

Parent Handbook



Cozy Learning Center

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Welcome!

Welcome to Cozy Learning Center! We look forward to working with you, your family and your child. Our focus is on the whole child and family. Your child will learn social skills, pre-k developmentally appropriate academic skills, be engaged in music, art, health and nutrition and physical activities.

- ❖ We believe in positive and constructive feedback that can be reinforced and discipline our children to behave in a manner that promotes a healthy and happy learning environment for all.
- ❖ We will provide a safe and nurturing environment.
- ❖ We do not discriminate against children of any race, religion and or background.
- ❖ We encourage children to be their unique self while guiding them in their physical, emotional and academic growth.

We are committed to providing a family-friendly environment. You are invited to visit the center at any time and see how your child participates in our center. We look forward to helping your child grow to their fullest potential and want to build lasting relationships with your children, your family and the community at large.

Caring, Qualified Educators

Our dedicated educators are carefully chosen and will have the appropriate educational background to ensure quality care. Teachers will be required to have a minimum of 3 to 12 units of Child Care college education.

The teachers will have personal qualities of friendliness, warmth, and the ability to relate openly to children and adults. Continuous evaluation of educators and programming by the Director will ensure the ongoing quality for your children. All educators are screened using reference checks and Department of Justice Security checks.

Mission

Cozy Learning Center is dedicated to improving the quality of a child's life and helping all people realize their full potential. We strive to provide a safe, nurturing environment that allows the children to explore the world in which they live. We want to provide a foundation that allows the children to have a lifetime of learning.

Our Goals

- ❖ To provide a safe and healthy environment for the children.
- ❖ To provide and encourage the development of a positive self-image and foster independence in each child. We want to encourage respect of self as well as for others.
- ❖ To provide opportunities to develop positive relationships with adults.
- ❖ To help the children develop good health habits.
- ❖ To develop and promote healthy developmentally appropriate growth in areas of social, emotional, cognitive skills, and physical.

Our Program

Philosophy Statement

Cozy Learning Center is designed to meet the developmental needs of young children, ages 18months -5 years old. We provide a variety of hands-on experiences through creative art, science discoveries, motor development, sensory activities and dramatic play. We want to expose the children to many different experiences that are positive and developmentally appropriate. We will introduce activities that include materials that will help the children's natural curiosity and growth.

Cozy Learning Center is licensed by the State of California.

318 El Rancho Verde Dr

San Jose, CA 95116

Phone Number: (408) 599-0129

Hours of Operation: 7:30 a.m. – 5:30 p.m.

The Director of the center will maintain an updated list of agencies that are involved in family services and will upon your request make that list available to parents and have conversations with them about concerns or problems that might be addressed by supportive agencies.

Vacation/Holidays

The Family's Vacation:

Families can take as many weeks of vacation each year. Please pay the regular fees to hold the child's space at the center and give 7 days' notice of any vacation.

The Provider's Vacation:

Cozy Learning Center is closed for the following Holidays : Parent (s) agrees to pay the provider for the following legal holidays observed during the child's schedule.

1. Martin Luther King Jr.
2. President's Day
3. Memorial Day
4. Independence Day
5. Labor day
6. Veteran's Day
7. Thanksgiving Day / Day after Thanksgiving
8. Christmas Eve and Christmas Day
9. New Years Eve and New Years Day
10. 1st Monday after Easter
11. Two weeks off a year.

- ❖ **Director will notify dates of the two weeks off at least 4 weeks in advance of an upcoming vacation. Please pay the regular fees as the provider will have assistant to provide the childcare service.**

Late pick-up policy:

In the event a parent should pick up a child late the parent agrees to notify Cozy Learning Center in advance if the children will not be picked up on time. Parents who are late will be responsible for paying a late fee (see pick up late fees below), this is a no exception policy. Parents who have not notified the child care site that they will be late can expect the following to occur:

1. Our first attempt will be to contact all authorized guardians and pick-up persons on the child information contact sheet.
2. In the event that no authorized guardians or pick up persons can be reached within 30 minutes the local police and/or Child Protective Services will be notified. Your child will be taken into their custody.
3. If a child is continually picked up late from the program actions for dismissal from the program may be necessary. Parents that pick up their child late on-going will receive a "Notice of Late Pick Up," if you receive three late notices you will be dropped from the enrollment.

