

Kumu Silva  
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**VISIT MY WEBSITE @ <http://kumusdaycare.com>**



## Little Stars Daycare Contract & Policy Agreement

I am Kumu Silva the owner of Little Stars Daycare and a family Daycare provider licensed by the State of California Department of Social Services (Facility Number: 197700033). As a mother and former teacher, I am very experienced with loving and caring for children. I am licensed to take care of children within the age group of 0-13 and up. **CCRC and DCFC including all other programs are welcome!**

### **HOURS OF SERVICE**

My business hours are 7 days every week for 24 hours. Parents will need to notify me of what time their child will be dropped off and picked up which can be done through talk or text. An overtime charge of \$1.00 per minute per child will be assessed if I was informed you were late for pick-up.

### **ADMISSIONS**

When we meet to decide whether having your child join my family daycare, I'll explain details with you about what we do throughout the day, methods of discipline, plans for naps and meals, homework/tuition which will be covered by my twin daughters **Shannon and Sharon** and playtimes. I'll ask for your input in regards to your child's preferences, personality and current schedule so that we can plan the best way to integrate your child into the group. Please feel free to ask any questions you may have in regards to any aspect of my daycare. I do not discriminate in admissions based on race, creed, color, religion, sex or national origin, etc.

### **RECORDS**

I am required by Los Angeles County to have certain written information and permissions on file in order to care for your child. I will provide you with the appropriate forms and ask that they be returned on or before the first day of care. Please notify me of any updates as they occur. Information regarding your family is kept private except for the reporting I must do to my licensing agent. I am also required by California law to report any suspected cases of child abuse to Social Services. This includes physical, emotional and sexual abuse, as well as neglect.

### **VACATIONS**

My vacations are adjusted by each child's schedule. I send out emails or phone calls and texts to notify you of my time off with plenty of advanced notice. Occasionally, days will come up that are not on the memo, but you will receive at least a two week notice of these single days. When it is necessary for me to close daycare, your weekly rate will be adjusted accordingly with exception of the one paid week of vacation. You are required to pay your normal fee for your child's absent days whether it's vacation time or sick days.

### **LEAVE OF ABSENCE**

A leave of absence will be given if there is any work lay-off, loss of job or maternity leave. If a child is absent from daycare, you can pay a minimum fee of \$85 per week to hold the position open for up to six weeks per year. After the six weeks, the rate will return to the full amount or I will need to fill the vacancy with another child.

### **PAID HOLIDAYS**

New Year's Day

4th of July

Memorial Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve Day

Christmas Day

When these holidays fall on a weekend, I'll take either the Friday before or Monday after as the paid holiday.

### **SICK CHILD POLICY**

I ensure that all substitute caregivers and myself will not abuse prescription medication or be under the influence of any chemicals that would impair our ability to provide quality care. I will notify you if your child becomes ill during the day. This includes, but is not limited to, a fever of 101 degrees or more, vomiting, diarrhea or a rash other than a diaper rash or heat rash. If I'm worried about the child passing their condition on to the other children or the child would be more comfortable at home resting, I will notify you. When you begin daycare, I request you provide a bottle of pain reliever and a bottle of cold medicine labeled with your child's name to be used by your child as needed. Please do not bring your child to daycare if they have suffered from any of these symptoms within the past 12 hours. If your child needs to be on a special diet, please send those items along with your child. If your child has been exposed to any contagious diseases or is diagnosed with one, please inform me within 24 hours so I may notify the other parents.

### **MEALS**

I will be providing your child with Breakfast, Lunch and dinner (if necessary) along with snacks throughout the day. Meals will be given prior to the arrival time of your child. As a parent you can bring your child a snack or meal they prefer to eat with labels on them including your child's name.

**Infants: If you have an infant using formula, you have to provide the formula yourself. If you are breastfeeding, make sure to bring your breastmilk bags with a bottle so I can feed your child with the proper way.**

### **NAPS**

Children under the age of four years old are required to lie down in the afternoon. Naptime is from 12:30 p.m. – 2:30 p.m. Infants will sleep in a crib downstairs in the living room. Toddlers and preschoolers sleep downstairs in the living room. At the age of five and up, if you and I agree they are ready to give up nap time, they can take quiet time in the playroom watching a movie while the other children nap.

### **PERSONAL ITEMS**

Please provide me with the following information

1. A change of clothes, labeled with child's name, to be used in case of accidents
2. Bring your own Blankets, every Friday the blanket will be returned home so they can be washed and are brought back again on Mondays.
3. A bottle of pain reliever and cold medicine with child's name and dates on it
4. Bring diapers or pull ups and wipes for children not potty trained

### **TOYS FROM HOME**

Toys from home are permitted, just keep in mind that children can be limited to only bringing 3 toys or less.

### **TOILET TRAINING**

Most children are ready to begin toilet training when they are between two and three years of age but this is something we should discuss between us, since consistency between our homes will be so important. Dressing your child in one-piece outfits such as overalls or using pants with difficult snaps will cause frustration. Please take this into consideration each morning during the potty training process. Be sure to provide me with several extra outfits in case of accidents.

### **DISCIPLINE**

I use positive discipline techniques such as making my expectations clear, reminders, and redirection before resorting to time-outs and taking privileges away. Physical and emotional punishments will not be used in my daycare. You will be informed if a problem persists or if I need cooperation from home so that we can be more consistent in what is expected.

### **SMOKING**

**SMOKING IS STRICTLY PROHIBITED. PLEASE DO NOT SMOKE ON MY PROPERTY OR EXTINGUISH CIGARETTES IN MY YARD OR DRIVEWAY.**

### **PETS**

Little Stars Daycare does not own any pets.

### **FIRE & EARTHQUAKE DRILL**

A fire and escape plan has been drawn and is posted on my bulletin board. Fire and earthquake drills are practiced every 6 months to teach the children how to deal with an emergency situation according to the California Law. A 2-week notice will be given which you are required to sign as well. I am also trained in basic first aid and infant/child CPR

### **TRANSPORTATION**

I will transport your child to and from school with parent consent. Please provide a car seat or booster seat for your child if your child uses one.

Prices vary. This can be discussed in person.

### **LIABILITY INSURANCE**

I have liability coverage on my homeowner's insurance policy to cover my daycare business.

**FEES**

Payment is due every Monday to cover the upcoming week. A late charge of \$20.00 per day will be assessed to fees not paid on time. A fee of \$35.00 will be assessed on checks not honored by the bank.

**FINAL NOTICE**

A 3-week notice is required at the time of termination. By signing a contract agreement, you agree to give a 3 week notice before terminating care or paying the month fee to terminate immediately. I would appreciate as much notice as possible, so if you give more than 3 weeks, your child's spot is guaranteed until your date of termination. I will not ask you to leave because of a new child coming in.