

Ohana Family Child Care Maria Lopez Family Child Care

License Number: 376300282

(760) 576-7124

Where Children Learn Through Play!

Give Your Child the Gift of a Second Language!
We are a bilingual program - English and Spanish

A High Quality Program

Monday through Friday

7:00 am to 5:00 pm

After Hours from 5:00pm to 6:59am

(If care needed outside these hours, additional overtime fees apply and previous arraignments with provider needed)

Please read this Parent Handbook thoroughly, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. There may seem to be a lot of information, if you have any questions regarding my policies, please do not hesitate to ask. We will go over this Parent handbook during your interview.

Financial and Admission Contract:

One week of non refundable childcare fees is due to reserve the spot, and that money is to guarantee the spot is secured for the child to start childcare.

Child's Name: _____ DOB: _____

Parent's Name: _____ Cell Phone _____ Other _____

Driving License Copy _____

Parent's Name: _____ Cell Phone _____ Other _____

Driving License Copy _____

Maria Lopez Family Child Care Agreement - Parent and Provider Contract

I/We agree to enroll _____ DOB _____.

At Maria Lopez Family Child Care / Happy Times Family Child Care.

This enrollment shall begin on _____ Your weekly rate: \$_____.

The child's normal attendance will be on: (No make-up time is allowed)

Monday Tuesday Wednesday Thursday Friday

The child's normal drop off time will be: _____ a.m./p.m.

The child's normal pick up time will be: _____ a.m./p.m.

Families receiving subsidized funds are responsible for ALL unpaid fees by program (child's sick days, days off, holidays, late fees, provider's vacations and provider's personal days). ALL Absences must be paid. **Initials**_____.

Tuition fees are due every Friday, the week before services.

A \$25 fee will be charged if payment is not received Friday, by closing time, 5:00pm. Care will not be provided on Tuesday if the weekly fee and late fees are not paid by 5:00pm on Monday.

We charge by the slot, not by days of attendance:

Although I realize daycare is a major expense for most working parents, Childcare fees are due regardless of whether or not your child attends. You are paying for a position, as well as a service. Your weekly rate guarantees your child a position (as scheduled) at Maria Lopez's Family Child Care. Variations of schedules to avoid payment of holidays or vacation charges will not be allowed.

Late child pickup procedure:

Ohana FCC closes at 5:00 p.m. Parents are asked to plan sufficient time to dress their child, collect the child's clothes, artwork, speak to provider (if necessary) **and leave the childcare by 5:00 p.m..** If the parent/guardian is aware that they are going to be late, it is the parent responsibility to contact their emergency contact person(s) so child can be picked up by your contracted pick-up time. Provider should be informed, but if late, late fees will be charged.

When a child is not picked up by 5:00p.m. we will follow the following procedure:

When the parent/guardian is late:

- 1 Contact the parent/guardian at the numbers on the child's emergency list.
- 2 If contact with parent/guardian is not established, call the emergency contact(s) on child's emergency list and make arrangements for the child to be picked up.
- 3 In the event that the parents/guardians/emergency contact(s) are not available and it is 6:00pm, Maria Lopez FCC / Ohana FCC, will contact Child Protective Services and follow their instructions. (Licensing Procedure)

Overtime / Early drop-off / Late pick-up fees:

Early late pick-up means drop off before _____ or pick-up after _____.

Late pick-ups:

I agree to pay \$30.00 for overtime for first 1 - 15 minutes or any part thereof, of unscheduled time. Each additional 1 to 15 minutes block will be charged an additional \$30.00 _____ (initials)

LATE FEES ARE DUE AT PICK UP TIME OR DURING DROP-OFF THE FOLLOWING DAY _____ (Parent initials)

I don't want to charge you late fees money, I just want to enjoy time with my own family.

If any charges and/or late fees are unpaid at the time of termination all legal fees and court costs necessary to collect the outstanding charges will be the responsibility of the parents/guardians.

ACCEPTANCE:

By signing below the Parents / Legal guardians acknowledge that we have received and read Lopez FCC / Ohana FCC Child Care Agreement . My signature signifies my understanding and agreement to all the above terms and conditions.