Late pick-up Fees

A fee of \$2.00 per minute that your child(ren) are picked up late after your contracted hours will be applied. After exceeding 10 minutes, the late pick up fee will be increased to \$5.00 per minute. This fee must be paid at the time of pick up.

Dress Code

Children's attire should be appropriate for a child's environment and wear clothes that allow them to participate in a wide range of activities. In the winter when the weather turns colder the child should be dressed in warmer clothes. Child's play is messy work; your child will be painting, playing on the grass, in the sandbox, playing with chalk and other various activities. Please be sure that all personal items are labeled with the child's name as sometimes things can be put into the wrong cubby. Parents are responsible for keeping a change of clothes available for each child and for taking any soiled clothing home when necessary. Please check your child's cubby daily and make sure your child has a change of clothes at the center at all times. **Children are required to have an extra pair of clean shoes to be inside the building.** Please help keep your child's cubby clear of clutter by taking home projects daily.

Toys and Games

Toys and games are provided by Cozy Learning Center. Toys brought from home often cause problems and/or get broken or lost. We ask that children leave these personal items at home unless it is for share and tell at school. Cozy Learning Center is **not** responsible for any lost or damaged toys or jewelry.

Lost and Found

If your child loses an item at the childcare, ask the center staff to direct you to the lost and found bin.

Philosophy of Families

Cozy Learning Center strives to create an atmosphere of multicultural togetherness through different festivities and food. This will enrich our program where families and children will learn and appreciate world differences. Families are an integral component to our life at the center and the work we do with the children. The children's childhood experience is greatly enhanced when staff and families work together.

Termination of Agreement Notice

Either party may terminate this agreement for any reason provided the terminating party provides a minimum of two weeks prior written notice to another party. Parent (s) may remit two weeks' childcare fees in lieu of providing the two weeks' notice. Any modifications can occur in the contract with a 30-day notice from the center Director. All policies will remain in effect as stated herein unless the provider gives notice of any said policy in writing.

Inspection Authority

The California Child Care Licensing Department has inspection authority to enter and inspect a facility without advance notice. The Department has the authority to interview children or staff, and to inspect and audit child or Child Care Center records, without prior consent.

Enrollment Policies and Guidelines

Registration is required for your child to begin Cozy Learning Center. You can register by making an appointment by emailing or calling.

Email: COZYLCENTER@GMAIL.COM

Phone number: (408) 599-0129

Business hours: 7:30 a.m. – 5:30 p.m.

Please note that after registering your child it will take at least 24 hours before your child can start. This gives us time to review the paperwork submitted and review the information required for your child's file. All forms will be completed and turned into the center Director before the child's first day. We recommend that parents bring their child for a tour of their classroom and introduce them to the staff. Any concerns with the parent can be discussed during the enrollment conference.

❖ **Enrollment fee of \$50 per child will be paid before 1st day of child attendance.**

Parents needing financial assistance may contact your local childcare subsidy program.

❖ **Choices for Children**

Address: 20 Great Oaks Blvd #236, San Jose, CA 95119

Phone: (408) 297-3295

❖ **Go Kids**

Address: 25 N 14th Street Suite 700, 7th Floor, San Jose, CA 95113

Phone: (408)269-7827

New Enrollment Period

Each child has his or her own adjustment process and period. We reserve the right to review a child's adjustment to our program **two weeks after the child has started** to make sure that our program is a good fit for the child and other children already in our care. We reserve the right to terminate services if we determine that our facility is not a good fit for the child and we will work with parents and the child to transition out of our childcare. At the time of termination, the provider and the parent will decide for a final day and payment/refund.

Paperwork and Forms

All childcare participants are required to have the following paperwork in their file for licensing purposes.

1. Child care enrollment application
2. Identification and Emergency Information / Parents will notify the center of any changes in address, phone numbers, work, emergency contact persons and authorized pick-up drop off people. It is very important that the contact information is kept up to date.

3. Copy of child's immunization records (showing child) has received to date immunizations according to the child's age.
4. Child's health history report
5. Risk factor T.B. / Parent report
6. Medical treatment form / Consent for emergency medical treatment
7. Transportation form
8. Parent's Rights

All forms and documents must be updated yearly with any changes necessary. Any changes to their information including address changes, phone number changes for work, home and emergency contact persons and authorized pick up people need to be given to the center Director.

All forms are available for parental inspection upon request.

