

Parents Handbook



Lic#013422264
www.magicdaysca.com

! BIENVENIDOS!
! WELCOME!

The propose of this parents Handbook is to outline the policies and procedures under which we operate as licensed child care providers.

! Magic Days was created to bring an alternative education program to the children of amazing parents!

We bring our hearts and love into creating a loving, safe, clean, comfortable and engaging, environment where children come to play and learn Spanish naturally from native speaking teachers.

We have an enriched environment with a wonderful program where the children have different experiences while participating in learning activities.

It is such a great honor to take care your child and help them to be successful in their lives when the families feel at home in our home.

Thank you for your interest in our program and we looking forward to answering all of your questions about our immersion program.

Mission

Magic Days Support the natural development of bilingual (Spanish/English) language skills while preparing children for success in school and their life's.

Magic Days offers Spanish immersion learning and care environment. The environment/instruction for the 6 months to 5 year old kids; year-round program is bilingual with Spanish as the primary language used in communication throughout the day, with the infants, toddlers/preschoolers. We employ a full Spanish immersion environment, with some English language instruction during activity on basic kindergarten preparedness objectives. Children thrive and learn best when their interests are captured. Learning occurs naturally.

Our Core Beliefs:

- that children are capable and competent and can be trusted to participate in creating their own learning.
- that our classroom and play yard spaces are the '3rd teacher' and should offer rich and varied opportunities to explore, problem solve and create.
- that play is the mechanism by which children learn.
- that children and teachers need opportunities to represent their thoughts, reflections and ideas about what they are learning

- that learning takes time and children need opportunities to reflect on their work, and to revisit and repeat experiences as part of the learning process.
- that parents and families are an important part of the learning environment and contribute to the learning process.

Philosophy

Magic Days brings the children in an Immersive Spanish program. We believes that children learn best through a child-centered, hands-on learning experience with a safe, nurturing and peaceful atmosphere that encourages exploration and offers a wide range of possibilities for rich, meaningful play.

Our daily schedule is led by a flexible routine that alternates between periods of active and quiet play, and individual and group experiences. The routine is structured to give

children a feeling of security, while flexibility allows the pace of activities to vary according to the needs and interests of the children.

In all of our activities and interactions, we are focuses on supporting and encouraging each child's individual social, emotional, ethical, cognitive, and physical and language development.

Magic Days respects and supports children's need and right to play as a critical way of exploring their world. This will enable our students to grow as more secure and happy humans.

Curriculum

Magic Days applied an "Emergent Curriculum" that emerges from the interests and activities of the children. Teachers watch and listen carefully as the children work and play with the many open-ended materials and with the many open-ended materials and activities available to them. Extended explorations and often in-depth projects are planned to follow up on and extend an idea or answer a question.

What is emergent curriculum?

Young children learn by doing, touching, experimenting, choosing, talking, and negotiating. Everything is potential curriculum for young children.

Emergent curriculum is planning what happens in the classroom and the focus of learning through interaction between teachers and children, with both contributing ideas and reacting to them to build engaging and worthwhile units of study.

Our curriculum approach builds on interests that emerge from our daily lives with the children. At Magic Days, the children provide the ideas that form a foundation for activities and units of study that are then prepared, organized, coordinated, and facilitated by the teachers.

Emergent curriculum is not a free-for-all. It requires that teachers actively seek out and chase the interests of the children. This kind of teaching environment demands a high degree of trust in the teacher's creative abilities, and envisions an image of the child as someone actively seeking knowledge. It is a perspective that turns structured curriculum, with predetermined outcomes, on its head.

Sources of Emergent Curriculum:

- Children's interests
- Teachers' interests
- Developmental tasks
- Things in the physical environment
- People in the social environment
- Curriculum resource materials
- Serendipity—unexpected events
 - Living together: conflict resolution, caregiving, and routines
 - Values held in the school and community, family, and culture.

Curriculum Components:

MATH

Uses number concepts and mathematical operations. Explores and describes spatial relationships and shapes.

Compare measures and concepts. Demonstrates knowledge of patterns

LANGUAGE

Listen and understands increasingly complex language. Uses language to express thoughts and needs.

Use conversational skills and appropriate communication. Demonstrates knowledge of the alphabet.

Demonstrates emergent writing. Books, and reading is cultivated through listening, speaking, reading, and writing.

SCIENCE / TECHNOLOGY

Uses emerging scientific inquiry skills. Demonstrates knowledge of the characteristics of living things. Uses tools and other technologies to perform tasks.

