

PARENT HANDBOOK

Kiddie



Kiddie Kingdom Family Child Care

4330 10th Avenue
LOS ANGELES, CA 90008

Kingdom



Welcome to **Kiddie Kingdom Family Child Care**, a family childcare dedicated to developing happy, healthy, and well-adjusted children. We have been in operation since **2006**.

Those who care for your child should be an extension of your home and the philosophy of child-rearing. We ask that you communicate your desired childcare needs and philosophy during the interview, so there will be no misunderstanding of the care you expect for your child or children.

We appreciate your choosing Kiddie Kingdom FCC for your child, and we welcome you to our extended family. We hope this handbook and accompanying forms will provide you with a basic understanding of who we are and the services we offer. Please read them carefully and refer to them if you have questions about policy, philosophy, or procedures. We suggest rereading the handbook after your child or children have been in care for a month or more, when much of the information will seem more relevant.

The formative years of our children are the most critical. Our goal is to provide a high-quality setting that is both enriching and enjoyable. It is crucial to the children's success that we cooperate and share ideas to support their development.

We look forward to serving you and your child. If you have any questions not addressed in our materials, we will be happy to speak with you further. Thank you for choosing **Kiddie Kingdom Family Child Care** for your childcare needs!

*Sincerely,
Aurora Porsche Reyes
Owner/Director*

About the Provider

Please allow me to introduce myself. My name is Aurora Porsche Reyes, and I am an in-home family childcare provider.

As a working mom, I understand how difficult it is for parents to find high-quality childcare. I have the love, knowledge, experience, and qualities needed to provide a warm, nurturing environment where children can learn and grow. I believe children are the most critical part of our future, and I will work with you to establish the solid foundation they need to feel secure and to build stability for their future.

I take my profession as a childcare provider, not a "babysitter," very seriously. I have earned an AA in Child Development from El Camino College, a BA in Child Development with a specialization in Preschool Administration from Cal State LA, and an MA in Human Development with a concentration in Leadership in Education from Pacific Oaks College, as well as a Program Director Child Development Permit from the Commission on Teacher Credentialing. I also attend professional development training regularly and will pursue as much continuing education as possible to continually improve my knowledge and skills. I have also received Red Cross certification in Infant, Child, and Adult CPR and First Aid.

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Philosophy & Goals

Kiddie Kingdom Family Child Care was established to serve children and families in the community, from infancy through school age. At Kiddie Kingdom, we focus on the total development of each child. We strive to enrich each child's cognitive, physical, emotional, and social development by providing an educational and nurturing experience in a warm, friendly atmosphere of acceptance, regardless of race, creed, physical condition, or religion.



PROGRAM GOALS

Every child is an individual with their own rate of physical development and pace of learning. Each child is accepted, loved, nurtured, and taught as an individual, with this in mind.

The goals of Kiddie Kingdom are as follows:

- ✚ To provide a nurturing atmosphere in which a child can learn and develop at their own pace.
- ✚ To support parents and encourage their involvement in their children's education.
- ✚ To foster emotional growth by building self-confidence and a sense of self-worth.
- ✚ To provide activities that build fine and gross motor development.
- ✚ To encourage and build each child's imagination and creativity.

"A good school respects the child.

A good school pleasurable challenges him

A good school gives a youngster a chance to use his powers.

A good school fills a child's day with humans he enjoys.

A good school makes a child happier he is alive."

- James L. Hymes, Jr.

My main concern and goal in caring for your child is to support your child's growth in physical, intellectual, social, and emotional development to the best of their ability. Please feel free to share your advice and suggestions at any time.

Admissions & Enrollment Procedures

Kiddie Kingdom Family Child Care serves children ages six weeks and older. Kiddie Kingdom Family Child Care FORBIDS DISCRIMINATION because of race, color, national origin, age, sex, religion, or handicap.

INTERVIEWS

An interview with parents and children to be cared for is required before any child will be accepted into **Kiddie Kingdom Family Child Care**. Interviews are typically conducted after hours. Observation time is allowed after the initial visit. During this time, parents may come to observe the provider as she works with the children in her care.

ENROLLMENT FORMS

Before a child is admitted to **Kiddie Kingdom Family Child Care**, the provider must receive all required paperwork. We will not assume care of your child(ren) if the necessary paperwork, fees, and supplies are not received. All information will be kept confidential and is for our records only. Below is a checklist of the required paperwork and supplies you will need to bring with your child on their first day.