Childcare Hours.

Cozy Learning Center is open Monday – Friday

The hours of operation are: 7:30 a.m. – 5:30 p.m. No child, however, should remain at the Center for longer than 9 hours.

Parents agree to pay the provider on Monday prior to child care week. We understand that this is a guaranteed rate that includes full payment for holidays with no credit for days absent as long as an opening (slot) is being held for the child or children. Full time care is 6-9 hours daily.

For parents that have recurring non-payment or Returning checks, and or returned payment will be suspended or terminated from the program. Any modifications to the payment schedule will be given in writing with at least 30 days' advance notice.

❖ **Changes in your child's schedule require a two-week written notice.**

Full time care 6-9 hours daily. Three days a week is considered full time.

Full Time	Hourly	Daily	Weekly	Monthly
18 – 24 months	\$23.09	\$119.96	\$470.64	\$2,050.96
3- 6 years old	\$17.01	\$90.98	\$391.91	\$1,581.58

Part Time	Hourly	Daily	Weekly	Monthly
18-24 months	\$23.09	\$119.96	\$389.59	\$1,228.24
3- 6 years old	\$17.01	\$90.98	\$290.90	\$954.65

Absences

Parents agree to notify the center of any planned absences and or vacation with a two-week advance notice with the dates of the vacation. Any unplanned absences or illness should be reported by 8:00 a.m. the day of the illness or absence and the reason for the absence reported. No make-up hours or days will be allowed.

Center Closing

If for any reason the child care center is closed, we will notify the parents as soon as possible in case of illness or any emergency. The parents should be prepared with their own back-up plan.

Attendance Policies

Sign in and Out Procedures:

- ❖ Each person dropping off and/or picking up the child will sign the child's name on the attendance roster. The person will also note the time on the sign in and out form and sign their full name. ****Failure to do so could result in termination from the Center.***
- ❖ Please keep current authorized and/or unauthorized pick up persons within the center Director and inform the lead teacher of any changes.
- ❖ Parents dropping off and or picking up the child will be responsible for escorting the child to and from the Center.

Arriving Late

Parents agree to notify the center before 8:00 a.m. if the child will be arriving later than 30 minutes before scheduled time.

Daily Absences

Please notify the Center if the child will not be attending the center before 8:00 a.m.

Authorized Persons for Pick-up

For you and your child's protection, **ONLY** authorized persons may pick up your child or children. Your authorized pick-up people are located in your child's file.

To add people to your children's sign-in or pick up we request the following information: the person's full legal name, phone number and their relationship to the child.

All staff are required to ask for photo identification of all persons picking up your child (ren) that they do not recognize. **Always be prepared to show your picture identification when picking up your child (ren) from the center.** The center will not release any child (ren) to any person who is not on the authorized form. Verbal permission over the phone is not legally sufficient to allow your child to be picked up by someone that is not on the list of pick-up persons.

Unauthorized Persons for Pick-up

Any unauthorized persons must have a restraining order/court order on file at the site. In addition all child custody papers and visitation schedules must be on file at the Center. Without a court order stating otherwise the center is legally required to allow the child (ren) to go with either parent.

Parent and Program Communication

When signing your child in and out of the center daily; please check the parent's communication board. This information will give you up to date center information, licensing information, daily schedules and or menus for the week.

Parents will be informed when pesticides are used in the Center.

Posting of License

Cozy Learning Center will be posted on the Parent's Communication board.

Parent Concerns:

Cozy Learning Center is dedicated to developing and maintaining the highest levels of Early Education care for your children. We want to hear from you if you have any concerns. Talk to your child's teacher with concerns and we will try and find a resolution.

If your concern is not resolved to your satisfaction please contact the center Director. The center will communicate any problems or concerns that may arise in a way that is in the best interest of the child. When coming to the center for a conference, please call in advance so that we can plan the conference. Please notify the center if nap / rest time is the only time you can see the child's teacher so that we can make arrangements.

Communication with the Child's Teacher

The Child's teacher will verbally describe to the parent of the child what the child experienced at the childcare through daily communication with the parents. We will

set aside time during the year for the designated purpose of Parent-Teacher Conferences.

Additional conferences with teachers or the Center Director may be arranged at the parent or teacher's request.

We welcome your comments, suggestions and questions at all times. We strongly believe that the very best learning environments for children include those which have close ties between the center and the home. Continuity between the teaching staff and parents is imperative.