SOCIAL SCIENCES

Demonstrates knowledge about themselves and basic understanding of people and how they live.

Explore related people changes or places. Demonstrates simple world knowledge, and values the rich cultural heritage of families and provides a wide range of experiences for children to learn respect for our world, its diverse people, and the environment.

ART / MUSIC

Art helps children develop an interest and appreciation of art, music, theater, and dance, encouraging them to be creative and express themselves artistically.

KITCHEN

Recognize odors flavors and textures. Explore math concepts, chemistry and language

PRACTICAL LIFE

Fosters positive attitudes toward healthy living, physical activity, and nutrition through appropriate experiences that incorporate healthful habits into daily routines.

Communication

Magic Days provides parents with a daily report of their child's activities and schedule posted in each child account in the Learning Genie app. Incidents or injuries are recorded on a specific form and given to parents at pick-up time.

Magic Family Days

Magic Days have two family days during the year, one in the summer and other in the winter.

State of California Forms

LIC 700: Identification and Emergency Information

LIC 702: Child's Preadmission Health History
LIC 701: Child's Preadmission Health Evaluation: Physician's Report (completed by child's physician)
LIC 995: Notification of Parents Rights
LIC 995A: Personal Rights
LIC 627: Consent for Medical Treatment
Child's Immunization Record

Magic Days Forms

Parents Handbook (read)
Parent-Provider Contract/Enrollment Application (complete/sign/date)
Supplemental Family Information
Copy of Id with picture for authorized persons who pick up the child
2 passport pictures of your child for the emergency cards.(optional).
Child's Immunization Record.

Day Care Hours

Magic Days Family Child Care and preschool, operate Monday to Friday from 8:00AM to 6:00PM

Daily Flexible Schedule

8:00 - 8:30 drop-offs, welcome children/Buenos dias amigos/ free-play

8:20 -9:00 wash hand/ breakfast/desayuno/ **8:30-9:00** clean-up/wash-up

9:15 - 9:30 circle-time/Hola amigos

9:30 - 11:45 (Spanish/English) choice of interest areas, project work, both indoors and outdoors

12:00 - 12:30 clean up/wash hands

12:30 - 1:00 lunch time/almuerzo, clean-up/wash-up, brush teeth.

1:00 - 3:00 rest-time and/or quiet-time

3:30 - 4:00 afternoon snack

4:05 – 5:30 (Spanish/English) choice of interest areas, project work, both indoors and outdoors

Dress Code

Please send your child in a dry diaper and dressed/ready for play. Please dress children in comfortable casual clothing. We will be working with messy materials (such as painting) and other activities throughout the day. Please send an old shirt that can be used as a smock for art projects. We do not want any of your child's "good" clothes to get ruined. We work in the classroom in socks and wearing shoes in the outside play.

Provide a change of clothes on a daily basis and keep a change of clothes at day care until needed – replacing as needed. Please send children in comfortable play clothes that are appropriate for the weather.

Please send your child in rubber-soled tennis or other fitted shoes that fit their feet. Please no flip-flops, slip-ons, slippers, sandals, heels, cowboy boots, or other shoes that aren't conducive to physical activity.

TV Viewing

Television viewing is only once a month like a movie day; in this activity we create a cinema environment. Our goal is teach the kids good manners in a public places. The movie day only for a child over 24 months and up no more than one hour at the time. Appropriate children's educational videos are used to support the topics that children are learning. Children are never required to sit and watch TV, and TV is not offered in place of free play.

State License Requirements

Magic Days is a licensed Home Day care for the State of California and completed with all the standards and regulations. These standards related to our home, staff, health, safety procedures, nutrition, care giver to child ratios, and recordkeeping. We believe that these standards are in the best interest of the children. Our home is subject to inspection by the state and city licensing officials.

Open Door Policy

Parents of enrolled children may visit the Center any time during hours of operation; However, parents are asked to consider that children become used to their routine and when they see a parent/guardian come through the door they will think it is time to go home and won't understand when you leave without them. (Also please keep in mind that your own child may tend to act up because you are present and that is very normal behavior so don't be alarmed).

Confidentiality Policy

Confidentiality: All personal, health, academic, and behavioral information of children and families shall remain confidential. All written records are maintained centrally in a locked office and within the classroom records are maintained in a locked cabinet. Staffs are trained to understand that no child's personal, health, or behavioral information shall be discussed with other participating families or outside of the Center's staff.

