



Happy Times

2020

Parent Manual

Belen Esteban, Director

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Facility Licenses: Infant – 376701276 Toddler & Preschool 376701248

Welcome!

Welcome to Happy Times Child Development Center. We feel honored that you have chosen us to partner with you in the education of your child. We believe that a healthy relationship between parents, guardians and the school staff is essential to create a positive learning experience for our children.

Although children shall be initially assigned to a class according to age, they might later be transferred to another group according to their needs. The learning environment is set up to promote a child's independence, sense of order, coordination and concentration. Our curriculum includes, but is not limited to: Social skills, Problem solving, Sensory, Language skills, Math & Science, Art, and Music & Movement.

We strive to provide a warm, safe, comfortable, stimulating, fun, and educational environment with a semi-structured day plan. Activities include free playtime, structured playtime, large motor skills playtime, small motor skills activities, story time, theater activities, arts and crafts, music and dance activities, nature and ecology awareness, cultural activities, and other educational yet fun activities. We also encourage good personal hygiene skills and manners.

Through a mixture of guided and undirected creative play, children in our care will have the opportunity to learn color, shapes, textures, numbers, letters, animals, seasons, feeling, senses, nutrition, personal hygiene, manners, science and math concepts, and creative concepts such as art, music, drama, and dance.

These may sound like lofty goals for preschoolers but children can learn all of these things and more through creative play. Yes, through play, we truly believe that children learn best playing! We do not believe in pushing any child to learn at an accelerated rate, and we will not make a child feel pressured to achieve any developmental milestones. By providing the right kind of fun and safe environment, children will learn at their own individual, appropriate pace.

Mission Statement

Happy Times Child Development Center staff will provide quality childcare, ensure the safety and wellbeing of each child in our program and provide educational services that promotes and enhance each child's growth and development. We believe that every child is unique and we are committed to providing a safe and nurturing environment by meeting the needs of each child. A positive attitude and a loving atmosphere are emphasized in each classroom. We praise each child's development and promote self-pride as they grow into each developmental stage.

No Discrimination Policy

Happy Times Child Development Center provides equal treatment and access to services without regards to race, color, religion, national origin or ancestry.

Religious Instruction

HAPPY TIMES CHILD DEVELOPMENT CENTER does not provide religious instruction or worship.

Rights of Licensing Agency

California Community Care Licensing has the right to enter the facility, review children's records and interview the children at any given moment without any notice in advance.

Ages Served

Happy Times Child Development Center serves children ages infant through preschool.

Enrollment shall be open to any child, provided the center can meet the needs of the child. All children shall be placed in a safe, nurturing learning environment.

Methods of Preferred Payment

- Money Order
- Debit Card
- Credit Card

(Payments made by debit card have a \$2.00 fee. Payment made by credit card have a \$10.00 fee.)

Registration Fee

A fee of \$100.00 is due per family at the time of enrollment. This fee is NON-REFUNDABLE and expires after 30 days.

DEPOSIT:

Tuition

Tuition payments are due in ADVANCE, prior to receiving childcare.

- If paying weekly, tuition fees are due on Friday, the week BEFORE care is to be provided.
- If paying monthly, tuition fees are due the first of the month.
- If you need to make other arrangements for tuition payments please speak to Director.
- Tuition fees are charged for all days the center is open. All center closures have been accounted for when tuition fees were calculated.
- **No adjustments will be made for child's absences or vacation**
- **No credit is given for holidays and/or closures.**
- **Mandated emergency closures /Emergency disasters would still be required to pay full tuition even when the service is not provided due to a public health emergency, natural disaster or by a mandated emergency closure.**

Delinquent Tuition Fees

Payments that are not received by 6pm on the Friday before care or the 1st. of the month are delinquent and a late charge of **\$30.00** will be added (per child).

- Child may be excluded from care if tuition is not paid by Wednesday of unpaid week. Child will not be able to return until tuition and delinquent fees are paid.

Late Fees (child is picked up late from their set *scheduled time*)

- There is a \$15.00 fee for the first 1-15 minutes late. Each additional 1-15 minutes block will be charged an additional \$15.00. _____ (Parent initials)
- Late fees are due at drop off the following school day.

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

Child Schedule

Upon enrollment a family schedule will be set (days and hours). Changes in schedule must be made in advance with the Site Director. (Admission contract will have to be updated)

- o Variation of schedule to avoid payment of holidays or vacation charges will not be allowed.
- o No make-up time is allowed, NO EXCEPTIONS.