PAPERWORK

- | | |
|---|------------------------------|
| ✓ Child Registration Form | ✓ Media Authorization |
| ✓ About Your Child | ✓ Permission to use Sunblock |
| ✓ Emergency Contacts | ✓ Health Evaluation Form |
| ✓ Emergency Release | ✓ Immunization Record |
| ✓ Authorization for Medication Administration | ✓ Health History |
| ✓ Transportation & Field Trip Permission | ✓ Client Contract |
| | ✓ Policy Handbook Checklist |

Parents/guardians are responsible for bringing the following:

SUPPLIES

- ✓ Infants: Diapers, wipes, pacifiers, bottles, formula, and two (2) complete changes of clothes (weather appropriate) to keep in the child's cubby.
- ✓ Toddlers/Preschoolers: Diapers, wipes, pull-ups, and two (2) complete changes of clothing.
- ✓ Favorite blanket or toy for quiet time.

HEALTH FORMS

Upon admission, **Kiddie Kingdom Family Child Care** must receive a completed Health Evaluation Form signed by a physician and a current copy of your child's Immunization Records. We do not accept children who have not received their vaccinations as prescribed by the Health Department.

SIGNED CONTRACT & POLICY HANDBOOK AGREEMENT

Before a child is admitted for care, the provider must receive a signed Client Contract and the Handbook Agreement page. **Signed Contracts and the Agreement sheet from the Provider Policy Handbook** are required before childcare can begin.

Trial Period

Your child's adjustment is important to us at Kiddie Kingdom Family Child Care. Some children have difficulty adjusting and may not be a good fit for Kiddie Kingdom Family Child Care. Therefore, acceptance of enrollment is based on a 30-day trial period. The first 30 days from the child's enrollment date are a

trial/adjustment period for the child, parents, and provider. During this period, either the parents or the provider may terminate care without notice. After the 30 days have passed, two weeks' notice is required from either party.

Termination Policy

A minimum of two weeks' written notice is required to withdraw your child from care. If less than two weeks' notice is given, payment in full for two weeks is still due.

Kiddie Kingdom Family Child Care may terminate child care services for nonpayment, failure to comply with policies, or other reasons permitted by law, provided that termination does not violate nondiscrimination requirements. If Kiddie Kingdom Family Child Care determines it necessary to end our agreement, the parent will receive two weeks' written notice. Except for reasons such as, but not limited to:

- Destructive uncontrollable or violent behaviors
- Habitual tardiness in the pick-up of the child
- Excessive late arrivals
- Excessive absences without notice
- The lateness of payment or nonpayment
- Lack of Parental Cooperation
- Failure to maintain required supplies for the child(ren)

These situations will be grounds for immediate termination. If Kiddie Kingdom Family Child Care is required to pursue legal action to collect fees, the parent(s) will be responsible for any legal costs incurred by Kiddie Kingdom Family Child Care.

Annual Renewals

CONTRACT RENEWAL

Contracts will be renewed annually in January. Any changes in your family should be reported immediately, and modifications to the childcare forms should be made.

POLICY HANDBOOK

Any time a change is necessary for the Policy Handbook, parents will receive two weeks' notice of the change, and a new Agreement Page will be required.

HEALTH & IMMUNIZATION FORMS UPDATE

The Health Evaluation Form must be updated annually for children under the age of 7 and every three years for children ages seven and older. The Immunization Record must be updated according to the age requirements of your child as stipulated by the State Health Department. Under a law known as SB 277, exemptions based on personal beliefs, including religious beliefs, will no longer be an option for the vaccines currently required for entry into childcare or school in California.

Tuition Payments & Fees

Childcare fees are due each Friday in advance for the upcoming week. Payment is required to reserve and maintain a child's enrollment space and is not contingent on attendance, including absences due to illness, holidays, or parent choice. **No deductions or refunds will be made for days your child is sick or absent.**

Tuition payments are due in advance as agreed. Failure to submit payment by the established due date may result in late fees and/or termination of care. The provider reserves the right to assess late fees and discontinue services when payment obligations are not met in accordance with this agreement.

***A \$10.00 per day late fee will be charged if your regular childcare fee is not paid on time. Your child will not be accepted for care until your standard childcare fee and any late fees are paid in full. Continued late payments will result in termination of childcare services.**

Tuition and fees are computed based on the following expenses:

- Food
- Teachers Salary
- Arts & Crafts Supplies
- Toys, games, and equipment
- Energy Cost and use of the provider's home
- Additional time spent for record-keeping

PAYMENTS FOR SERVICES

Payments may be made in cash, check, money order, PAYPAL, Zelle, or credit card (for an additional fee). Receipts will be written for all payments. Any bad check received at **Kiddie Kingdom Family Child Care** will cause the PARENTS to be charged a **(\$25.00)** returned check fee plus any bank charges incurred by the PROVIDER due to the PARENT'S check being dishonored. Also, all future childcare payments must be made in cash.