Continuing Obligations

The payment obligations of the parent and any refund obligation of the center as set forth in the child care agreement shall survive the termination of this agreement.

General Provisions

This child care agreement and its' attachments constitute the parties entire agreement regarding the childcare services that will be provided to the child (ren). Any prior agreement, promises, negotiations not expressly set forth in this agreement are not in force or effect; promise or otherwise provided in this agreement. Any modification to the terms and conditions in this agreement is effective only if it is in writing and signed by both parties.

Needs and Service

Prior to the first day, a service and need plan will be completed for infants or children with special needs and checked with the parent/guardian's approval and signed.

This plan includes the following:

- ❖ Individual feeding plan
- ❖ Individual toilet-training plan, if applicable
- ❖ Any other service that differs from center's normal program:
 - Any special exercises for infants with physical disabilities

Authorized representative shall be provided with a copy of the needs and service plan along with any subsequent updates. The needs and service plan shall be included and maintained in child's file and a copy will be given to the parent/guardian.

Reviews and updates to the needs and service plan will happen every **6 months** by the teacher, director and parent/guardian through the DRDPs (Desired Results Developmental Profile). Updated plan will be signed by both parents/guardian, teacher and director.

The needs and service plan shall be available to the Department of Review.

Waivers and severability

If any term of this agreement is held by court of competent jurisdiction to be void or unenforceable, the remainder of the agreement shall remain in full force and effect. The waiver or any right for instance does not affect any rights in any other instance and a waiver is not valid unless it is in writing and signed by the wavering party.

Act of Emergency

If the provider is prevented from performing her obligations under this agreement by an act of emergency or by any other occurrence that is beyond her control, then she shall be excused from any further performance of her obligation under this agreement.

Governing Law

This agreement shall be governed by and construed in accordance.

Curriculum and Activities

We believe that children learn through their experience with the outside world as they play. We want to expose them to a variety of positive, age-developmentally appropriate activities and materials. During play we want to foster their curiosity and growth. We hope to make learning fun, and we believe that children learn best

when allowed to explore and discover at their own rate of development. All of our rooms contain the following learning / activity centers.

- ❖ Literacy: reading stories, fine motor development, critical thinking and talking
- ❖ Math, science and technology: everyday math counting, math vocabulary and numbers, biology and earth science, computers and problem-solving skills.
- ❖ Art , music and drama
- ❖ Social Development: caring, sharing, honesty, taking turns, respect, responsibility and self-respect.
- ❖ Conflict resolution: strategies to deal with conflict, positive interactions and socialization.
- ❖ Health, wellness and fitness: active games, developmentally appropriate sport games, and nutrition.
- ❖ Block building
- ❖ Housekeeping: dramatic Play
- ❖ Manipulative Areas

In addition, activities involving sand and water play, and cooking are on our schedule.

Large Group

Activities are designed to be interesting and developmentally appropriate for the children, such as Pre-school learning, reading, puppets, music, instruction and reminders about the schedule and or rules and guidelines in the classroom.

Free Choice

Children will have options from several activities in the classroom that give the child leading in unstructured learning.

Small Group and Individual Activities

Small group activities can be initiated by the teacher and or initiated by the children themselves.

Outside Play

Games, toys, individual play and group play will be encouraged.

Guidance and Discipline Policy

At Cozy Learning Center, discipline provides an opportunity for growth and learning. Cozy Learning Center uses a variety of techniques to help the children resolve conflicts. These methods vary depending on the age of the child and the situation.

All of the teachers will stress problem solving skills and instill an intrinsically motivated sense of right and wrong. Teachers use the following techniques when dealing with conflict situations. The parents, teacher and center Director all agree that they will communicate and try and resolve any problems and or concerns that may arise. All parties will keep in mind that the best interest of the child will be the most important factor when making decisions.

We at Cozy Learning center strive to follow your child/ren's Personal Rights (LIC 613A, CCC 101223)

We Do

- Praise, reward, and encourage the children.
- Safety first.
- Reason with and set limits for the children, the children are given basic clear and concise limits to guide their behavior. Boundaries and expectations expand with the children as they develop in their emotional maturity.
- Consistency / setting limits and expectations that are consistent across all classes and all adults respond in a similar way to conflict situations.
- Tone / firm yet **kind** to be delivered by intervening adults reinforcing the child's sense of security letting the children know that the situation is under control.