Parent(s) or Guardian (s) _____ Date _____

Parent(s) or Guardian (s) _____ Date _____

Provider _____ Date _____

This agreement is subject to review and renewal annually in July (07/2022)

I will receive a copy of this child care agreement which consist of 2 pages.

Maria Lopez Family Child Care
Ohana Family Child Care - Child Care policies and procedures

Enrollment:

Your child's spot is secured and is enrolled to start on the contracted date once the following are complete: family's enrollment paperwork is completed and accepted, including child's medical exam and current copy of immunization record, and one (1) week, not refundable fee. This will not be applied to any week of care. Its for the purpose of your spot to be held and secured. **Initials**_____

The first ten days of enrollment shall be considered a probationary period for the provider, parent and child. The child may be removed from the daycare by the parent (s) or the provider, without cause , during that probationary period only.

After that period, a two (2) week written notice **MUST** be given prior to stopping scheduled care. The parent or guardian may terminate this contract upon sumitting a two weeks written notice to Maria Lopez FCC/Ohana FCC Two weeks of fees will be accepted in lieu of two weeks' notice.

Termination of care by the provider may be immediate in instances of neglect or inappropriate misconduct by the parent or child or failure to full fill your financial agreement.

DEFINITION OF CARE:

Full Time: It means that your child will be attending day care more than 3 days per week. (30 hours per week or more not to exceed 50 hours per week and up to 10 hours per day) After any of these happens, see hourly rate for additional fees incurred.

Part Time: It means that your child will be attending day care 29 hours or less and less than 3 days per week and up to 10 hours per day.

Drop in care: "Drop in Care" means that your child will be attending daycare on an as available basis.

PAYMENT:

Tuition fees are due every Friday the week before services.

I realize child care is a major expense for most working parent, but since I will be holding your child's space for you to use at will, I need to charge for full time care whether you use it or not. **We charge by the slot, not by days of attendance.**

Payment must be in cash, debit card, credit card or Money order.

No checks accepted.

HOLIDAYS:

No child care will be provided on the following legal holidays. Parents are responsible for finding alternate care and having a back- up care plan for your child. (Holidays, vacations, sick days, etc)

There will be no adjustment in fees for holidays that fall during the child's attendance schedule. Attendance schedules will not be changed to avoid payment for holidays. If the holiday falls on a weekend the daycare will be closed either the Friday before or the Monday after. Parents will know in advance what day will be taken as the holiday.

New year's Day, Martin Luther King Jr., President's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Veteran's Day
Thanksgiving (Day before & day after) Christmas Day

***New Year's Eve and Christmas Eve holidays fall into provider's Winter Break Vacation.**

VACATIONS

Provider:

The provider will take up to 10 paid vacation days off per year, paid in full at the weekly rate. Payment is due the Friday prior to providers' scheduled vacation.

I will close for 2 weeks during the year. One week in Summer & One week in winter to spend time with my own family . **The childcare will follow the Vista Unified School District calendar to plan for provider's vacation.** Parents will be notified at least 30 days before closing for provider's Winter break. **Full fees will be charged when closed for Summer & Winter Vacation. (10 days will be paid in full at the weekly rate)**

In Addition, the provider is entitled to 3 personal / sick days and 3 professional growth days per year at full pay. **Parents are responsible for finding alternate care.**

Parents/Child:

Parents will be required to pay regular fees in advance for vacation time to ensure that a child's spot is held for them while they are off on vacation. Parents are asked to give advance notice of their vacation periods. This helps in planning of meals, activities, and special projects.

MANDATED EMERGENCY CLOSURES/ NATURAL DISASTERS

Enrolled families would still be required to pay full tuition even when the service is not provided because of a public health emergency or any natural disaster/Pandemic.

PRE-EXISTING CONDITIONS:

Parents MUST notify provider of any pre-existing conditions / injuries occurred at home while in parents care. A pre-existing condition report must be filled out before you leave the child at Ohana Family Child Care. If Provider is not notified parents will be asked to come and pick up the child or fill out the report.

