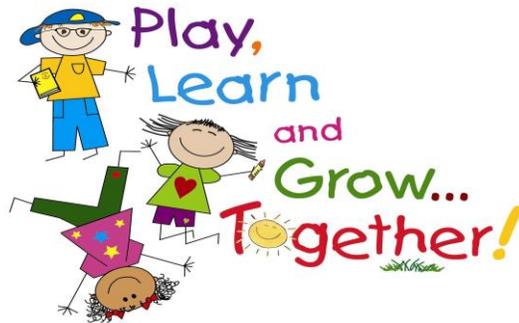


Parent Handbook



Morin Family Child Care

32777 Brampton Court

Menifee, CA 92584

951-200-5070

Hours of Operation: 7:00 a.m. to 4:30 p.m.

Monday through Friday

CPR & First Aid Certified

Preschool Environment

Facility # 334841035

Philosophy & Purpose

Morin Family Child Care is a place where children are encouraged to develop at their own pace in an effective, nurturing environment geared to build self-esteem. Each child is treated as a valuable human being whose feelings are respected. The learning curriculum has a strong cognitive focus, which considers the development level of young children. This method allows child to learn through their own experiences and by making their own choices, (learning responsibility). The children in the program will learn family and community skills.

Admission

Morin Family Child Care program accepts children of any race, sex, religion, or national origin. Interviews with children and parents are required prior to admission.

A physician report must be on file before the child's first day, including immunization records. All forms and releases must be completed prior to the child's first day.

The contract between the parent(s) and the program constitutes agreement by the parent(s) to be punctual in bringing the child to school and picking him/her up at dismissal time. Contracts are written only on the hour or half hour.

Ratio for the Home Care: 8 children 1 adult 14 children 2 adults

Miscellaneous Information

Birthdays: We encourage children to celebrate their birthdays with the children at Morin Family Child Care. Please do not bring any goodies bags or toys. The school will furnish a cake and gift. If you feel the need to give something to the other children, please donate something educational for the children, (like a storybook or education item).

Rest Time: After lunch there is a quiet time for the children, during this time the children nap for at least forty-five minutes. Children are provided with a resting mat. Since the children are busy and active all morning, I encourage them to rest, may it just be a quiet or resting time.

Bringing Things from Home: Children are not allowed to bring toys from home unless prior discussion has taken place with the teacher or caregiver. We do not assume responsibility for lost or broken items. Guns, knives, war toys, nail polish, lipstick, money, and other potentially dangerous items should not be sent with your child. We appreciate your cooperation.

Parent/Teacher Conferences: The absolute best to create an effective, warm environment for children is for the teacher and parents to share together in their mutual care and concerns regarding the children. Parent's conferences are encouraged and can be arranged by talking to the teacher. Discussing your child's day when being picked up is another form of conference.

Parent's responsibilities:

Parents, please provide the following items:

- A blanket for nap time
- A toothbrush
- A complete change of clothes.
- Diapers for infant / toddlers not potty trained

Open communication. Explain clearly and carefully your wishes and expectations about your child's care. Provide updates on problems and progress that your child is making. Effective communication helps us work together in the best interest of your child.

Agreement on terms or arrangements. Be sure you fully understand the terms of the contract and the policies and procedures to which you are agreeing.

Honesty and trust. This includes being honest about how you believe the arrangement is working. Although you need to be vigilant in order to safeguard your child, you should trust me as your childcare provider to do the best for your child. Show your trust by asking questions rather than jumping to conclusions when apparent problems develop.

Pick up on time. I, your provider, have a personal life too. No "quick" stops on your way here just because you find it more convenient. Outside of contracted hours the care of your child is your responsibility.

Please do not send a sick, hungry, or overly tired child to care. You should not expect me to cope with a child who has not had breakfast, went to bed four hours late or is too sick to be here.

Payment on time and no "rubber" checks. I have bills to pay and food to buy also.

Respect. Realize that taking care of children is a job and that not only am I a worker, but also a working parent. Recognize that this is not an easy job. I am not "just a Baby-sitter". If you have the day off, then give me the day off also.

No jealousy. Try not to be jealous of your child's attachment to me. Children who spend several hours each day with their childcare provider come to love that person. It does not diminish the love the child feels for you.

Last but not least. I am only human; I'm not "superwoman". Please don't expect me to do things that you yourself would not want to do.

Removal of the child/children: Parent(s) or legal guardian needs to give Morin Family Child Care two weeks written notice in advance when you wish to terminate your contract. The childcare provider will have time to find the replacement for the spot available.

Fees Are Due and Payable in Advanced

Annual Registration Fee:

\$50.00 per child is due the 1st day of care.

Childcare fee is due Friday prior to my services. A \$10.00 late fee will be charged per day including Saturday and Sunday, will be added to any payment not received before 6:00 p.m. on Friday. Failure on the part of the parent to keep payments current can lead to termination of childcare.

Fees shall be considered delinquent when they are seven calendar days in arrears. A notice to terminate service will be mailed or given to the parents.

