



HAPPY LITTLE SUN
— BILINGUAL CHILDCARE —

PARENT HANDBOOK 2026

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Welcome!

Happy Little Sun Childcare LLC

Address: 18631 SW Cascade Dr, Beaverton OR, 97003

Phone: (971) 300-8151 and (503) 953-3406

Mission Statement

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

Philosophy Statement

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

I strive to create an environment where a child can grow in all aspects of development such as, social-emotional. My role as an educator for young

children is to guide them through the milestones and set them up for success later on. I am responsible for creating a safe space for all children where they feel cared for.

Being an educator for young children can be challenging so I believe having a charismatic, forward-looking, and growth mindset are some great characteristics to have. These skills allow educators to create relationships with families and continue to build on them. Having these characteristics, and the others I mentioned, has made my journey into early childhood education fascinating. I love learning about ways to better support the children in my care. I'm constantly learning and always attend trainings to improve myself and the service I provide. I believe that there is no one way of doing things when it comes to early childhood development.

Hours of Operation

Happy Little Sun Childcare LLC is open Monday through Saturday from 12:00 AM to 11:59 PM. The maximum hours of care we accept for a day is 9 hours.

Daily Schedule

At Happy Little Sun Childcare, we follow a consistent daily routine that supports children's social, emotional, cognitive, and physical development. Our schedule provides a balance of learning activities, free play, meals, rest periods, and opportunities for children to develop independence and positive relationships.

We warmly welcome each child and family as they arrive. Children are greeted in a caring and respectful manner to help them feel safe,

comfortable, and ready for the day. Building positive relationships and creating a nurturing environment are important parts of our program.

Because our program offers overnight care, some children may still be sleeping when the daytime program begins. Children enrolled in overnight care are allowed to rest according to their individual needs.

Morning Schedule

From **6:00 AM to 7:30 AM**, children who are still resting from overnight care participate in quiet rest time. This helps ensure they receive adequate sleep and are ready to participate in the day's activities.

From **7:30 AM to 8:25 AM**, children participate in free play. During this time, they are encouraged to explore learning materials, interact with friends, engage in imaginative play, and develop social skills through child-directed activities.

From **8:25 AM to 8:30 AM**, children help clean up toys and materials and wash their hands in preparation for breakfast. These routines encourage responsibility, independence, and healthy hygiene habits.

From **8:30 AM to 9:00 AM**, children enjoy breakfast together. Mealtime provides opportunities to practice social skills, communication, self-help skills, and healthy eating habits.

From **9:00 AM to 9:30 AM**, children participate in circle time and music activities. Circle time may include welcome songs, discussions about the calendar, weather, letters, numbers, colors, shapes, movement

activities, storytelling, and other activities based on children's interests and developmental needs.

Learning Activities

From **9:30 AM to 10:30 AM**, children participate in planned learning activities. Activities may include art, science, sensory exploration, dramatic play, fine motor activities, language development experiences, cultural activities, and hands-on learning opportunities. Activities are designed to support all areas of development while following children's interests.

From **10:30 AM to 11:45 AM**, children participate in free play. This allows children to practice skills learned during structured activities, make choices, solve problems, and build friendships through independent and cooperative play.

From **11:45 AM to 12:00 PM**, children help clean up the learning environment and wash their hands before lunch. Staff support children in developing routines and self-help skills during transitions.

Lunch and Rest Time

From **12:00 PM to 12:30 PM**, children enjoy lunch together. Mealtime encourages conversation, independence, healthy eating habits, and social interaction.

From **12:30 PM to 12:45 PM**, children participate in clean-up and handwashing routines and prepare for rest time.

From **12:45 PM to 3:00 PM**, children participate in afternoon rest time. Each child has an individual mat and bedding according to licensing requirements. Children who do not sleep may participate in quiet activities, such as reading books, looking at pictures, or other calm activities that do not disturb sleeping children.

Afternoon Schedule

From **3:00 PM to 3:10 PM**, children put away their bedding, clean up their rest areas, and wash their hands in preparation for snack time.