- Model appropriate behavior for the children. Teachers and Staff clearly demonstrate compassionate, caring behaviors that set an example for the children to follow.
- Redirection, a request to stop negative behavior is accompanied by a suggestion for an appropriate behavior to replace it. We show the children that we can accept, control and express feelings in a direct and non-aggressive way. We help the children deal with their intense emotions; we will not punish, threaten or withdraw from them.
- Modify the classroom environment in an attempt to prevent problems before they occur.
- Listen to the children.
- Provide the children with natural and logical consequences of their behaviors
- Treat the children as the unique individuals with respect for their needs, desires and feelings.
- Explaining and teaching in a conversation with the children on their developmental age-appropriate level.

Teachers will design the physical environment to minimize conflict with the children. There will be a variety of toys and materials for groups of children. We will define classroom and outdoor areas clearly so that the children can be involved in active and quiet play. We will strive to maintain an appropriately calm level of stimulation.

Teachers will maintain developmental age-appropriate expectations for the children's behavior. The teachers will attempt to minimize unreasonable waiting and transition times. We will strive to limit the length of large group and teacher-directed activity times according to children's developmental levels. We will give the children blocks of uninterrupted time during the day in which they can make their own activity choices.

Teachers will closely monitor and observe the children, supervising the children's activities. The teachers will often intervene and guide children before situations escalate.

Teachers will help the children verbalize their feelings, frustrations and concerns. The teachers will help the child describe problems, generate possible solutions, and think through logical consequences of their actions. The teacher is to be a helper in positive problem solving. We want to teach the children to value cooperation and teamwork. We want to help the children learn peaceful approaches to interactions with each other.

Children whose behavior endangers others will be supervised away from the other children. (This is not time-out) A teacher will help the child move away from the group and then help the child process the problem verbally. A teacher will stay close to the child that is emotionally out of control and needs private time to regain composure.

Discipline, guidance, will always be positive, productive and immediate when the child's behavior is inappropriate. **No child will be humiliated, shamed, frightened, or subjected to physical punishment or physical or verbal abuse by any staff member.**

When a pattern of behavior persists that endangers self, others or property, or significantly disrupts the program, we will work with a child's family to find solutions. This could possibly include referral for outside services or being dismissed from the program.

We Do Not

- Spank, shake, bite, pinch, push, pull, or otherwise physically punish a child.
- Make fun of, yell, threaten, make sarcastic remarks, use profanity or otherwise verbally abuse the children.
- We do not shame or punish for bathroom accidents.
- We do not deny food or rest as punishment.
- Relate discipline to eating, resting or playing outside.
- Leave the children alone, unattended or without supervision.
- Allow any discipline by another child.
- Allow any criticism of the child's parents, families or any ethnic groups.

Termination for Challenging Behavior

Cozy Learning Center does not want to make it a practice to suspend or remove children from the program. However, Cozy Learning Center does reserve the right to do so if behavior is not conducive to the safety and well-being of other children enrolled in the program or your own child's personal safety. The childcare also reserves the right to terminate services for inappropriate behavior of parents or guardians. The childcare provider can terminate this agreement without prior notice for the above mentioned due to misconduct or a breach of this agreement by the parents and or child.

Biting Policy

We realize that biting can be a big concern, and we strive to minimize the biting behavior at all times. Teachers and staff are trained to recognize triggers and how to prevent and decrease incidents. Biting is common among young children, during early childhood. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Children are sensory learners and often explore orally. Children at a young age often become frustrated because of not being able to communicate. Impulse control can also lead children to bite as a way of making their needs known. If your child is bitten or bites; you and the parents of the other child will receive a report of the incident. Office staff will discuss the incident report with you while keeping information confidential.

No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur.

Before biting occurs:

- Discuss the issue of biting with all parents at the time of enrollment.
- Distribute written policy to all families and include in the enrollment packet.

We follow biting incidents as follows:

1. Care and comfort the child who was bitten.
2. Assess and clean the wound (soap, water etc.) using universal precautions.

