



**HAPPY LITTLE SUN**

— BILINGUAL CHILDCARE —

**PARENT HANDBOOK 2024**

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# Welcome!

## Mission Statement

Happy Little Sun Childcare LLC provides quality care by partnering with families and local advisors. We value empathy, patience, cooperation, transparency, and cleanliness. We emphasize the development of independent thinking through play and daily routine. We nurture the skills of the children through activities and encouragement from the teachers.

## Philosophy Statement

I value security, patience, kindness, and experiences as an early childhood professional. Children who feel secure in their environment are more likely to improve their development. Being kind and having patience is a strong influence on the lives of children. It can help them feel more excited to learn and less worried to fail. Having hands-on/interactive activities is important to me because they engage children and develop skills like hand-eye coordination. Also, I include plenty of open-ended activities to develop problem-solving skills and creativity. I believe that having these experiences is essential for a child's development.

I strive to create an environment where a child can grow in all aspects of development such as, social-emotional. My role as an educator for young children is to guide them through the milestones and set them up for success later on. I am responsible for creating a safe space for all children where they feel cared for.

Being an educator for young children can be challenging so I believe having a charismatic, forward-looking, and growth mindset are some great characteristics to have. These skills allow educators to create relationships

with families and continue to build on them. Having these characteristics, and the others I mentioned, has made my journey into early childhood education fascinating. I love learning about ways to better support the children in my care. I'm constantly learning and always attend trainings to improve myself and the service I provide. I believe that there is no one way of doing things when it comes to early childhood development.

## **Hours of Operation**

Happy Little Sun Childcare LLC is open Monday through Friday from 5:00 AM to 6:00 PM. The maximum hours of care we accept for a day is 13 hours.

## **Daily Schedule**

In our program, we use a daily routine that supports children's learning and development. We begin by welcoming each of our children and families as they arrive and we bow to the size of the child. We receive the children lovingly and make them feel that they've arrived home. We aim to make sure they know that they are a part of us as we foster positive social and emotional development in children and encourage interactions between adults and children. We receive children from 5 AM, so typically they will take a short nap as we start our day at 7:30 AM. At 7:30 AM, the children have free play in the living room until 8:25 AM, when we wash our hands and have breakfast. During breakfast time, we announce to the children that circle time will be next. In circle time, we sing welcome songs, names, days of the week, and ABC songs. We also talk about numbers, colors, and geometric

figures, read books and tell educational and cultural stories based on the children's interests. After circle time, we introduce a table activity based on the children's interests. We ensure that each activity benefits the children's education so we expose them to different materials, textures, and colors, such as, playing with shaving foam and putting different colors in it (science). Ten mins before we finish, we tell the children we need to clean up so we can go play outside. Outside we plan activities such as throwing the ball and they run to catch it, or we go for a walk in a group and the children also have the opportunity to play alone or with each other in the playgrounds. At 11:55 AM we announce that we are going to pick up the toys, we sing the clean-up song, and then we walk in to wash our hands to eat lunch. Lunch is from 12 PM to around 1 PM, it is very important to sing songs during transitions since those who are waiting for a turn wash their hands so don't get bored. During lunch, we remind the children that after they finish eating, they need to go to the restroom and then lay down for nap time. The nap time is from 12:45 PM to 3 PM, the children have their mats and blanket ready. If a child does not want to sleep, they have the opportunity to do a quiet activity in the quiet corner which is the reading area, where we have sofas for the children to sit on. After nap time, the children pick up their mats and blankets to put away. Next, we go to the bathroom to wash our hands for snack time. After we eat the snack, we announce circle time, sing songs, and read books. After circle time we get the children ready to go outside; from there, the children are ready to go home after 3:30 PM.

## Enrollment Requirements

1. Read all of policies
2. \$200/month holding fee due prior to first day and will go towards the first tuition pay cycle.
3. Child between the ages of 2 month to 12 years
4. MUST BE ON CONTRACT:
  - Full name of child(ren)
  - Birthdate of child(ren)
  - Parent(s)/Guardian(s) full name(s)
  - Accessible phone numbers & who they belong to
  - Full home address
  - Employer(s) & work place address(es)
  - Emergency Contacts (full names & phone numbers)
  - Authorized pick-up (full names)
  - First day (MM/DD/YYYY)
  - Hours of enrollment
5. OTHER REQUIRED DOCUMENTS:
  - Signed contract
  - Immunization record(s)(MUST BE UPDATED WHEN CHILD GETS NEW VACCINES)
  - Signed medication Authorization Form
  - Signed and completely filled out USDA food program form
  - Transportation form (IF APPLICABLE)

**All required documents must be given before or the first day of childcare; one day grace period for missing documents. If missing documents aren't presented, contract is terminated.**

## **Absences**

Latest notice: Parents must notify me by 8 AM if their child will not be attending care.