Provision of meals and snacks

Breakfast, lunch, and an afternoon snack are provided by the Magic Days. We provides a healthy and nutritional menu that includes some organic options, fresh foods, and a hot lunch.

Two meals and one snack for a child in attendance five to ten hours.

Staff will cut foods into pieces no larger 1/2-inch squares, according to each child's chewing and swallowing capability. All staff providing care to the child will be informed of the allergy.

Drinking water is available to children throughout the hours of operation and offered at frequent intervals. Drinking water for children is provided in single service drinking cups accessible to children.

Magic Days will serve food according to the following Schedule:

Breakfast: 8:20-9:00am

Lunch: 11:30-12:30am

Afternoon Snack: 3:05- 3:30pm

Flexible feeding schedules are provided for toddlers and infants according to their individual diet and feeding needs. Please see that children are fed at home if they do not arrive in time to eat according to the schedule listed above.

Hand Washing

Frequent and thorough hand-washing is required by all staff and children in order to reduce the risk of transmission of infectious diseases. Staff and children will be taught hand-washing procedures and staff will monitor and assist young children and children who are unable to perform thorough hand washing on their own. Hand washing will occur upon arrival for the day; after diapering or using the toilet; after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching surfaces that might be contaminated by contact with animals; before and after administering medication; after assisting a child with toileting; and after handling garbage or cleaning. Proper hand-washing procedures followed by adults and children include using liquid soap and running water and using a paper towel

Play with Water

During activities using the water table, precautions are taken to ensure that communal water play does not spread infectious disease. No child drinks the water. Children with sores on their hands are not permitted to participate in communal water play. Fresh potable water is used, and the water is discarded immediately after use by one group.

Sanitation Procedures

For preparing, handling, serving food, and washing food, utensils, and equipment will be and sanitized before and after each use. We provide refrigeration for dairy products and other perishable. Tables and highchair trays used for meals are sanitized before and after each use.

Diapering Procedures and Practices

Magic Days will allow both commercially available disposable diapers, pull ups, and cloth diapers with an absorbent inner lining completely contained within an outer covering made of waterproof material. Cloth diapers and the outer covering are changed as a unit and will be sent home daily for laundering in a plastic bag or other bag provided with the diapers. Staff check/change children for signs that diapers or

pull-ups are wet or soiled at least every 2 hours when children are awake and when children awaken. Diapers/pull ups will only be changed in the diapering area. Separate diapering area from the food storage, preparation, and eating area. Diapering area must have a smooth non absorbent diaper changing surface and floor covering. At all times, caregivers have a hand on the child when the child is being changed on an elevated surface. Diapering area should be cleaned and disinfected after each diaper changed. Use disposable, nonabsorbent paper under each child and wearing disposable gloves.

Potty Training

Potty training shouldn't be rushed; it is important that your child is psychologically **and** physically ready for training. Huggies Pull Ups (or other brand) must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/bowel control; of course, if your child regresses after this 2 week period we will assess the next step. We recommend you send your child **ONLY** in easy to remove clothing while they are potty training. Overalls, belts and other hard to remove items or clothes will only make the process of training more difficult for your child. We do not launder wet or soiled items they will be placed into a plastic bag in your child's backpack. Please replace any clothing sent home the next day. During potty training time I ask that you keep us supplied with at least 3 sets of clothing including socks.

Supplies

Parent/guardian will provide baby formula, diapers, diaper wipes, any ointment (i.e. Desitin etc.), and baby bottles. To eliminate the daily bundle of items to carry you may bring me a package of each item to leave at daycare. I will notify you if items are running low. All items will be marked with the child's name.

Parent/guardian will provide a change of clothes on a daily basis and keep a change of clothes at day care until needed – replacing as needed. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your child.

I will supply sleeping mats, portable cribs/playpens, pillows (if age appropriate), blankets and sheets for your child. If your child has a favorite sleeping blanket or stuffed toy, he/she may bring them to sleep with.

Prescription medications

Will only be given with written authorization from the child's licensed health care provider (physician, physician assistant, dentist, or certified nurse practitioner).

(i.e prescription label) and parent /guardian. Please let your child's teacher know about medication your child is taking at home, too. Staff will help you look for side effects. Please complete the **Medication Administration Permission Form** if you child needs a medication while in our care. We suggest keeping a blank copy of this form at home so it can be completed before coming to the Center. This will allow you time to speak with your child's teacher about the medication.