Admission Policy

Parents will be informed of their rights and those of their child as stated in the forms in the enrollment packet (LIC 613 A and 995). Prior to admission the following are required to be completed and completely filled out:

Licensing Forms

1. Personal Rights (LIC 613A)
2. Parent's Rights (LIC 995)
3. Physician's Report-medical assessment (LIC 701)
4. Identification and emergency (LIC 700)
5. Consent form for Medical Treatment (LIC 627)
6. Child's Preadmission Health History (LIC 702)

Site Documents

7. Financial and Admission Contract
8. Immunization requirements and up to date
9. TB Test and results
10. Third Party Contract (CDA, YMCA, NACCRRRA)

Introductory Period

Enrollment shall be open to any child, provided the center can meet the needs of the child. **The first 30 days shall be considered a probationary period for the center, parent and child.** The child may be removed from the daycare by the parent(s) or the center, without cause, during that probationary period only. After that period a two (2) week written notice MUST be given prior to stopping scheduled care. **Termination of care by the center may be immediate in instances of neglect or inappropriate misconduct by the parent or child.**

Sign in and Sign Out procedure

Each child needs to be signed in when dropped off and signed out when picked up. A full signature is needed when signing in/out. Make sure, for your child's safety, that a staff member makes visual contact and acknowledges you and your child before leaving school. **Happy Times Child Development Center, will not, under any circumstances release your child into the custody of anyone other than his or her parent or legal guardian, or as indicated by the emergency form (LIC 700).** We will require a valid photo ID card from an authorized government agency (such as a driver's license) as proof of identification before we release the child into their custody.

Security

We take the safety of our child very seriously and it takes all of us to keep the children safe. All visitors will need to check in at the office. **We can release children to only those adults designated on the emergency form (LIC 700).** Minors will not be permitted to take children from the school. Remember the names and telephone numbers of responsible adults must be provided to the center and **kept current.** These persons must **show proof of identification** (driver's license, picture ID). Employees are NOT permitted to transport children.

Child Abuse Reporting

In accord with state law, the school staff is obligated under penalty of fine and jail term to report any suspicion of physical abuse, sexual abuse, or child neglect. The center will not contact parents in advance of making a report to authorities. The staff will make such reports in the best interest of the child.

Child Custody

For those families which have child custody restrictions we ask that a copy of the court documents describing the care of the child to be given to the Happy Times CDC office. These will be kept in the child's file under confidentiality and referred to when questions arise.

Sick Care Policy

Your child's health is a matter of major importance to all of us. Keeping children healthy is a partnership between families, the program and the medical provider. Happy Times Child Development Center will provide limited sick care for your child. However, **if your child is unable to participate in his/her daily routine because of an illness, or your child's presence endangers the health of other children under our care, we will contact you to make arrangements to have your child picked-up as soon as possible.**

The following are reasons by which your child will be denied care under our supervision and thus must stay home and if needed seek medical attention:

- Fever
- Nausea, vomiting or diarrhea
- Lice/nits
- An unidentified rash
- A bad cough /a cold that presents mucus that is thick and green/yellow
- Pink eye
- Any diagnosed infectious disease
- Severe Pain or discomfort
- No childcare until at least 24 hours after immunizations

If your child was running a fever, vomiting and or had diarrhea, he/she must be symptom free for at least 24 hours without medication in order to return to the center. If medical attention is necessary your child may not return to us until he/she has been cleared by his/her doctor. A written signed doctor's note is to be brought to us upon your child's return. Teachers have the authority to refuse sick children.

Keeping and Administering Medications

In order for medication to be given to your child it must be prescribed by a DOCTOR. The child's name, dosage and how often must be indicated on medication. We must also have a signed parent permission form (LIC 221), thus giving Happy Times Child Development Center staff consent to administer medication to your child. Medication consent forms are available upon request. We will not under any circumstance give a child home remedies or medication without a doctor's note. All medication must have child's name on the label. The Medication that we will administer to your child with your consent and a doctor's note will be kept in the office locked in a cabinet at **ALL** times. A Medication record log will be kept at all times.

Meals

All meals meet or exceed the Child Care Food Program Guidelines in quality and quantity. Meals are served family style and are an integral aspect of the learning process. Breakfast, lunch and snack will be served to all children at the approximate scheduled meal times. **Weekly menus are posted. No outside food is allowed, unless indicated otherwise by a Physician and Director has the Physician note.** Food and snacks will be provided by Happy Times Child Development Center. (Special foods are the parent's responsibility: special milks, special dietary foods due to allergies etc.) The meal schedule we follow is listed below. If your child will be arriving after a scheduled meal time, please arrange to feed him/her prior to arrival. Meals MUST be consumed on the premises.