3. Teacher, Director and parents will have a conference to discuss possible changes in the child's routine and or family. Schedule follow-up meetings and telephone conversations as needed. The teacher will provide the parents with a handout with strategies to reduce biting. If necessary, parents will be referred to local experts for further assistance/evaluation such as a pediatrician or local health department.
4. Help the child who bit learn other appropriate behavior. Teacher will shadow the child that is exhibiting biting behavior until the parents pick up the child.
5. Both parents will be notified of the incident, the biter and the child bitten. The parents of the child biting will be given educational materials in regards to biting. The staff will document each biting incident. A copy of the biting incident will be given to each parent; the child's name that is biting will be kept confidential.
6. The child that is biting will be picked up by the parents and taken home the day of the biting incident. A written plan will be put into place that is agreed upon between the parents, child's teacher and Director before the child is allowed to return to the center.

Plan of action

1. All incidents of biting will require an incident report. Communication with the parents will be on a daily basis.
2. The purpose of developing a plan for the child will help consider circumstances that led up to the incident. The needs of both the child biting and the child bitten will be considered.
3. Daily evaluation will be documented on any child that exhibits biting behavior.
4. If a child continues to bite the child will be withdrawn from the center and put on a waiting list until the child has matured and grown past the biting phase.

Documentation

1. Daily documentation for any individual biting incident will be in both children's file and copies of the documentation given to the parents.

Confidentiality

We will maintain confidentiality and respect the family's right to privacy, refraining from disclosure of confidential information and intrusion into the family life.

Children's records beyond family members, program personnel and consultants having an obligation to confidentiality shall require familial consent. (Except in cases of abuse or neglect)

Health and Safety

Child Abuse Prevention

California Penal Code requires any Child Care provider (includes teachers, licensed child care workers, Directors, foster parents and group home personnel), medical practitioner, or employee of a child protection agency who has knowledge or observes a child or suspects the child has been a victim of child abuse, to report the known or suspected instance of abuse to protective agency immediately. A phone call and written report will be filed within 36 hours of receiving the information concerning the incident.

To report child abuse in Santa Clara County call (408) 299-2071 or (833) 722-5437 for Child Abuse and Neglect Center, both with 24hr availability.

Immunizations

Prior to admission to the center, children shall be immunized against diseases as required by the California Code of Regulations, Title 17. Children entering in the Child Care program should have a minimum of 4DPT, 3 Polio, 3 Hepatitis B, 2 Hepatitis A and 1 MMR and at least 1 HIB 9 both must be on / after the first birthday and 1 Varicella on / after first birthday or history of chicken pox.

The licensee is permitted to exempt a child from this requirement if either a parent or guardian provides a written statement that immunizations are contrary to his / her religious beliefs, or a physician provides a written statement that immunization

should not be given to the child and specifies how long this exemption is expected to be needed.

Physical and TB tests

Health physical form and TB tests are expected prior to enrollment. If your child does not have a current physical and TB Test (within past 12 months) intake provider will assist you in making an appointment.

Bathroom, hand washing sink and water are available to the children at any time

Daily Health Check

A daily health inspection of each child is made by the child's teacher. The teacher will check for any observable signs of illness. We do not accept children that are ill. When a child has been ill, he should not return to the Center until he/she has been without symptoms for at least **24** hours. If a child has a communicable disease (i.e., chicken pox, impetigo, strep throat, head lice, measles, etc.) a doctor's permission will be required before readmission to the center. Please notify the center should your child become sick with a contagious illness so that the other parents can be notified. The center will, in turn, notify parents of other children enrolled in the center that have been exposed to the communicable disease. Furthermore, if any child in the center becomes afflicted with a disease declared by the Commission for Health Services to be reported, the center Director will notify the local Health Department. An exposure notice will be sent out with appropriate preventative measures as directed by the Merced County Department of Public Health.

Illness after Arrival

If the child gets sick or ill during the day, he/she will be separated from the other children until the parent or authorized person picks up the child. The parent and or authorized person will be contacted by phone that the child is sick and needs to be picked up from the Center within **(1) one hour**.

Illness and or Injury

If a child becomes ill or is injured / including dental / at the Center he/she will be cared for with the following guidelines that have been established. Teachers are taught emergency procedures by the American Red Cross.