If your child is going to miss multiple days please notify me at least 24 hours ahead of time.

## **Fees & Charges**

### **Rate Agreement**

Rate agreement will be written into the contract. Contract must be signed by parent(s)/guardian(s).

\$200/month holding fee due prior to first day & will go towards the first tuition pay cycle.

### **Payment Procedure**

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond my control. Payment is due as outlined in the *Enrollment Agreement*.

Late Payment Charges: Late payments can pose serious problems for my program. Therefore I have put procedures in place to reduce their impact. If payment is not received on the day that it is due, a late fee of \$10 will be added for each day that it is late. If your account has not been paid in full within 5 business days, your child may be discharged from my program. If payment is more than 10 business days past due, I may attempt to recover payment in small claims court,



and/or your account may be sent to a 3rd party collection agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges: All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

## **Drop-Off & Pick-Up Policy**

We have a sign in sheet for pick up and drop off, which I will be filling out every day on parent(s)/guardian(s) behalf.

Parent(s)/guardian(s) will drop their child(ren) off at the indicated time on their contract. Parent(s)/guardian(s) have a a grace period of 5-minutes before expected drop off. There is no grace period for pick-up time. If the care hours need to change, they must be changed on the contract with one parent/guardian signature next to it. Your child must come dressed, otherwise I will not receive the child.

LATE PICK-UP: Fee of \$1 per minute after indicated pick up time on the contract. The parent(s)/guardian(s) are responsible for paying the fee, government services do not pay the late fee.

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify me in advance, in writing. Your child will not be

released without prior written authorization. The person picking up your child will be required to show a picture ID as verification.

## Childcare Closures

We take 4 breaks throughout the year:

1. Spring Break: 2-5 days in March
2. Summer Break: 2-5 days during the summer
3. Thanksgiving Break: November 23rd-24th
4. Winter Break: last week in December and 1 day in January (MAY CHANGE)

**NOTE:** Provider paid-time-off: includes spring break, summer break, Thanksgiving break, and winter break.

Closed the following days:

- New Years Day
- Presidents Day
- 2-5 days in March: Spring Break (MAY CHANGE)
- Memorial Day
- Independence Day
- 2-5 days during Summer: Summer Break (MAY CHANGE)
- Labor Day
- Veterans Day
- November 23rd-24th: Thanksgiving Break
- Last week of December: Winter break (MAY CHANGE)

The exact dates for the breaks will be given at least one month in advance if not already stated. Clients will pay full rate regardless of closures.

Closing Due to Extreme Weather: Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, loss of power, loss of water) prevent me from opening on time or at all, notification to the families will be announced by text or call. Also, we follow the Hillsboro school district, if they close for inclement weather, we will close as well. If it becomes necessary to close early, I will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

## **Before First Day**

### **Entering Daycare Policies**

Children must take off shoes in the entrance before entering the primary childcare area as we may have children who are crawling. Shoes aren't permitting in the primary care area, unless advised otherwise. Parent(s)/guardian(s) must remove their child's shoes if the child is unable to. No outside sugary snacks or drinks are allowed inside the childcare. Personal toys are encouraged to stay home to avoid disputes between children. Please place personal items in the corresponding cubby or give to a teacher.

### **Items Needed From Home**

- At least half a pack of diapers (if needed)

- One pack of wipes
- Rash cream
- Sunscreen
- Prescribed medication (with prescription attached)
- At least three changes of weather appropriate clothing (tops, bottoms, underwear, socks, jackets)
- Closed toe shoes
- Substitute milk (IF APPLICABLE)
- Formula (IF APPLICABLE)
- Baby Food (IF APPLICABLE)
- Breast Milk (IF APPLICABLE)
- Baby Feeding Bottles (IF APPLICABLE)

## **Clothing Code**

We do messy activities and go outside a lot so we advise parent(s)/guardian(s) to not bring children in brand new/nice clothing. We advise parent(s)/guardian(s) to bring appropriate clothing for the weather. For example, thick coats during the winter. We advise children bring closed-toe shoes to avoid any incidents. Children who are learning to stand and walk must bring closed-toe flexible shoes. Children who are learning to crawl must come in bottoms that cover their knees to avoid any incidents.