Make checks payable to:

Aurora Reyes or Kiddie Kingdom Family Child Care

Make Zelle Payments to 323-403-9161

SUBSIDIZED / ALTERNATIVE PAYMENT PROGRAMS

When child care services are paid in whole or in part by a third-party agency (such as an Alternative Payment Program), parents/guardians remain financially responsible for **any fees not covered** by the agency, including co-payments, late fees, or services outside the authorized agreement.

OVERTIME/LATE FEES

If the parent/guardian makes prior arrangements (please, not on the same day) with the provider, the child may arrive earlier or stay later at an agreed rate. Consistent early or late arrivals can result in the termination of your child from the family childcare program.

Late pick-up fees are assessed to ensure compliance with licensed operating hours and staffing requirements. Hours over the **contracted/agreed pick-up time** will be billed at **\$2.00** per minute. The Late Fee balance is due in cash upon arrival. **One** late pick-up is granted (with a legitimate reason) without a late fee charge. After the one late pick-up has been used, late charges will be assessed for tardiness. This policy will be strictly enforced.

RATE INCREASES

Kiddie Kingdom Family Child Care reserves the right to review childcare rates and raise them periodically to accommodate increasing business costs. We will provide two week's written notice to parents in the event of rate increases.

Hours of Operation

Standard childcare hours are Monday through Friday from **6:00 a.m. to 6:00 p.m.**; however, Kiddie Kingdom is licensed to provide care to families 24 hours/day. Contracted hours vary depending on each family's needs. Alternative hours are available beyond the regular hours based on the family's requirements and the provider's availability, such as evenings or weekends. The contracted days and hours for each child are outlined in your contract.

Attendance

Please prearrange any schedule changes with Kiddie Kingdom Family Child Care at least 24 hours in advance, if possible. If Kiddie Kingdom Family Child Care is not informed in advance of the child's tardiness or early arrival, there is a possibility that we may not be able to accommodate you. In this event, you assume responsibility for your child's care, and there are no refunds if this occurs. Two consecutive No-shows/No-calls are grounds for immediate termination. You will be billed for two weeks' tuition. Please be courteous and notify **Kiddie Kingdom Family Child Care** if your child will be absent for the day.

Holidays & Vacations

Payment is expected for holidays, and weekly childcare fees include full payment for all holidays observed. If the holiday falls on a Saturday, **Kiddie Kingdom Family Child Care** will close in observance of the holiday the Friday before. If the holiday falls on a Sunday, we will close the following Monday. **Payment is expected for these days.**

Kiddie Kingdom Family Child Care will close in observance of the following holidays:

- | | |
|--------------------------|--------------------------|
| ✦ New Year's Day | ✦ Independence Day |
| ✦ Martin Luther King Day | ✦ Juneteenth |
| ✦ President's Day | ✦ Labor Day |
| ✦ Easter Sunday | ✦ Veteran's Day |
| ✦ Mother's Day | ✦ Thanksgiving Day |
| ✦ Memorial Day | ✦ Day after Thanksgiving |
| ✦ Father's Day | ✦ Christmas Day |

PROVIDER'S VACATIONS/PERSONAL DAYS

Each calendar year **Kiddie Kingdom Family Child Care** will close for up to **two weeks** for the provider's vacation and up to 5 illness/personal days. Parents will

be given as much notice as possible, with a minimum of 30 days' notice for vacation. Parents are responsible for making other arrangements for childcare when **Kiddie Kingdom Family Child Care** is closed for vacation/personal days. **Kiddie Kingdom Family Child Care** will do its best to give you references of other available providers.

Although we make every attempt to be available each day, there will be occasions when we are sick or have personal emergencies. We will be closed on those days. In the best interest of everyone, the provider will have **five (5)** paid personal days per year to use if she chooses. These days can be used for vacation, illness, death, jury duty, professional growth, and emergency. You will be notified in writing two weeks before the provider takes three or more consecutive days off and get a one-week written notice for a single day. If sick or an emergency arises, the provider will attempt to reach all families by 6:00 a.m. You are responsible for finding alternative care when child care is closed.