The notice shall state the total amount of unpaid fees; rate and period delinquency services shall be terminated on the date falling two weeks from the date of the notice unless delinquent fees are paid before such date.

The contractor may accept a reasonable plan from the parent for payment of delinquent fees. Services may continue, provided current fees are paid and provisions of delinquent fee or payment plan are met.

Children must drop off and picked up with their enrolled hours. A late fee of \$5.00 per every 15 minutes or portion thereof will be charged. Frequent offenders may be dismissed from the program.

At any circumstances, I will charge the parents if the child/children missed day within the contract days.

If you decide to go on vacation, the charge will be half of the fee per week, to reserve the space for your child, and should be paid before leaving. Each family is allowed to go on vacation for 2 weeks annually. The third week vacation childcare fee will be paid in full, not half.

Note: NO POST-DATED CHECK WHEN PAYING THE CHILDCARE FEES.

Other Fees: Returned Checks

A charge of \$30.00 will be assessed for any returned checks plus an additional late fee \$10.00 per day until payment is paid in full.

Nutrition

Morin Family Child Care follows the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. To provide healthy and balanced diet that includes fruits, vegetables, and whole grains and limit foods and beverages that are high in sugar, and/or fat, our nutrition policy includes the following:

Fruits and Vegetables

- We serve fruit at 2 times a day.
- We offer a vegetable other than white potatoes at least once a day.

Grains

- We serve whole grain foods at least twice a day.

Beverages

- We limit juice intake to no more than one time a week. When served, the juice is 100% fruit juice.
- We serve only skim or 1% milk to children ages 2 years and older.

Fats and Sugars

- Fried and pre-fried vegetables, including potatoes, are served no more than two times per week.
- We limit sweet food items to no more than two time per week.
- High fat meats such as bologna, bacon, and sausage are served no more than two times per week.

Role of Staff in Nutrition Education

- Staff provide opportunities for children to learn about nutrition one time per week or more.
- Staff act a role models for healthy eating in front of the children.

Meals and snack times are planned so that no child will go more four hours without being offered food. We provide a variety of nutritionally balanced, high-quality foods each day so, please do not send child with outside food and drinks.

Physical Activities

Active play will be encouraged every day such as running, climbing, dancing, skipping, and jumping. Children get to be active outdoors twice a day and I will provide two structured activities throughout the day.

- Provide preschoolers and school age children (age 3 through 10 years old) with at least 90 – 120 minutes of daily outdoor active play opportunities across 2 to 3 separate occasions.
- Increase indoor active play time so the total amount of active play remains the same if weather limits outdoor time.
- Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

Role of Staff in Physical Activity

- Will encourage children to be physically active indoors and outdoors at appropriate times.
- Will provide 5 – 10 minutes of planned physical activities at 2 times daily for children ages three and older.

Health

Control of Infectious Disease: Morin Family Child Care is committed to working to control infectious disease. We are teaching daily health, and hygienic standards.

Medication: If your child is taking medication, he/she will need our medication form a signed form from the doctor for each medication prescribed, and a signed form by the parent or guardian granting us Morin Family Child Care permission to administer the medication

Responsibility to Report Suspected Child Abuse: Morin Family Child Care is required by law to report suspected incidence of child abuse.

Exclusion Policy

Control of communicable illness among the children is a primary concern. Policies and guidelines related to outbreak of communicable illness at Morin Family Child Care has been developed with the help of health department relations. In order to protect the entire group of children, as well as your own child, we ask that parents assist us by keeping the sick children at home if they have experienced any of the following symptoms within the past 24 hours:

1. A fever of over 100 degrees (37.8c) orally, of 99 degrees (37.2c) under the arm.
2. Sings of a newly developing cold or severe coughing.
3. Diarrhea, vomiting or an upset stomach.
4. Unusual or unexplained loss of appetite, fatigue, irritability, or headache.

5. Any discharge or drainage from eyes, nose, ears, or open sores.

Children who become ill with any of these symptoms will be returned home. We appreciate your cooperation with this policy. If you have any questions about whether your child should attend school or group care that day, please call Morin Family Child Care before bringing your child.

Morin Family Child Care Close Paid Holidays

Payment is expected for holidays that fall during the work week, defined as Monday through Friday. You are responsible to find a backup childcare for the days below if you are scheduled to work. The facility is closed during the following paid holidays.

Note: If the holiday day falls on weekend for example on Saturday, I'll be taking Friday holiday, if holiday falls on Sunday, I'll be taking Monday holiday.

New Year's Eve

Veteran's Day

New Year's Day

President's Day

Good Friday

Martin Luther King

Memorial Day

4th of July

Labor Day

Thanksgiving Day

After Thanksgiving Day

Christmas Eve

Christmas Day



Morin Family Child Care Parent Handbook

I _____ parent/legal guardian of _____
have received a copy of parent handbook from Morin Family Child Care. I have
read and fully understand the parent handbook.

Parent's Signature

Date