MEDICATIONS:

Parents need to authorize "Maria Lopez Family Child Care" or her designated alternate to administer medication prescribed to the enrolled child. All prescription medication and over the counter too, shall be labeled and have a physician's name and information on it. **(Doctor's note should be given to provider before medication is given to child, Provider WILL NOT GIVE MEDICATION TO CHILD WITHOUT IT. NO EXCEPTIONS WILL BE MADE.**

WHEN A CHILD IS SICK – SICK POLICY

I will not send a child home with a common cold, unless accompanied by a fever or other symptoms. However, many times when young children are ill, they may not exhibit "classic" signs of the illness (fever, vomiting, etc.) but will be excessively fussy and/ or require constant cuddling and attention. While I believe in providing as much cuddling as desired, if a child is ill and requires my undivided attention this distracts from my ability to provide quality care to all the children in the group. Therefore, **if your child reaches a point when he/she requires constant attention will not play, cries continuously, wants to be held constantly, etc., then your child will need to go/stay home.**

The parent/legal guardian has 1 hour to pick-up sick child. (_____)

This policy is intended to help prevent the unnecessary spread of infections / sickness to the other children in my care.

Although it may seem inconvenient when your child is sent home, you will appreciate knowing your child's exposure is minimized when other children become ill. In the event your child is sent home, **your child may return to the daycare 48 hours after the symptoms of the illness have subsided without the aid of medication**, or until accompanied by a signed note from your child's physician stating that the child can participate in childcare activities without transferring any sickness to another child. **Please note, if you bring a physician's note but the childcare provider deems that the child is not well enough to attend child care and follow the group routine, the child is to be taken home.**

IMMUNIZATIONS: No Childcare until at least 24 hours after immunizations.

***If your child is ill, or going to be absent notify me before 9am.**

SYMPTOMS FOR EXCLUSION:

A child will not be able to attend daycare if he/she exhibits any of the following symptoms for exclusion.

Those include, but are not limited to:

- Head lice, nits or scabies / chicken pox
- Watery stools / •severe diaper rash / •any type of body rash.
- Vomiting •Hand, Foot and Mouth disease
- Conjunctivitis (pink eye). •Ringworm • Flu
- Mumps, measles, influenza, pertussis (whooping cough), coupe, impetigo.
- Tuberculosis, rubella, rosella, etc. •Severe sore throat • Continued, deep coughing
- Cold in early stage with a lot of mucus or congestion • strep throat •fever of 100°F or above.
- Green/yellow discharge from nose or eyes / •ear discharge
- Child is tired/achy / not feeling well / anything contagious and transmittable

OHANA FAMILY CHILD CARE WILL NOT MAKE EXCEPTIONS TO THIS "WHEN A CHILD IS SICK POLICY" PLEASE DO NOT ASK.

CHILD BEHAVIOR / DISCIPLINE POLICY:

Parents are NOT allowed under any circumstances to discipline anyone else's child while in custody of Ohana's Family Child Care. Bring the issue to the caregiver's attention and let them handle the situation.

- It is important to allow children to express their emotions and feelings. However, inappropriate behavior cannot be tolerated. It is the policy of the "Maria Lopez Family Child Care" to use "Redirecting Behavior" and "Consequence Concepts" to help children with inappropriate behaviors. I believe the concept "Time Out" should be used to calm children and to begin redirecting the child behavior.
- In working with children for so many years, I find it more effective to remove the child from the situation and redirect their attention elsewhere. I will explain to the child that that behavior was inappropriate. Fortunately, at this age, attention span is usually shorter than older children and by simply showing them a different toy or activity, that usually does the job!

- **To a point, kids will be kids – but only as long as the emotional and physical safety of all of the children in my care is protected.**

In the rare instance that I feel a child in my care has a serious behavior problem, or needs I will request a conference with the parent(s). If an understanding can't be reached, I deserve the right to terminate our contract immediately in order to guarantee the comfort and safety of the other children in my care. (Licensing Regulation - Personal rights)

MEALS

OHANA FCC has a "No outside food" policy, except for infant food.

It is the intent of "Maria Lopez Family Child Care" to provide appetizing and nutritious meals for your child. To ensure quality meals your child may be enrolled in the "Child Nutrition Program" The following schedule is the normal meal times.

If the child does not arrive within the designated meal times then the feeding of the child becomes the responsibility of the parent.