PARENT/CHILD VACATIONS

Please notify **Kiddie Kingdom Family Child Care** at least two weeks in advance and in writing when the child will be absent due to family vacation. Full payment is required for any days your child is absent and must be made before the scheduled leave. Please note that you must pay the regular weekly rate, and payments must be made before the vacation. Remember, you are paying to reserve your child's childcare slot.

Substitute Care

Parents are responsible for providing their backup care for illness, holidays, provider's vacations, provider's illnesses, and provider's days. **Kiddie Kingdom Family Child Care** will do its best to give you references of other providers available and provide proper notice whenever possible.

Signing In & Out

A daily SIGN IN & SIGN OUT Sheet is kept at the front door. Each child must be signed in/out daily by a parent or authorized person. This is for safety and record-keeping reasons and kept on file.

Arrivals & Departures

The FCCH opens at **6:00 a.m.** Please accompany your child into the playroom after signing them in for the day. The same procedure should be followed at pick-up time.

Occasionally you may wish to send someone other than yourself to drop off or pick up your child for the day. Be sure to notify any persons doing so of the Arrival & Departure procedure. Always notify **Kiddie Kingdom Family Child Care** if someone other than you is dropping off or picking up for the day.

Any persons taking your place for drop-off/pick-up times should be listed on the Registration Form under **"Persons Authorized to pick up my child."** If they are not listed, written authorization from you is required. **Kiddie Kingdom Family Child Care** will not release the child without your approval for both the protection of your child and the FCCH.

RELEASE OF CHILDREN

Children will be released only to authorized individuals listed on the emergency card and verified by proper identification, in compliance with licensing requirements for child safety.

ARRIVAL & DEPARTURE PROCEDURE

Communication: Communication is very important to us. It is essential to know that our childcare philosophies are similar. We welcome questions, feedback, and discussions of any kind that are oriented toward a positive outcome for your child/children. Though I am very open to any questions or concerns you may have about your child, drop-off and pick-up times are generally not the best times to discuss these concerns in depth. Instead, please feel free to phone me in the evenings when I can give you my undivided attention.

Separation: It is common for some children to have difficulty separating from their parents in the morning or to not want to leave when it's time to go home. Please keep these transitions brief (no more than 5 minutes). The longer the departure is prolonged, the harder it gets, and I need to focus on the other children. A smile, a cheerful goodbye kiss, and a reassuring word that you will be back are all that is necessary in the morning. In my experience, children are nearly always quick to get involved in activities the sooner the parent leaves.

I highly recommend bringing in family photos of mom, dad, and siblings to help ease your child's anxieties. Other familiar or comforting objects are also suggested for the first week and can help ease your child into the program. In the past, special items belonging to mom or dad have also helped the child feel more comfortable at drop-off times.

Would you please not leave without saying goodbye to your child? Young children's separation anxiety is often closely tied to fears of abandonment. They must know that you will return at a designated time. By saying goodbye to your child, you reassure them that you will return and that you are not abandoning them. It is never advisable to "sneak out" – this will only add to your child's anxiety.

Boundaries: This is also a time of testing when two authority figures are present (the parent and the provider). All the children will test whether the rules still apply. During arrivals and departures, I expect parents to support my rules. If you do not, I will remind the child that their behavior is inappropriate and correct it as needed.

Safety: Please be in control of your child during arrivals and departures. At departures, please do not let your child leave the house until you are also leaving. Children are not permitted to go outside unattended.

Meals & Snacks

Kiddie Kingdom Family Child Care is enrolled in the Evergreen Child Care Food Program. Through this program, we receive nutritional training that helps us serve nutritious meals to your child. Each child in our care is enrolled in this program.

Well-balanced breakfasts, snacks, and lunches will be provided. Food will be offered to your child, but your child will not be forced to eat. Children will be encouraged to finish the food served to them before seconds are offered.

If your child is not arriving until after the scheduled mealtime, please feed them before they arrive. This helps the day run smoothly. Our meal schedule is as follows:

Breakfast: 8:30am – 9:00am
Snack: 10:45am – 11:00am
Lunch: 12:00pm – 12:30pm
PM Snack: 3:15pm – 3:45pm
Dinner: 5:30pm – 6:00pm

- Individual children's allergies should be noted on the enrollment packet.
- If your child requires a modified diet, we will need a physician's written instructions.

FOOD FROM HOME

Please do not bring food, drinks, gum, or candy from home. Food brought from home will be stored until it is time to leave. If you would like to bring a snack to share with everyone, please notify **Kiddie Kingdom Family Child Care** ahead of time so we can plan it with the day's meals.