Meal Schedule

Children in the infant room will follow their own meal pattern.

Breakfast - 8:30 a.m.

Lunch - 11:30 a.m.

Snack - 2:30 p.m.

Clothing

Please make sure your child is ready to learn when you drop him/her off at school. Children should be well rested, bathed, dressed and (if appropriate) have a clean diaper on when arriving. We encourage that you dress your child in casual clothes, easy for the child to manage by themselves. T-shirts and elastic waist pants, socks and tennis shoes, and a sweatshirt would be comfortable enough for children to move around freely and provide adequate protection for outdoor play. Children's play is their work, and our routines are designed to allow each child to explore each day to the fullest. Please understand that children will get paint and other stains and spots on their clothing. Please make sure that these are labeled and an extra set of clothing is kept in a labeled Ziploc bag to store in your child's cubby. Please check your child's cubby daily and remember that sheets and blankets

go home weekly for laundering and brought back to center. **If your child is enrolled in our full day program, please provide a fitted crib size sheet and small blanket with your child's name on each.** If center needs to provide a blanket and or sheet to your child at any given time, there will be a \$5.00 laundering fee.

Clothing that are not appropriate would include open toes sandals, belts, overalls, croc shoes, jelly shoes, and any shoes with heels. Items with no name will be placed in the "lost & found" box. After 10 days, unclaimed items will be donated to charity agencies.

Diapering

For those children enrolled in our program, and still in diapers, diapering will be done various times throughout the day for the well-being and comfort of the children. It is important that as parents you supply all the diapering supplies needed; such as diapers, wipes and rash ointment/cream. Courtesy reminders are given in advance. If for any given reason you run out of these and/or forget to bring any of these to the center, we will supply them at a fee. A \$1 fee will be applied per diaper and \$5 per bag of wipes.

Toilet Training

Toilet training is an exciting and important milestone in children's lives. Parents that are working on toilet training at home are encouraged to speak to their child's teacher. A toilet training contract will be signed by parent and teacher so that we can provide your child with as much consistency as possible. Parents in the 2 & 3-year-old class that have children that are not toilet trained or are working on it **are required to provide extra clothing and baby wipes.**

Toys

No toys should be brought from home. If a child needs something to comfort or sooth them to sleep with (such as a special blanket or stuffed animal) do feel free to bring it, but it will only be available naptime. Happy Times Child Development Center will not be responsible for any lost toys or items.

Birthdays

There is nothing more exciting than having a birthday especially when you are able to share it with other members of the class. Therefore, parents may bring store bought cupcakes, and other healthy snacks for your child's class. Please notify the teacher a few days in advance. Parents are also welcome to send store bought treats during our holiday celebrations.

Non- smoking policy

Happy Times Child Development Center supports a smoke-free environment for our children, therefore there will be no smoking permitted on or near school premises. Smoking regulations prohibit smoking in a vehicle when a child is present and in or on the grounds of the facility per Community Care Licensing.

California Child Passenger Safety Law

It is extremely important to make sure all children riding in your car be properly secured before every trip.

Protect your child – It's the Law.

Closures and Holidays

Fees will be charged for all days that the center is open and that all center closures have been accounted for when fees were calculated. No credit is given for closures and/or holiday. No adjustments will be made for child's absences or vacation. **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/guardians.** HAPPY TIMES CHILD DEVELOPMENT CENTER enjoys a year-round program.

SCHOOL HOLIDAYS/CENTER CLOSED

2020

New Year's Day – Closed

Martin Luther King - Closed

President's Day – Closed

Memorial Day – Closed

In-service training for staff (July date TBA)

- Parents will be given a 30-day advance notice

4th of July – Closed

Labor Day- Closed

Veteran's Day – Closed

Thanksgiving Day & the day after – Closed

Christmas Eve Day - Closed

Christmas Day – Closed

New Year's Eve the center will close at 2 p.m.

If holiday falls on a weekend, a replacement day(s) will be selected.

Parent Manual Receipt and Questionnaire

(Please return this page to the office)

I _____, the parent of _____,
have received a copy of the parent manual. I agree to follow the policies, rules and
procedures described in the manual.

Parent/Guardian Signature _____ Date _____

Parent /Guardian Signature _____ Date _____

Staff Signature _____ Date _____

How did you find out about our program?

What do you expect from our program?

Are there any special days your family celebrates or any you don't?

Are there any special family circumstances we should know about?

Have you any special talents or skills that you would like to share?

I have questions about....

THANK YOU FOR CHOOSING HAPPY TIMES CDC!!