Breakfast	8:00 am
AM Snack	10:00 am
Lunch	11:30 am
PM Snack	2:30 pm

It is impossible to prepare different or special foods for every child. When a child has a special dietary need, it is the parent's responsibility to make those needs known at enrolment time, and parents must bring a physician's note stating the special dietary need, before first day or attendance.

Any special foods required by the child shall be provided by the parent.

Dietary needs for infants such as formula, bottles, and baby food shall be provided by the parent.

PERSONAL ITEMS:

Remember that it is your responsibility to provide ample diapers, wipes and clothing for your child, and to make sure your child has them available on the cubby. Parents should provide items like diapers, wipes and 2-3 changes of clothing,. Please no toys from home.

DRESS CODE:

Children must be dressed and ready to begin the day.

Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained.

NAP:

All children under the age of 5, shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center. Children who have outgrown naps will have quiet time, read books, do puzzles or other appropriate activities.

Parents should provide a small blanket, and a crib size fitted sheet for nap.

POTTY TRAINING:

We will begin assisting parents with potty training once it is being consistently implemented at home for a minimum of 3 weeks. We know children do better when parents/guardians start potty training at home instead of our group setting.

PARKING:

For safety and consideration of others, please do not block other vehicles in the driveway when dropping- off or picking- up your child. Parking is available in the driveway or in the street.

SUBSTITUTIONATY CARE

On occasions your child may be left with a substitute daycare provider. This may be necessary for personal illness, professional growth or other personal needs that may arise. Substitute providers will meet all guidelines required by the state.

RATE CHANGES:

Changes in rate may be necessary from time to time. When a rate change is necessary, parents will be given at least 30 day notice before a rate change takes effect.

CONTRACTS:

Contracts will be reviewed annually in July. At least 30 days written notice will be given to the parents before making adjustments in the contract. If any portion of this contract should be found improper, illegal or unenforceable only that portion will be affected and the remaining portions of the contract shall remain in effect.

EXPECTATIONS OF PARENTS OR GUARDIANS:

Excellent child care takes a cooperative effort. To provide the best care possible for your child I ask that parents and guardians do the following:

Pick up your child on time so my family needs can be meet.

Let me know immediately when you have a change of address, telephone number, or changes of emergency contact names and numbers.

Let me know if someone other than a parent or guardian is coming to pick up your child.

They must be in the emergency release list and have a valid, photo ID.

By signing below I / We acknowledge receipt and understanding of Maria Lopez FCC /Ohana Family Child Care policies and procedures.

Your signature signifies your agreement to abide to ALL the above terms and conditions.

Parent or Guardian _____ Date _____

Provider _____ Date _____

I will receive a copy of this agreement which consist of 6 pages.

**Maria Lopez Family Child Care
Ohana Family Child Care**

2021 Holiday Calendar

Provider's Paid holidays:

New year's Day
Martin Luther King Jr.
President's Day
Good Friday (This year we will close April 23rd)
Memorial Day
Juneteeth June 19th
4th of July(July 2nd Professional Day Conference & July 5th in observance
of 4th of July)
Labor Day
October 7th closed at 12:00pm Licensing Meeting
October 08 Professional growth day
Veteran's Day
Vacation November 18th through the 24th
Thanksgiving (Day before & day after closed)
December 23rd opened until 2:30pm
Christmas Day
Vacation December 24th to January 04, 2022

***New Year's Day and Christmas Day holidays fall into provider's
Winter Break.**

*If the holiday falls on a weekend the daycare will be closed either the
Friday before or the Monday after. Parents will know in advance what day
will be taken as the holiday.

Parent Signature _____ Date_____

Schedule of Fees

Tuition fees are due every Friday, the week before services.

Maria Lopez Family Childcare

Facility # 376300282

Maria Lopez

2125 Riviera Dr.

Vista, CA 92084

(760) 756-7124

Schedule Information:

Days of Operation: Monday thru Friday

Hours of Operation: Regular hours: 7:00am to 5:00 pm

After hours: 5:00pm to 6:59am (Inquire for before or after hours care)

Services provided outside regular hours are consider after-hours and additional fees apply.

License Capacity: 8

Age	Daily	PT Weekly	FT Weekly	Hourly
Infants 0- 24 months	\$100	\$250	\$275	\$20.00
2 through 5 years	\$80	\$235	\$250	\$15.00
School Age 6+	\$80	\$175	\$195	\$15.00

Full Time: 30 hours per week, not to exceed 50 hours per week. Up to 10 hours per day.