CELEBRATIONS

Birthdays and traditional and non-traditional holidays are celebrated through a variety of class activities. Some of the special occasions celebrated include Valentine's Day, Easter, the 4th of July, Harvest Celebration, Thanksgiving, Christmas, and many others. If a parent prefers that their child not participate in these activities, the parent must notify the provider in writing of the specific event.

Birthday celebrations are an excellent way to let our children know they are unique and important. **Kiddie Kingdom FCC** makes every effort to celebrate each student's birthday with a class celebration.

Quiet Time/Rest Period

All children under age five are required by state law to rest while at a childcare facility. Our rest period is from 1:00 p.m. to 3:00 p.m. **To avoid disturbing napping children, please do not schedule visits, drop-offs, or pick-ups between 1:00 and 3:00.** If you must pick up your child during quiet time, please notify **Kiddie Kingdom Family Child Care** in advance so we may wake your child and have them ready for your arrival.

Kiddie Kingdom Family Child Care will provide a quiet place for your child to rest. We will also provide each child with a nap mat. Infants under two will be placed in a safety-regulated port-a-crib or pack-n-play.

If your child has a special stuffed animal, doll, or blanket they use to sleep with, they may use it at this time. These items will be put away during the day and

brought out only for quiet time. Children who do not fall asleep or wake early will be directed to quiet activities that will not disturb other sleeping children.

Toys from Home

Please do not allow your child to bring toys from home. Any toys brought will be stored safely until the child is picked up. Kiddie Kingdom Family Child Care encourages respect for others, including sharing. Sharing is difficult for young children, especially with toys from home. Toys from home may also be lost or damaged. One or two security items (blanket or stuffed animal) may be brought for quiet time only.

Behavior Management

California requires that parents be notified in writing of the disciplinary practices used while in care before admission.

Spanking or any other form of physical punishment is prohibited. Discipline shall not be tied to food, rest, or toileting. Children shall not be subjected to discipline that is severe, humiliating, or frightening. The goal of discipline is to help children understand why acting a certain way is sensible. This is a time-consuming task, and it is important that we remain realistic about each child's behavior. The child's developmental age and stage must be considered.

Kiddie Kingdom Family Child Care has facility rules to ensure safety, comfort, and happiness for all. Children are frequently reminded of the childcare home's rules, so they are all familiar with the guidelines. We use positive discipline and guidance tailored to individual needs and development, focusing on prevention, redirection, consistency, and firmness.

Please keep in mind that there WILL be disagreements between children. Young children often have a hard time expressing their feelings. Sometimes they hit, throw toys, bite, etc. Although teaching children appropriate behavior is important, remember that this behavior is normal in most cases.

The following methods of discipline will be used:

- Encourage children to solve problems themselves
- Re-direction to another play area
- Intervention and discussion
- Loss of privileges

Kiddie Kingdom Family Child Care will be straightforward about letting you know of problems as they arise. If any issues concern you as a parent or the FCCH, please discuss them with us openly and honestly. We welcome comments and suggestions.

HOUSE RULES

The following rules have been established to ensure safety and protection in the childcare home. These rules must be followed by the children at all times. Parents

are expected to oversee and manage their child's discipline while they are present. Please do not permit your child to ignore or disobey the house rules while you are present.

- Use your inside voice indoors.
- Always use your walking feet indoors.
- Treat others with respect at all times.
- Keep your hands and feet to yourself.
- Always use respectful language.

BITING POLICY

Biting will not be tolerated. To ensure the safety of the children in care, Kiddie Kingdom Family Child Care will enforce a strict biting policy.

Kiddie Kingdom Family Child Care recognizes that biting among young children is common during early childhood development. However, we believe it is in the best interests of the children in our care to set limits on aggressive behaviors, such as biting, that can harm others. Biting can occur for many reasons, such as:

- Anger
- Frustration
- Over Stimulation
- Fear
- Teething
- Lack of Language
- Attention
- Reaction
- Curiosity

Kiddie Kingdom Family Child Care's goal is to recognize triggers that cause biting and to redirect a child before an incident occurs. If we are unable to intervene, the following steps will be taken:

- The provider will first comfort the bitten child and then clean the bitten area with soap and water. Ice will be applied if bruising occurs.
- The child who bit will be removed from the setting and, in an age-appropriate manner, will be told that the behavior is unacceptable: "Biting hurts" or "We bite food, not people." Care will be taken not to reward the child who bit with extra attention.
- The incident will be documented on an Accident/Incident form that will need to be signed by the parent of the biter and the provider. The parent will receive a copy of the signed document, and the original will be placed in the child's file.
- Kiddie Kingdom Family Child Care will not identify the child who bit the bitten child to the parents of the bitten child and may not disclose medical or other information about the biter per State Childcare Regulations.
- Parents will be asked to work with their children to discourage aggressive behavior. If the behavior does not change, parents and providers will discuss options to improve it or remove the child from the program.

