Once your anniversary date comes and you pay the reduced registration fee, please be aware that there may be a possibility of a rate change. We will communicate any changes to the fee structure in advance, providing you with ample notice.

Initials \_\_\_\_\_

### **Discipline Statement:**

If for any reason I feel the behavior has not changed he/she will be withdrawn from care I reserve the right to withdraw your children at any time without refund.

Initials \_\_\_\_\_



## Child Abuse/Neglect Protocol

As a childcare provider, it is my responsibility to report all suspected child abuse and/or neglect. I cannot turn my back on a child that has been abused. Therefore, if I assume that there is any kind of child abuse committed on any child in my care, and if I perceive or think that anything questionable is present as far as abuse or neglect is concerned, I will IMMEDIATELY contact the Police Department as well as Children's Protective Services. I am required to make a report within 48 hours of the time I suspected the child has been or may be abused or neglected. All suspicious of child abuse and neglect will be reported by calling 1-800-540-4000.

By signing this form, you agree that it is in the best interest of your child(ren).

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Child Release Information

No child may be released from the provider's home to any person other than his/her parents or other person currently designated in writing by such parent to receive the child. Those people authorized to pick-up the child (including parents) need to present photo identification each day until easily recognized by the provider.

The following persons have my permission to pick up my child from the provider's home:

Name: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_

The following person that **DOES NOT** have my permission to pick up my child.

Name: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_

## Compliance of Lead Safety Information

The California Department of Public Health has released information about LEAD. A pamphlet, detailing its potential effects, was created. It is required, by law, that your provider, Little Kingdom Builders, provide each family with a copy. Please sign below acknowledging receipt of the pamphlet.

Thank you!

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Social Media/Video/Website Permission

I, \_\_\_\_\_  
(Parent/or Guardian's Name)

give permission for Little Kingdom Builders to photograph/video my child,

\_\_\_\_\_  
(Child's Name)

Type of Use:	(Please check one)	
	Grant Permission	Decline Permission
<b>Still Photographs:</b>		
Display in provider's personal scrapbook		
Display or use for art projects, for our records, or shown to current and prospective clients		
<b>Videos:</b>		
Give video to current parents on a DVD		
Use videos in promotional materials/ Website or Blog		
<b>Social media/Website/Blog:</b>		
Social Media Platforms/ Website/Blog		
Use still photos in promotional materials		

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during and after the term of my child's enrollment.

\_\_\_\_\_  
Parent/Guardian's Print

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian's Signature

Date: \_\_\_\_\_



## Permission to Swim

We give our children permission to participate in water play. (Swimming, sprinkler, water balloons etc.....) while in the daycare home of Little Kingdom Builders. With the understanding that there will be an adult present while he/she is doing so.

I/We acknowledge that water activities can be dangerous and may result in serious injury or death if policies are not followed. My child is aware that failure to follow policies will result in the loss of water activity privileges. I grant my child (named below) my permission to participate in water activities.

Please print:

Child's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number (home) \_\_\_\_\_ Work \_\_\_\_\_

## Water Play and Pool Permission

Little Kingdom Builders has many activities involving water throughout the year.

These include, but are not limited to:

Water Sensory Table

Water Bottles

Swimming Pool

Bathing a Soiled Child

Upon signing below, you agree to permit your child:

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

Upon signing below, you DO NOT agree to permit your child:

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

