



---

## **DAY CARE HAND BOOK**

**3236 Charlemagne Ave,**

**Long beach, CA 90808**

**Phone :( 562) 421-0898**

**Cell: (562) 965-7992**

### **Welcome to SUNSHINE DAYCARE**

We are delighted that you have chosen our child care to provide for the needs of your beloved child. You and your family are encouraged to visit our center prior to the first day of enrollment to give us, and your child, an opportunity to meet and become better acquainted. It will make separating on the first day a bit easier.

The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. We would be glad to address any of your questions or concerns. Once again, welcome!

### **Our Philosophy**

-We believe that children are precious and must receive care from adults who are capable and caring—whose values enable them to be excellent role models.

-Parents contribute to, and enhance the quality of care offered Sunshine Daycare.

-Sun Shine Day Care welcomes those of diverse faiths, ethnic origins, and race.

### **Enrollment and Tuition**

Children from ages 8 weeks and up are eligible for enrollment at Sun Shine Day Care. Children may attend the center anytime between 7:00 a.m. and 5:00 p.m., Monday through Friday.



---

A registration fee of \$50 is due once the child is enrolled. This is a one-time, nonrefundable charge. Parents agree to pay one week of tuition with the registration fee for the last week of the service.

Weekly payment is due the following Monday after one week full time service.

**Fees:**

A \$5 fee per day is charged for late tuition payment. If fees are not paid in 24 hours, the child will not be allowed to attend the facility until payment is received in full. The parents agree to pay a \$40 fee for all checks returned unpaid. If check is unpaid, all future payments by the Parents shall be made in cash or money order or certified check.

A 7% discount is offered to families with more than one child enrolled. This applies to full-time enrollment only. Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason and the following federal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Day and Persian New Year (March 20 or 21).

As a mom I reserved a right to take 10 business days each year for vacation. Sun Shine Daycare will be open with a qualified provider.

**Termination of Child Care:**

SUNSHINE DAY CARE retains the right to terminate this Contract without notice for the following reasons:

- The child's behavior is destructive, uncontrollable, violent, to the other children or providers at the care facility. This determination is made in the sole discretion of the Provider.
- A Parent's behavior is threatening or abusive to the other children or providers at the care facility.
- The child has any contagious diseases which have not reported by parents before signing the contract.



---

### **AUTHORITY TO PICK UP CHILD:**

Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child.

### **PHOTO PERMISSION:**

By the parent's compliance SUNSHINE DAY CARE may occasionally take photograph of child at the facility. SUNSHINE DAYCARE may use these images in the daycare prospectuses as well as on its website.

### **ITEMS SUPPLIES BY PARENT(S):**

The Parent(s) shall provide the following items to SUNSHINE DAY CARE for the benefit of the child whenever reasonably requested by SUNSHINE DAY CARE:

- Extra clothes
- Sun blocks and any kind of Ointments and Creams
- Diapers
- Milk or Any kind of Food Labeled and Dated for the Expiration.

### **Illness:**

You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill or displays an unknown rash, we may contact you to come take your child home. When called, you (or an alternate emergency person) are expected to come immediately. This is to protect the health of your child. Your cooperation is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- Unknown rash.
- Fever of 100.5° or higher.
- Highly contagious condition such as head lice, chicken pox, etc.
- Diarrhea or vomiting.





---

**Medicine:**

Non-prescriptive medication (Tylenol, cough medicine, nose drops, etc.) as well as prescription medication will only be administered after a parent signs, and dates a form entitled, Medication Permission and Instructions. The parent must provide all medications. Sunshine Day Care does not supply any medications. Prescriptive medication must be in the original container and labeled with the child's name.

**AMENDMENT, MODIFICATION, AND WAIVER:**

Except for changes initiated by the Provider as permitted in this Contract, no amendment, modification, or waiver of any condition, provision, or term in this Contract shall be valid or of any effect unless made in writing, signed by the parties.

**I have read and accept the policies and procedures of Sun Shine Day Care. They are part of my contract. I understand that this contract may be reviewed and revised as necessary and that I will be provided with written notice of any such revision/ changes at least 30 days prior to any changes/ revisions to this agreement.**

**(Parent / Guardian) \_\_\_\_\_ Date \_\_\_\_\_**

**(Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_**