Field Trips & Transportation

Occasionally, Kiddie Kingdom Family Child Care may take the children on a field trip by foot or by vehicle. Field trips allow children to learn about the world around

them and the community in which they live. On certain days, we may plan an outing for the children. Any outing that requires auto transportation will be planned so that parents can participate as well. If an outing requires any admission fees, it is the responsibility of the parent/guardian to pay the fee. Your child doesn't need to attend field trips. However, if you do not wish for your child to attend, it is your responsibility to find alternate care, and you are responsible for paying your regular child care fee.

All children being transported in a vehicle will be properly restrained in accordance with (state) laws. Drivers will take every precaution when transporting your child. Each child will be instructed on the vehicle's rules and expected to follow them. Failure to comply with these rules may result in your child losing transportation privileges, or you may be asked to leave the program.

The rules for transportation are as follows:

1. Always remain in the seat.
2. Always wear your seat belt.
3. Use your inside voice when riding in the vehicle.
4. Respect the driver and others riding in the car.
5. Always use respectful language.

If you are using the transportation service provided by Kiddie Kingdom FCC, there is an additional \$25/week fee that must be paid in advance. Please leave your child's car seat so we can safely transport your child to their destination. Also, if someone other than yourself will be picking up your child from Kiddie Kingdom FCC, make sure they have a car seat, or leave your child's car seat for proper transportation.

PARENT INVOLVEMENT

There will be times and ways you can get involved in your child's experience at Kiddie Kingdom Family Child Care. You are welcome and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Volunteer hours in the classroom
- Reading a book or assisting with an activity
- Helping your child with the Home-School Connection
- Attending a field trip
- Lending items for units of study
- Helping provide treats or other items for parties, graduation, holidays, parent meetings, etc.
- Learning the Genie App

PARENT CONFERENCES/VISITS

Two (2) parent conferences are planned during the school year to discuss each child's progress in learning and development, accomplishments, and areas for improvement. The first will occur at the beginning of the year, and the second at the end. These conferences are optional but highly recommended. They are a great way to see what your child has learned and what they are currently working on in class. A parent may also request a conference if a situation requires immediate attention. Parents are welcome anytime during the designated business hours, and such visits are encouraged.

Potty Training Policy

When you feel your child is ready for toilet training, we ask that you begin at home on a weekend or during a vacation. Please note: Kiddie Kingdom Family Child Care will only begin assisting your child with potty training if you have successfully begun training at home for a week prior.

We will follow through and encourage your child while in care. Toilet training will be done in a relaxed manner with the family's cooperation. We require that the child be at least two years old and show signs of readiness (please read the Toilet Learning Readiness Checklist below). Positive reinforcement and consistency must be maintained at home.

The child must always be kept in pull-ups. Please remember that the activity level here can distract your child from responding to an urge to use the potty, more so than at home. Therefore, we will continue to use diapers until your child can and will announce that (s)he must use the bathroom and can control their bladder and bowels for a few minutes beyond that announcement. Parents are required to supply pull-ups (or, if arranged with Kiddie Kingdom Family Child Care, training pants and a plastic cover), wipes, and a few extra changes of clothing.

POTTY TRAINING SCHEDULE

For the first week, the child will be scheduled to use the toilet at consistent times of the day, whether the child indicates the need to use the restroom or not:

- Before and after breakfast
- Before and after lunch
- Before and after nap
- Before and after going outside
- Upon arrival at the home
- Just before going home

PROPER CLOTHING

Do not bring your child in panties or underwear without prior approval from Kiddie Kingdom Family Child Care. Together, we will determine whether the child has established naptime and bedtime routines. During potty training, dress your child in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists. Please do not dress your child in the following items:

- **No** Tight clothing
- **No** Shirts that snap in the crotch
- **No** Pants with snaps & zippers
- **No** Overalls
- **No** Belts
- **No** One-piece outfits

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull their pants up and down, and these items will hinder that ability.