Administrators and teaching staff who administer medication are trained on the practice of the five right practices of medication administration: (1) verifying that the right child

receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. Medications are labeled with the child's first and last names, the date either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.

Diaper rash products, insect repellents and sunscreens are an exception, and need written approval only. All medications must have a legible label on the container. Your medication container will be returned to you when it is completed.

Special Needs: Parents/guardians have the responsibility to inform Magic Days when their child has any special medical conditions, needs, or allergies so that we can provide appropriate care and support. If special needs require our staff be trained to perform a new skill we will ask that you arrange for this training.

First Aid Policies and Procedures

Procedures for first aid are found in written form in a booklet inside the first aid kit. All teachers, are required to be trained in CPR, first aid, and shaken baby syndrome Prevention strategies as such, there are always at least one staff member in the classroom who has current training in pediatric first aid and CPR.

All teachers will be trained in safety rules to avoid injuries, burns, and traffic accidents.

The classrooms will have a first aid kit. The kit will contain sterile bandages, Band-aids, sterile compresses, scissors, an ice bag or cold pack, an underarm thermometer, and adhesive tape. It will to call poison and the phone number for the local poison control center will be posted.

Supervision

The Childs are always supervised by the teacher. Children will not be allowed to walk unsupervised. The toddlers who are potty training will always go together as a group in order to eliminate miscommunication about who is supervising a child during transitional times.

Teachers will exert extra vigilance when children are playing. Children will learn the appropriate ways to use equipment, toys, etc. and will not be permitted to engage in dangerous play or misuse of equipment.

Drop off/pick up

- Parents/guardians assume full responsibility for the supervision of their child after pick up them.
- If teachers/staff do not recognize a person who attempts to pick up a child, they will check the list of authorized people within the child's file and request identification.
- No child will be released to an unauthorized person.

- No child will be released to an individual who is incapacitated or suspected of abuse. Teachers/staff will call 911 and the child will stay at Magic Days until the proper authorities arrive to deal with the situation.

If a child is not picked up by their designated pick up time or closing time, staff will call the parents/guardians or the emergency contact person. If neither can be reached, staff will remain at the Magic Days with the child for 30 minutes and continue to attempt to reach parents/guardians; staff will call the police and follow their instruction.

Late Drop Off and Pick Up:

Please call if you will be late dropping your child off late. It is very important to us and the other children to know our schedule (breakfast, etc.) and when we can move along from one activity to another.

I'm sure you agree, personal time is precious; accordingly, it becomes extremely difficult and stressful to have an appointment or other plans scheduled if we cannot depend on the mutually agreed pick up time. we understand that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel please call or send a text message and perhaps we can work out a contingency plan. A \$10.00 late fee for each additional 10 minutes past our agreed pick up time will be payable upon arrival.

Reporting Child Abuse

We are required by law to report any suspected incident of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Emergency

In the event of a medical emergency, Teachers/staff will call 911 to obtain emergency medical care.

Procedures for Recording Accidents, Injuries, and Incidents Involving a Child Enrolled in the Program will be maintained on file at the center and will include the name and age of the person(s) involved; the date of the accident, injury, or incident; the type of injury; actions taken by teachers/staff; and to whom the accident, injury, or incident was reported. The Director will report to the Department of Human Services within twenty-four (24) hours: Any injury to a child while in care at the program that requires treatment by a health care provider or the use of emergency medical services.

Behavior Guidance Policies

Magic Days Family child care maintains behavior guidance policies that include positive modeling of acceptable behaviors, are tailored to the developmental level of the children served, redirect children and groups away from problems toward constructive activity in order to reduce conflict, protect the safety of children and staff, and provide immediate and directly related consequences to a child's unacceptable behavior.

Young children are working toward independence and self-control. They learn by experimenting, testing limits, manipulating circumstances, and experiencing the consequences of their behavior.

Our goals in guiding the behavior of young children are:

- To model positive behaviors
- To help them develop self-discipline
- To help them have confidence in problem solving
- To help them feel good about themselves and their ethnic heritage
- To consider the rights of others and appreciate differences
- To help them learn safe and appropriate ways to interact with people and their environment

When the need for guidance or discipline does arise, the teachers/staff will use the following techniques:

Teachers will anticipate conflict and will take steps to prevent it. Teachers will state expectations for behavior. Teachers will give a warning for changes in behavior. When a warning has no effect, teachers will instruct the child to stop the unacceptable behavior (i.e., the child will need to leave the area or activity in which the problem behavior is occurring) . When absolutely necessary, staff will use closeness and gentle touch to guide behavior.