# Health & Safety

## Safe Environment

Some features that help ensure your child's safety are:

- Working smoke detectors are on each floor and near cooking and sleeping areas.
- Mats are cleaned after use.
- Blankets are cleaned weekly.
- Working carbon monoxide detectors are near the sleeping area.
- Adequate Ventilation throughout my home.
- No guns or firearms on premises.
- Gates are used on stairways when children under [5 years old] are present.
- Fire extinguishers are maintained properly.
- Toys are age-appropriate, in good repair, and of a non-violent nature.
- Electrical outlets are covered.
- Pens, pencils, and office supplies are out of reach.
- Knives and adult scissors are out of reach.
- Cleaners, chemicals, matches, and fire starters are out of reach.
- Medications are out of reach.
- A well-stocked first aid kit is kept near and expiration dates are observed.
- All staff are certified in Infant & Child CPR and Pediatric First Aid.
- Safe playground areas to play.
- Safety-approved play equipment and toys.

- Yard routinely treated to deter insects.
- Outside areas where children play are fenced and the gate is locked.
- Children do not play outside unsupervised.
- Monthly fire drills/lock out drills

## **Extreme Weather and Outdoor Play**

Outdoor play will not occur if the outside temperature is greater than 99°F or less than 37°F degrees. Additionally, outdoor play will be canceled if the air quality rating is 50 or below.

## **Injuries**

First aid will be administered by me in the unlikely event that your child sustains a minor injury (e.g., scraped knee). You will receive a report outlining the incident and the course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. My program is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, your child will be taken to the hospital immediately by ambulance, while I will try to contact you or emergency contact.

## **Emergencies**

### Lost or Missing Child

In the unlikely event that a child becomes lost or separated from the group during an outing or field trip and is not located within [10] minutes, the family and the police will be notified.

### Fire Safety/lockouts

My program is fully equipped with fire to extinguish and we have an evacuation plan that is reviewed with the children monthly when we do a fire or lock-out simulator.

### **Allergies**

If your child has any allergies, I must be notified before the first day. If your child has milk allergies, parent(s)/guardian(s) are responsible for bringing a substitute milk for their child on the first day and so on.

### **Sick Policy**

Your child(ren) may not attend the childcare if:

1. Is diagnosed as having or being a carrier of a child care-restrictable disease, as defined in Health Division administrative rules (OAR 333-019-0010)
2. Fever over 100°F (taken under arm)
3. Diarrhea (more than one abnormally loose, runny, watery or bloody stool)
4. Vomiting
5. Nausea
6. Severe cough
7. Unusual yellow color to skin or eyes
8. Skin or eye lesions or rashes that are severe, weeping, or pus-filled
9. Stiff neck and headache with one or more of the symptoms listed above
10. Difficult breathing or abnormal wheezing

## 11. Complaints of severe pain

If your child has a cold, they may continue to go to the childcare as long as the illness does not impair their functioning.

Children who have been ill may return when:

- They are free of fever, vomiting, and diarrhea for 24 hours.  
They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to my care is required.
- Covid-19 Policy: If your child tested positive for Covid-19 they will not be able to return to daycare until 5 days after the positive test result. Child must be fever free and can return on the 6th day.

## **Nutrition/Meals**

We provide healthy food every day with veggies, fruit, grains, protein source, milk, and water. The children help set up the table and every child pick up their dishes after we ate. We give two meals and one snack a day. Breakfast is from 8:30 AM to 9:00 AM. Lunch is from 12:00 PM to 12:30 PM. PM snack from 3:10 PM to 3:30 PM. If your child(ren)



gets to the childcare later than meal time, parent(s)/guardian(s) are responsible for giving meals beforehand.

We are enrolled in the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). This program supports us economically so the children have access to nutritious meals. Meals are of no cost to parent(s)/guardian(s). The application form must be filled out prior to the first day of care.

Infant feedings follow these procedures: We feed the baby with their bottle as they need it. We give the infant milk no longer than 3 hours apart. The formula or breast milk must be labeled with the name of the child prior by parent(s)/guardian(s).

## **Diaper Changing**

The diaper of your child will be checked at least every two hours to determine if it needs to be changed. We typically check diapers during transition times, for example, before and after breakfast.

## **Child Abuse/Neglect**

All the staff at Happy Little Sun Childcare LLC are mandatory reporters. By law we are required to report any suspicions of child abuse or neglect to authorities. My program will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **Potty Training Policies**

All children are accepted regardless of if they're potty trained. Children develop at their own pace so there's no need to rush. Most

positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We will work alongside families to support their child who is potty training.