REQUIRED SUPPLIES

The following items are to be left at the childcare and replaced as needed. State licensing requires that soiled clothing be returned in a plastic bag at the end of the day.

- **Three** (3) changes of clothing, including socks (an extra pair of shoes if available)
- A bag of **Pull-Ups** – you will be notified when the supply is running low

TOILET LEARNING READINESS

Verbal Stages of Readiness:

Basic verbal skills: The child can speak in three- to four-word sentences.

- Stage 1: The child tells you they have a wet diaper and recognizes when they are wet.
- Stage 2: The child tells you they are wet and recognizes the sensation of being wet.
- Stage 3: The child tells you they will wet, control themselves, and use the toilet.

Physical and Psychological Signs of Readiness:

- Stays dry for long periods. (The child can "hold" his urine and bowel movements.)
- Recognizes when the diaper is wet or soiled.
- Has bowel movements at regular times. (The child chooses when to move his bowels.)
- Adults recognize when the child is moving his bowels. (The child is deliberately moving bowels.)
- Undresses and pulls up their pants. (Important because this is the child's work, not the caregiver's.)
- Initiates interest in using the toilet and asks to wear underwear.
- Wants to be independent (which is very important for the learning process).
- The child is emotionally ready and open to learning. (Is the child generally cooperative?)
- The child has awareness and knowledge of the world beyond himself. (This sign may seem unrelated to toilet learning, but it is a behavior observed in children who are ready to use the toilet.)
- The child can follow three- and four-step instructions. (This is critical for learning to urinate or move bowels, wipe himself, flush the toilet, and then wash hands.)
- The child can use consistent words or gestures to communicate.
- The child can physically get to the toilet and sit on it without help.
- The child must show a willingness to sit on the toilet and understand its function.

Health & Illness Policy

Kiddie Kingdom Family Child Care will not care for a child with a fever, vomiting, diarrhea, or signs of a contagious disease. Please keep your child home if they are ill in any of these ways.

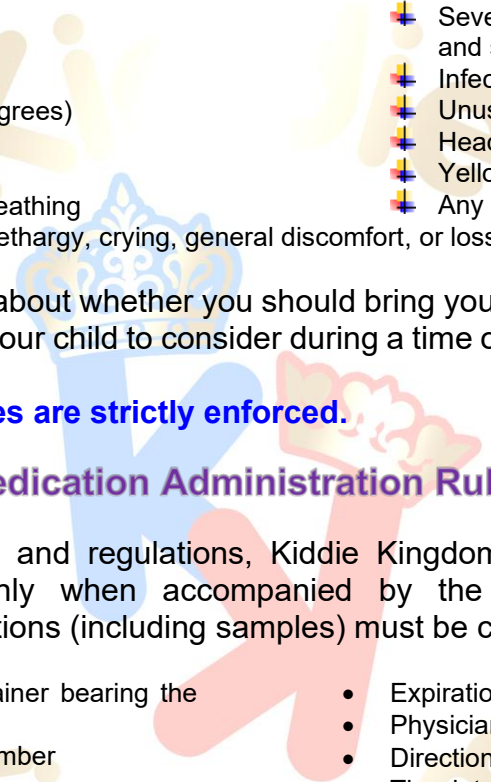
If any child becomes ill during the day, especially with diarrhea, vomiting, fever, or "flu-like symptoms," PARENTS will be asked to remove their child from Kiddie Kingdom Family Child Care promptly. PARENTS ARE REQUIRED TO PICK UP THEIR CHILD WITHIN ONE (1) HOUR OF BEING CALLED BY THE PROVIDER. If your child becomes ill at Kiddie Kingdom Family Child Care, we will keep them in isolation until they are picked up (within 1 hour).

Please notify Kiddie Kingdom Family Child Care if your child has been exposed to a contagious disease. This helps protect your child and the other children in care. If your child is exposed to any infectious disease, Kiddie Kingdom Family Child Care will notify you as soon as we are informed. Let us all remember to follow the GOLDEN RULE, as the health of the children and providers is at risk.

Any child who has seen a physician and been prescribed an antibiotic for an illness (contagious or not) will not be accepted into care until the child has been on medication

for 24 hours. This rule is in place to protect your child and the childcare in case of an adverse reaction to the medication. If Kiddie Kingdom Family Child Care feels your child has a lingering illness and should visit the doctor, the child will not be readmitted for care without a note from their doctor of record.