- Center Staff shall immediately notify the child's parent / guardian if the child becomes ill, or sustains an injury more serious than a minor cut or scratch.
- The parent will receive a written report of the illness and or injury, and the report will include a report of the care that was given.
- Center Staff will obtain specific instructions from the parent or guardian on the phone regarding the action that needs to be taken when the parent is contacted.
- If the parent or guardian is unavailable at the time of the emergency and the illness or injury should warrant **immediate** medical attention, the medical professional and or hospital in closest proximity to the school will be used.
- Staff will consider preferences in the child's folder as to medical attention as well as the extent of the illness / injury and distance involved.
- If the child is ill and requires isolation the child will be isolated until the parent or authorized person removes the child from the center.
- In case of a life threatening emergency the Emergency Medical System (911) will be used.

Medications

Any medications which need to be administered during program hours must:

- Come in the original bottle with a clear label and the dosage information. This bottle must have the child's name, physician's name, drug and dosage clearly labeled on the container.
- Must have specific age-appropriate dosage amounts and times.
- Medication bottles must come with the signed medication authorization form provided by the parent.
- Medications should be picked up and taken home daily and then returned to the center.

- We are not allowed to administer over the counter medication such as aspirin and cough medication without written instructions and dosage provided by the child's physician. No medication is to be left in the child's cubby.
- Inhaler medication or EpiPen will only be given after the following has been done.
- Staff must have written permission from the parent or guardian to administer the inhaler medication. The document must include the parent's / guardian's telephone number and address. The parent must instruct staff with instructions on how to administer the inhaler medication prior to the child's first day at the Center. *Staff must follow specific written instructions and these must be updated annually and must contain the following.
 - Specific indications (symptoms) for administering inhaler medication in accordance with a physician's prescription. This means that the medication may be administered to the child both on a schedule and an "as needed" basis if that is prescribed by the physician.
 - Potential side effects and amount to be administered in accordance with the physician's prescription.
 - Dosage form and amount to be administered in accordance to the physician's prescription.
 - Action to be taken in the event of side effects or incomplete treatment response in accordance with the physician's prescription. This includes action to be taken in case of an emergency.
 - Instructions for proper storage of medication.
 - Telephone number and address of the child's physician.

Staff must keep a record of each time they administer inhaler medication to the child. The record is provided to the child's parent or guardian daily. Staff will inform the parent and or guardian if the inhaler is used "as needed" basis or given on a time schedule.

First Aid Kit

A first aid kit is maintained in the Center Director's office, Center's playground and classroom. The teachers will be provided with booboo first aid kits. For simple injuries not requiring medical attention, a supervising teacher or the Director will administer simple first aid and an incident / injury report will be completed and filed in the child's folder. The parent will receive a copy of this incident report. All regular staff members are trained in Basic First Aid and CPR.

Outside Play

All children play outside weather permitting. If your child is not well enough to go outside, please keep him/her at home.

No Nit Policy

Cozy Learning Center has a no nit policy. This policy is intended to keep the children lice and nit free. Head lice are the most common communicable disease. Parents can help by conducting routine screenings to check for lice or nits. Should your child contract lice or nits, please inform our staff. The no nit policy encourages each family to do its part at home with routine screening, early detection, accurate identification and thorough removal of lice and nits.

Establishing consistent guidelines and educating the public about procedures in advance of outbreaks helps minimize inappropriate responses. Early intervention provides the needed assurance for those who have successfully eliminated an infestation that everything possible is being done to prevent new outbreaks when children return to groups where close contact is inevitable. Should there be an outbreak of lice; parents will be notified in writing. We will properly treat the Center. Our priority is the safety and well-being of the children in our program.

Non-Smoking Environment

This is a non-smoking center. There will be no smoking anywhere on the premises. Cigarette butts are not to be discarded in the driveway, yard, planters, etc. Please respect this.

Cell Phones

Please do not be on your cell phone when dropping off and or picking up your child!

Food Service

- Food selection, storage preparation and service will be safe and healthy and of the quantity and quality necessary to meet the needs of the children.
- Meal service is provided
- Between meals, and snacks will be available for all of the children. Snacks will include servings from two or more of the four major food groups.
- Menus will be in writing and posted one week in advance.
- Pesticides and similar toxic substances will not be stored with the food.
- Soaps and cleaning products will be stored in a locked container away from food sources.
- Kitchen and food areas will be kept clean.
- All food shall be protected against contamination.
- All meals and or snacks that are served meet the nutritional guidelines established by the U.S. Department of Agriculture for the Child Care Food Program.
- Meals are served family style, the children and staff sits down together.