## **Supervision of Children**

Children will be supervised by qualified personnel and will never be left unattended. We follow the adult to child ratio provided by the State of Oregon's department of early learning and care.

## **Discipline Policies/Childcare Rules**

We encourage positive social and emotional development in our program because it is crucial for the children's growth. To accomplish this, we utilize age-appropriate, fair, and positive rules for behavior. We will not use any corporal punishment (spanking) in my program. I will use redirection to guide the behavior of young children.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem-solving help children develop their ability to become self-disciplined. I encourage children to be fair, be respectful of other people, of property, and learn to understand the results of their actions.

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. When biting happens, my response will be to care for and help the child who was bitten and to help the biter learn more appropriate behavior. My focus will not be on punishment for biting, but on effective behaviors

that address the specific reason for biting. Notes will be written to the family of the child who was bitten and the biter's family. I will work with the families of both to keep them informed and to develop strategies for change.

When a child becomes physically aggressive, I intervene immediately to protect all of the children. My usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child.

Childcare rules consist of:

1. No shoes inside
2. Walking inside
3. Inside voices are low
4. Use gentle hands/be gentle with your body and others/calm body
5. No name calling/No belittling
6. No hitting/pushing/shoving/pulling
7. Clean up toys when done using them
8. Take turns
9. Wash hands after going to bathroom, sneezing, and before meal times
10. No damaging childcare items
11. No outside sugary foods & toys

## **Notification of challenging behaviors**

If a child's behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child's

individual needs and challenges. We will work together to evaluate these needs in the context of my program. On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include: A child appears to be a danger to others.

Continued care could be harmful to, or not in the best interest of the child as determined by medical, psychological, or social service personnel.

## **Photographs/Videos Of Children**

We take photos and videos of the children throughout the day to share with parents. Permission will be on contract.

## **Medication Permission Form**

A medication permission form must be completed before the first day of care. For example, the form includes permission to use sunscreen.

## **Parent(s)/Guardian(s) Relationship**

All Happy Little Sun Childcare LLC staff will treat families with dignity and respect. I expect the same behavior from every family in return. I will not tolerate hostile or aggressive behavior. I reserve the right to ask you to control your behavior in this situation or to have your child removed from my program.

## **Child Custody**

Without a court document, both parents/guardians have equal rights to custody. I am legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. I will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

## **Communication**

I will communicate with parents via phone number. A message will be sent to the parents about any experience, anecdotal, or any concern that we have about the child. Also, we will send ouchy reports and infant routine reports. The purpose of the message is to open a two way communication with the parents. Parents are encouraged to communicate any event or concern.

## **Parent Involvement**

Parents are encouraged to bring items to events and to take an interest in their child(ren)s' day by asking questions. Parents are encouraged to discuss child behaviour concerns at home with child.

## **Events & Outings**

During the year we will have events, like a Valentine's Day Party or a Pajama Day. Parents may be asked to bring items with their children during events.

## **Outings, summer activities & Field Trips**

Weather permitting; I conduct supervised walking trips around the neighborhood. Children are accounted for at all times. A permission statement for participation in walking trips, field trips to the park, and other places is included in the enrollment package. To travel out from the daycare we provide a safe Van to transport the children with a safe seat according to the age of the children. Examples of destinations: *libraries, parks, museums, clinics, pet stores, local stores, school playgrounds, walks through the neighborhood, etc.* Permissions will be on the contract. **Note:** Please dress up your child according to the weather or the season.

## **Withdrawal Of Services**

If you wish to withdraw your child from my care, you must give at least a 2 week notice and all charges must be paid.

## **Adjustment Trial**

It takes time for a child to adjust to a new childcare setting. I will try to make the adjustment easier by encouraging your children to discuss feelings, providing extra attention and support, participating in role-playing, and reassuring them of their family's return. A three week adjustment period begins on your child's first day in my care. During this time, the family can decide to terminate the signed contract without penalty.

## Family Handbook Acknowledgement

I may update this handbook from time to time and will provide notice as updates are implemented. Please sign this acknowledgment, detach it from the handbook, and return it to me prior to enrollment.

Thank you for acknowledging the policies and procedures I have set up are for the safety and welfare of all children in my program. I look forward to getting to know you and your family.

I have received and reviewed the **Family Handbook**. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask questions if I do not understand any policies, procedures, or information contained in the **Family Handbook**.

Parent or legal guardian's signature: \_\_\_\_\_

Date of signature: \_\_\_\_\_

Parent or legal guardian's signature: \_\_\_\_\_

Date of signature: \_\_\_\_\_