Kiddie Kingdom Family Child Care recognizes the difficulty parents have working when their child(ren) is ill. Arranging care for your child(ren) whenever they have any symptoms listed below or are otherwise sick, you will be asked to take your child home. Health Department regulations prohibit the admittance of ill children into an FCCH. If your child is displaying or has displayed within 24 hours:

- 
- | | |
|--|--|
| ✚ Diarrhea | ✚ Severe Itching, scratching of body and scalp |
| ✚ Persistent Cough | ✚ Infected skin patches |
| ✚ Vomiting | ✚ Unusual Spots or rashes |
| ✚ Fever (above 99 degrees) | ✚ Headache or stiff neck |
| ✚ Sore Throat | ✚ Yellowish Skin or Eyes |
| ✚ Pink Eye | ✚ Any symptoms of COVID-19 |
| ✚ Difficult of Rapid Breathing | |
| ✚ Unusual behavior (lethargy, crying, general discomfort, or loss of appetite) | |

If you have any questions about whether you should bring your child, please call me first. There are others besides your child to consider during a time of illness, and all of us need to think of each other.

Health and Illness Policies are strictly enforced.

Medication Administration Rules

Under the licensing rules and regulations, Kiddie Kingdom Family Child Care may administer medication only when accompanied by the permission-to-administer-medication form. Prescriptions (including samples) must be clearly labeled as follows:

- Be in the original container bearing the original pharmacy label
- Prescription name & number
- Patient's name
- Name of medication
- Expiration date
- Physician's name
- Directions for dosage
- The date the prescription was brought to the provider

Children on medication must remain out of care for 24 hours after the first dose before returning to care. This is to protect the child in case of an allergic reaction to the medication. No exceptions will be made.

If the child refuses to take medication, the parent will be notified and must come to administer it. Medication is to be given at home whenever possible, especially eye drops and nebulizer treatments.

Non-prescription medications must be accompanied by a permission-to-administer form completed by the person with prescriptive authority and the child's physician. All nonprescription medication **MUST** be in the original container bearing the original label, the child's name and age, the expiration date, and dosage directions.

Child Abuse Reporting

Kiddie Kingdom Family Child Care is required by state law to report any suspected child abuse or domestic violence. Our first concern is your child's safety, and if we suspect your child has been subjected to abuse, we will file a report with the appropriate authorities.

Zero Tolerance Policy

Please do not come to the property under the influence of alcohol, illegal drugs, or prescription drugs that may impair your ability to operate your vehicle or care for your child. If you do, another person listed on your child's emergency card will be called to pick up your child(ren) from Kiddie Kingdom Family Child Care. I cannot legally keep your child from you, but I am required to call the authorities. Please do not use foul language at our home. Little ears will hear, and tiny mouths will repeat.

California Title 22 Licensing Acknowledgement

I/we acknowledge that Kiddie Kingdom Family Child Care is licensed by the California Department of Social Services, Community Care Licensing Division (CCLD), and that it operates in compliance with Title 22 of the California Code of Regulations governing Family Child Care Homes.

I/we understand that the Parent Policy Handbook has been developed in accordance with Title 22 regulations, including, but not limited to, requirements related to health and safety, supervision, personal rights, discipline, nutrition, medication administration, reporting obligations, and emergency preparedness.

I/we understand that the provider must comply with Title 22 regulations and Community Care Licensing directives, even when these requirements may differ from individual family preferences.

I/we acknowledge that licensing regulations take precedence over parental requests, informal agreements, or verbal arrangements.

I/we understand that I/we have the right to:

- Review of the facility's **license** and **most recent licensing inspection reports**
- Receive information on **how to contact Community Care Licensing**
- File a **confidential complaint** with the Community Care Licensing Division without retaliation.

Parent Acknowledgment

_____ I/we acknowledge receipt of this **California Title 22 Licensing Information** and understand our rights and responsibilities under Title 22.

Policy Handbook Agreement

Kiddie Kingdom Family Child Care aims to ensure that each child has the opportunity to grow and learn in a nurturing, educational environment. All stated conditions and policies are designed to foster positive, mutually respectful relationships between the provider and enrolled families.

I confirm that I have read, understand, and agree to each policy in the Policy Handbook for **Kiddie Kingdom Family Child Care**. By signing below, we agree to honor all the terms of the Parent Handbook; otherwise, a breach of these policies in any way may result in immediate termination of all services. We reserve the right to amend this agreement at any time and must provide the parent/guardian with written notice of a new or amended policy two weeks before the change is effective.

Parent/Guardian Signature	Date
Parent/Guardian Signature	Date
Provider Signature	Date