Biting Policy

Biting is a common problem among small children. Reasons for biting include teething, sensory exploration, autonomy and control, peer interaction, imitation, frustration, anxiety, and curiosity. It occurs most frequently when a child is tired, frustrated, or over-stimulated.

What do we do when it happens?

Attend to the recipient first. Complete an accident report for every incident.

The biting child will be redirected to appropriate activities. Parents of the children involved will be notified. However, neither the parents of the bitten child nor the parents of the biting child will be given the name of the other child in the incident.

- **Peace & Reflexing Area**

Children may be have a break from the group temporarily if other less intrusive methods for guiding behavior have been ineffective, and the child's behavior threatens the wellbeing of other children, staff or themselves.

If a break is called for, the child will remain in a **Peace & Reflexing area**, where the child can still see and hear the other children and staff. Peace and reflexing area is intended to give the child time to calm down and the teacher help he/she to understand his/her feelings. In this area we provide a chair and books, cards, and other materials about feelings.

Any time the child will be in the peace & Reflexing area, will be recorded and inform to the parents in the daily report.

Corporal punishment will never be used as a discipline technique. Magic Days staff members are also prohibited from using verbal or emotional abuse that includes, but is not limited to, name calling, shouting, ostracism, shaming, making derogatory remarks about a child or the child's family, or using language which threatens, humiliates, or frightens a child. Children will not be punished for lapses in toilet habits . No physical or mechanical restraint will be used other than to physically hold a child when restraint is necessary to protect a child or others from harm.

Persistent Unacceptable Behavior:

Magic Days is committed to providing a safe and productive environment for all children and will respond if children are chronically misbehaving in threaten the safety of other children or if the behavior requires a level of attention from the teacher that detracts from the educational experience of the other children.

Chronic behaviors that warrant a response from Magic Days, include biting, scratching, hitting, kicking, pushing, throwing objects, use of toys or objects as weapons, wrestling, disrespect of adults/teachers , use of inappropriate words, and others.

We will work with a child and family to the extent possible to correct negative behaviors and with the goal of maintaining the child in the care of Magic Days as far as possible to handle by teachers.

The staff is trained to help children develop healthy self-esteem by:

- Offering choices
- Designing tasks that children are able to explore and master
- Encouraging children to initiate activities
- Encouraging children to ask questions
- Encouraging and promoting self-expression through language, art, music, and play
- Allowing children to solve problems independently
- Providing enrichment opportunities

Child's Health

The State of California requires that an age appropriate health appraisal be on file for each child enrolled. Your child cannot be initially admitted to daycare without written documentation from your child's physician or nurse practitioner that at least one (1) dose of DPT or DT, one (1) dose of TOPC or IPV, and the MMR vaccines, and HbCV vaccines, if required by the age of the child. Health appraisals shall be certified by your child's physician or nurse practitioner and shall be updated yearly up to the age of 5 in accordance with the recommended schedule for routine health supervision of the American Academy of Pediatrics. For children below school age, the health appraisal shall include documentation of the recommendations of the division of public health, as described below:

Age: 2 months – DTP, TOPV, HbCV(1) 4 months - DTP, TOPV, HbCV(1)
6 months - DTP, TOPV, HbCV(1) 12 months – MMR 15 months – DTP, HbCV(1)

4 to 6 years - DTP, TOPV, MMR

Parent/guardian must also complete a medical emergency card entitled "Child Information Card" and update as necessary.

In accordance with the California State licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician, (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from the family child care home he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children.

Please make other arrangements if your child is sick and respect our decision if we feel your child is too sick to be in child care. I we are sympathetic to the difficulties of taking time off, so discretion will be used.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following...

- A. The illness prevents your child from participating comfortably in the daycare environment,
- B. The illness results in a greater care need than we can provide without compromising the health and safety of the other children in our care, Or
- C. The child has any of the following conditions:
 - Temperature: temperature 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness- until medical evaluation indicates inclusion in the facility. Oral temperature shall not be taken a digital thermometer is used. .
 - Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs)- until medical evaluation allows inclusion;
 - Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper- until diarrhea stops;
 - Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration;
 - Mouth sores with drooling, unless a healthcare provider or health official determines the condition is noninfectious;
 - Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;

- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated;
- viii. Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;
- Tuberculosis, until a health care provider or health official states that the child can attend child care;
- Impetigo, until 24 hours after treatment has been initiated;
- Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
- Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted;
- Pertussis, until 5 days of appropriate antibiotic treatment (currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return;
- Mumps, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return;
- Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return;
- Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.; or
- Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.