Food Allergies

Alternate meals are served to children that have identified and documented food restrictions for health reasons. These food restrictions (allergies) will need to be identified on the medical form by your child's physician. Food allergies are posted in the classrooms so that all staff are aware of the food restrictions.

Transportation

- Only drivers licensed for the type of vehicle operated will be permitted to transport children.
- All vehicles used to transport children will be maintained in a safe operating condition.

- If it is necessary to transport your child, all seat belt and car seat laws will be adhered to.
- Parents will sign a Transportation Authorization Form for each child.
- If a field trip is scheduled, parents and or guardians will be notified in advance. A permission slip will be available in advance of the field trip for each specific trip informing you of the destination, time and date. We will require a signature for each individual field trip.

Emergency Procedures for relocating children

(Also posted in the child's classroom)

Fire and Emergency disaster drills are scheduled monthly to ensure the staff and Center participants are prepared in case of an emergency. In the case of an actual emergency parent will be notified of their child's well being as soon as possible. If your child's site must evacuate due to an emergency, they will go to the site listed on the "Emergency Care and Disaster Plan" located on the Parent Board and in the child's classroom. In case of a fire drill or practice, the children will meet at the designated location. Attendance will be taken and the amount of time taken to evacuate will be noted and recorded before the children are guided back into the building. We will exit through doors and come out through the front gate. The children will wait with an adult in **front** of the child care facility away from all danger or cross the street carefully to the park next to the building.

Earthquake Drill

Children become aware and are taught the term "Duck and Cover" immediately after the teacher directs the children to go under a sturdy table. This is practiced on a monthly basis.

Rest Period

We will provide the children with the opportunity for rest and quiet time daily. Due to limited storage space, we are not able to accommodate large blankets, pillows or other sleep items.

- Each child will be provided with a napping cot or mat.

- No children will be forced to stay awake or stay in the napping area longer than the normal scheduled nap time.
- Nap time will not be forced but encouraged.
 - Quiet and relaxing activities will be provided
- Napping cots will be disinfected daily.
- Blankets will be sent home to be washed weekly.

For Children 18-24 months, staff shall physically check on sleeping infants every 15 minutes and document the following:

- Labored breathing
- Signs distress, which includes but is not limited to flushed skin color, increase in body temperature, and restlessness

Documentation shall be maintained in the infant's file and available to the Department for review.

Parent's Responsibilities

Parents are responsible for the following (please check)

_____ Extra pair of clean shoes for indoors only

_____ Bottles and formulas

_____ Diapers, baby wipes, special creams, or ointments

_____ Blanket, sheet for naptime, small pillow,

_____ Extra set of clothes

_____ Current picture of the child for transportation needed for identification.

I (we) are signing to witness that we have read the information in the Parent Handbook and understand the policies and procedures. I have met with the Center Director and discussed any questions or concerns.

Parents printed name

Signature

Date _____ / _____ / 20_____

Cozy Learning Center
318 El Rancho Verde Dr,
San Jose, CA 95116
Phone Number: (408) 599-0129

Parent Handbook Receipt

Please return on first day of service

Child's Name: _____

1. I have received a copy of the Parent Handbook and agree to abide by the rules, regulations, and requirements of Cozy Learning Center.
2. I have read all the forms and information, including Admissions Policies and/or Enrollment Agreements and all subsequent forms that are a part of the enrollment application packet.

Parents

Print name

Signature

Date _____/_____/20____

Authorization of Person for Your Child / Children

Please return on first day of service

Parents/Guardians are responsible for transporting your child(ren) to and from the Center. The Center may provide transportation for your child(ren) if arrangements are made and a fee may apply. Occasionally, we may need to take your child(ren) on a field trip and will leave the premises for walking activities. We carry a notebook with a duplicate copy of emergency information when we are away from the Center. If there is an emergency you will be notified, your child will be cared for and we will take the steps needed to care for the child(ren).

I, the Parent/Guardian, pledge to give routine transportation for my child(ren). I give permission for my child(ren) to leave the premises for walking activities which include library visits, nearby parks or nature walks. I also give my permission for my child to be involved in water/mud play. I give my permission to Cozy Learning Center to video tape and/or photograph my child while attending Cozy Learning Center.

Date _____

I, _____, give permission for _____.

Parent's name

Child's Name

(Parent's signature)

Permission to transport is valid for _____ to _____.

(Up to 12 months)

** This form is not to be used for field trips. We will send individual field trip notifications.*