After 50 hours see hourly rate for additional fees incurred.

Part Time: Less than 29 hours per week, up to 10 hours per day.

After Hours: Extra fees apply, see hourly rate and previous arraignments with provider needed.

Late pick-ups: \$15 for overtime for first 1 - 15 minutes or any part thereof, of unscheduled time. Each additional 1 to 15 minutes block will be charged an additional \$15.00.

If any charges and/or late fees are unpaid at the time of termination all legal fees and court costs necessary to collect the outstanding charges will be the responsibility of parents/guardian.

Late fees: A \$15 fee will be charged if payment is not received Friday, by closing time, 5:00pm. Care will not be provided on Tuesday if the weekly fee and late fees are not paid by 5:00pm on Monday.

Absence Policy: Require payment in full for all absences.

Families receiving subsidized funds are responsible for ALL unpaid fees by program.

(child's sick days, days off, holidays, late fees, provider's vacations and provider's personal days)

Parent's Signature _____ Date _____

Schedule of fees to be reviewed annually 07/01/22 ml

OUR DOOR IS ALWAYS LOCKED!

Dear parents:

Our doors are always locked for the safety of our children!

For the safety of all the children in our care we **MUST** keep the doors lock at all times because that way we know who comes in and who leaves the daycare. We apologize for the inconvenience this may cause, **BUT THE SAFETY OF YOUR CHILD IS A MESURE WE TAKE VERY SERIOUSLY!**

Just ring the door bell and we will quickly let you in!

Thank you!



Ohana Preschool & Family Child Care

Daily Schedule

*Schedule can change without notice according to the children's needs

Hand washing happens before meals & as needed

Diapering and using the bathrooms as needed by children

7:00 - 8:15am	Arrivals and Welcomes
8:15 - 8:30am	Group Time
8:30 - 9:00am	Breakfast
9:00 - 9:15am	Group Time
9:15 - 10:00am	Creative Play ,Art, Science, Sensory
10:00 - 11:30am	Outside Exploration / Play
11:30 - 12:00pm	Lunch
12:00 - 2:30pm	Nap Time
2:30 – 3:00pm	Snack
3:00 – 4:00pm	Outside Play
4:00 – 5:00pm	Inside Free Choice Play/ Departures

Ohana Preschool & Child Care
Maria Lopez Family Child Care
License Number: 376300282

Permission to film and photograph

I _____ , the legal parent/guardian of _____,

Give permission to photograph and film child while he/she is at the child care, Ohana
Prechool & Family Child Care / Maria Lopez Family Child Care.

The images may be used for the following activities:

Please initial

_____ Arts and craft projects

_____ Classroom Activities

_____ Shared with parents/ guardians via text/email

_____ Training videos

_____ Ohana Preschool & Child Care Website

_____ Advertising Ohana Preschool & Child Care

The child's name will not be disclosed.

Signed _____ Date _____

Provider Signature _____ Date _____

I understand that 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 the
term of my child's enrollment. _____ .

Ohana Family Child Care
Maria Lopez Family Child Care
License Number: 376300282

Permission for transport/ Fieldtrip

I, _____ the parent/ legal guardian of _____ Give Ohana
FFC and or staff permission to transport my child.

By _____ (car, bus, walk, etc.) for the following.

Initial:

_____ short trips, in general as part of the childcare program
_____ an specific field trip to _____ on this day _____
_____ other: _____

Child's allergies _____ on this day _____

Child's physician: _____ Physician's # _____

Parent Name: _____

Parent Address: _____

Parent Phone Number (work) _____ (Cell) _____

I am aware of and accept that Maria Belen Lopez, personal vehicle Insurance policy does not include coverage for transportation, in the event of an accident or injury. For this reason I assume all responsibility of my child's medical welfare and have provided her with a copy of my child's medical card and information.

- **Ohana FCC**, transports at parent responsibility
- **Transportation** is an additional service provided at no extra cost
- **Automobile liability insurance** as required per state of CA. only

Parent Signature _____ Date _____

Provider Signature _____ Date _____