Any of the following communicable diseases must be also be reported to the division of public health

Respiratory	GASTRO-INTESTINAL
Diphtheria	Giardiasis
German Measles	Hepatitis A
Haemophilus Influenza Disease	Salmonellosis
Measles (rubeola)	Shigellosis
Bacterial (spinal) Meningitis	
Mumps	

Pertussis (whooping cough)

Facility personnel who are not licensed medical professionals cannot draw up or administer injections .

Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child's return to daycare.

If your child had an immunization update, please remember to provide me with a record of the immunization so that it can be attached to your child's health appraisal.

Vacation, Illness, Holidays

Families are responsible to pay Tuition regardless of illness, absence, and/or holidays.

Tuition will not be adjusted for absences due to illness. Please arrange for alternative care on these days. Paid holiday closings : New Year's Day, Martin Luther King, Jr., Day, Memorial Day (Observed), July 4th, Labor Day (Observed), Veterans Day (Observed), Thanksgiving and the Friday after it, Christmas Eve, Christmas day.

Vacation Closing:

10 paid vacation days per year; all other vacation days are not paid, if any occur. Please respect that when my child care home is closed for vacation, we are taking this time to rest and to be with my family or just to catch up on home duties. We take our job very seriously and consider this to be a legitimate long term career. In order to accomplish this, I need this time out to maintain the energy level it takes to give your child the quality care he/she deserves. Parents will receive at least 30 days advance written notice of the exact dates.

Fee Payment Guidelines:

Payment is due on the first business day of each month or on the first day of the month attending daycare. If received after the second business day of the month a \$40 late fee will be charged. It must be understood that to hold your child's space, payment must be paid whether you're your child attends or not. Payments are based on contract, not attendance.

In the case of your vacation or absence, please postdate your check for the upcoming date due and make payment before you leave.

Note: To figure out the monthly payments you do the following, (weekly amount x 52 weeks / 12 months= monthly amount)

Due to the inconvenience for NSF checks, a \$20 fee will be charged for NSF checks.

Deposit

A nonrefundable deposit equal to two weeks of childcare costs is due at time of enrollment. However, do not give us the deposit until you have signed the Parent-Provider Contract/Enrollment application and thoroughly read the parent handbook.

Your child's spot is not secured until we have received both the deposit and the signed Parent-Provider Contract/Enrollment application. The deposit will be credited towards the last two weeks of your child's enrollment.

Contract Adherences

This is our home as well as our business, so please be respect full of our family and home by adhering to the policies and procedures outlined in the present handbook. We realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment application , and Parent Handbook at any time. If and when we do make a change to the contract you will be a given copy.

Termination Policy

The first 30 days will be regarded as a trial period, in which case either party may terminate the contract with a 1(one) day notice – any moneys already paid are nonrefundable.

After the first 30 days of enrollment, 15 days written notice from parent or provider is required to terminate the contract, with the exception of gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.

Social Media Policy

The goals of photos and videos within the classroom or any activity are to enhance learning and share experiences with peers. Magic Days ask for authorization to utilize photographic or videotape images for educational and or publicity purposes. The child's name and or identifying information will not be used in any publication.

Referrals

Referral from a past and present client is one of the biggest compliments we can receive .As a special thank you, we provide families a \$100 gift certificate for each referred child has successfully enrolled in our daycare/preschool full time and \$50 part time. The \$100/\$50 gift certificate will be given to you after the referred child has attended the daycare through the two week trial period. If at the time your child no longer attends our daycare/preschool, the \$100/\$50 gift certificate will mailed to you (so stay in touch)

The final notice:

It is important that you feel comfortable with our policies and procedures. If you don't understand something, or, have a concern, is important you express to us. We are always open to suggestions, and, feel communication is very important part of a quality daycare. If a lengthy discussion is needed, at the time is convenient for both of us will be scheduled.

Thank you, Gracias, for the opportunity to work with you and care for your little one.

Note: By signing the parent/Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of Magic Days Home Daycare handbook are understood and agree upon.

STATEMENT OF NON-DISCRIMINATION

Magic Days welcomes all families, regardless of, race, religion, national origin, sexual orientation, gender, ancestry, marital or parental status, and physical, mental, emotional or learning disability