

Policy Handbook



Gohar's
Daycare

My goal as a family childcare provider is to provide a loving, home-like atmosphere for your child.

This is best accomplished through open communication and clearly defined policies. The policies in this handbook were written with those goals in mind.

While here, your child will be treated in a respectful and caring way. I think of the children in my care as an extension of my own family and they will be cared for as such. All children are taught to treat others as they would like to be treated, and all adults are to adhere to that policy while in my home.

Our door is always open to you, the parent. Please feel free to come to me directly with any comments and/or suggestions. I am here for you and your children. But, please keep in mind that although this is a home, it is also a business. My policies are made with those needs in mind. Each family must follow the same rules and guidelines. My family is asked to share their home and mommy with many others throughout the day, please respect the sacrifices they make for me to pursue my career in childcare. This isn't a hobby; it is my chosen career. I am a family daycare provider.

I hope that our relationship will be a long and beneficial one to both of us. I love what I do, and am happy to be able to welcome you and your child into our family.

Gohar Mardirousian
CA License #: 198006549

Provider Policies

Hours

Gohar's Daycare is open 7:30am to 5:30pm, Monday through Friday.

Fees

The daily full time fee is \$35 and the weekly fee is \$150. Part-time students will be billed for a minimum of three days per week.

Fees are to be paid on the Friday at the end of each week of care.

My expenses remain constant; therefore, payment is required for any days missed including holidays, vacation days and sick days. If a child is absent for one full week due to illness or vacation, a \$105 weekly tuition shall be collected to secure your child's placement in our program. As a courtesy, please let me if your child will not be coming to daycare and for how many days.

Holidays

I am closed for the following paid holidays:

- ❖ New Years Day (January)
- ❖ Martin Luther King Day (January)
- ❖ Presidents' Day (February)
- ❖ Memorial Day (May)
- ❖ 4th of July (July)
- ❖ Labor Day (September)
- ❖ Veteran's Day (November)
- ❖ Thanksgiving and the day after (November)
- ❖ Christmas Day (December)

Late Pickup and weekend Fees

Any child picked up after 5:30pm will be charged \$10 per hour. The rate for weekend care will be \$10 per hour.

Meals

I agree to offer nutritious well-balanced meals for breakfast, lunch and snack.

Health Policy

If you have any doubt as to whether your child can participate in our daily activities, please keep him/her home. If your child becomes ill while you are at work, I will contact you and separate them from the rest of the group. You have 2 hours to pick your child up before I will contact one of your emergency contacts.

Your child cannot be permitted to care if he/she has one or more of the following symptoms in the past 24 hours:

Vomiting, diarrhea of more than 3 times, fever over 100 degrees, unusual spots and rashes, or any contagious illness such as the flu.

These are state regulations; please don't ask me to make an exception for your child. It is for the safety of the group. Please abide by these regulations to be fair to all of the other families in my care. It only takes one child to spread an illness.

Pickup Procedure

Only a parent, guardian or other authorized person may pick up your child. If a person shows up to pick up your child and is not on your emergency contact/authorized persons list, they will NOT be allowed to remove the child from my home. If your child is unable to recognize the person, I will also require identification. Also, even if they are on the list, I would appreciate it if you could let me know that someone other than the usual party will be picking up your child.

Emergency Policy

If an emergency arises with one of the children, or with me, I will contact the children's parents first. Either I will transport the victim to the nearest hospital or I will call an ambulance if necessary. In the event that I would need to leave, the other children would be left with my husband or daughter.

Termination of Childcare Agreement

Either party may terminate the childcare agreement with two week's notice. Payment for the two weeks is to be paid, whether the child attends or not.

I may immediately terminate care for the following reasons:

- ❖ If a parent fails to abide by my policies, as outlined in this handbook
- ❖ If a parent does not make scheduled payments
- ❖ If a child becomes a danger to the other children
- ❖ If a parent presents a check for care that is returned for non-sufficient funds Damages

I believe that children should be taught respect for other's people property, and if your child damages my property or another child's property intentionally or because of excessive roughness, you, the parent, will be asked to replace it.

Child Abuse

As a registered Childcare professional, I am required by law to report any form of physical, sexual, or emotional abuse of any child in my care. I have been trained in the recognition of all forms of abuse. If I notice any signs of abuse, I will notify the child's parents immediately both verbally and in writing, along with a full description of the symptom. I will document the same for my own files, and contact Child Line if necessary.

If anything happens to your child while in my care, I will tell you how the injury was sustained as soon as possible, to keep you informed and protect myself from mistaken suspicion of abuse.

Non-Discrimination

I will not discriminate in relation to admission on the basis of race, creed, color, national origin, religion or sex.

In Closing

If you choose to enroll your child in Gohar's Daycare, I want to first thank you for trusting me with the responsibility and opportunity to share in your child's life and to let you know that I do not take this responsibility lightly. This is a partnership to be entered into with honest and open communication, both as parents and providers. As a parent first, I know what a step it is to leave your child in the care of another person, and I want this to be as comfortable for you as possible. Your child will be showered with love and attention while they are with me, and I truly miss them when they are not here. As I stated in my opening, I love children, and I love my chosen profession, but this is still my job/business. Please try to keep that in mind when considering any provider's care. Prompt payment, adherence to contracted drop-off/pick-up times, consideration of your sick child and consideration for my family are all part of that, and are greatly appreciated.

Thank you for taking the time to learn about me, my family, my business and its policies.

Good luck in your choice of care for your child, and please feel free to ask me any questions you may have.

Gohar Mardirousian
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