From **3:10 PM to 3:30 PM**, children enjoy a nutritious afternoon snack while practicing conversation skills, table manners, and independence.

From **3:30 PM to 6:00 PM**, children participate in free play activities. Children may choose from a variety of indoor and outdoor experiences, creative activities, dramatic play, building activities, books, and social play opportunities while waiting to be picked up.

Our daily schedule may be adjusted to meet the individual needs of children, accommodate special events, respond to weather conditions, or support developmental needs.

Overnight Schedule

Children enrolled in overnight care participate in a calm and consistent evening routine designed to support healthy sleep habits and provide a safe, comfortable environment.

From **5:00 PM to 6:45 PM**, children enjoy dinner and participate in quiet activities as they begin transitioning into the evening routine.

At **6:45 PM**, children wash their hands and prepare for their evening snack.

At **7:00 PM**, children are offered a snack and encouraged to practice healthy eating habits and social interaction.

At **7:30 PM**, children wash their hands and brush their teeth. Staff provide assistance as needed and encourage children to develop independence with personal care routines.

At **8:00 PM**, children change into pajamas or comfortable sleepwear and begin transitioning to quieter activities.

At **8:30 PM**, children participate in story time and other calming activities. Reading books and listening to stories helps children relax and prepare for sleep.

Between **8:45 PM and 9:00 PM**, children settle into their sleeping areas for bedtime. Staff provide supervision throughout the night and respond to children's individual needs to ensure a safe and restful environment.

The overnight schedule may be adjusted to meet the individual needs of infants, toddlers, and school-age children.

Enrollment Requirements

1. Read all of policies

2. \$200/month holding fee due prior to first day and will go towards the first tuition pay cycle.

3. Child between the ages of 2 month to 12 years

4. MUST BE ON CONTRACT:

- ☐ Full name of child(ren)
- ☐ Birthdate of child(ren)
- ☐ Parent(s)/Guardian(s) full name(s)
- ☐ Accessible phone numbers & who they belong to
- ☐ Full home address
- ☐ Employer(s) & work place address(es)
- ☐ Emergency Contacts (full names & phone numbers)
- ☐ Authorized pick-up (full names)
- ☐ First day (MM/DD/YYYY)
- ☐ Hours of enrollment

5. OTHER REQUIRED DOCUMENTS:

- ☐ Signed contract
- ☐ Immunization record(s)(MUST BE UPDATED WHEN CHILD GETS NEW VACCINES)
- ☐ Signed medication Authorization Form
- ☐ Signed and completely filled out USDA food program form
- ☐ Transportation form (IF APPLICABLE)

Keeping Child Records Updated: Parent(s)/guardian(s) are responsible for keeping all of their child's enrollment forms, records, and information current and accurate throughout the child's enrollment at Happy Little Sun Childcare LLC. Parents/guardians must notify the provider of any changes, including but not limited to phone numbers,

home address, employment information, emergency contacts, authorized pick-up persons, medical information, allergies, medications, immunization records, or custody information. Any updated forms or documentation requested by the provider must be completed and returned in a timely manner.

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

Absences

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

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

Fees & Charges

Rate Agreement

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

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

Reserved Childcare Schedule & Absence Policy

When parent(s)/guardian(s) enroll their child at Happy Little Sun Childcare LLC, they are reserving a childcare spot based on the agreed contracted schedule. Tuition is paid to reserve that space, regardless of attendance.

The provider plans meals, activities, supplies, curriculum materials, and daily scheduling based on each child's contracted days and hours.

Because that childcare spot is held specifically for your child, missed days, absences, vacations, late arrivals, or no-shows will not be refunded, credited, exchanged, transferred to another day, or made up at a later time.

Parent(s)/guardian(s) are expected to notify the provider as soon as possible if their child will not be attending care. Notification after the child's scheduled drop-off time is considered a late notice absence, as the provider has already prepared and scheduled care for the child for that day.

Payment Procedure

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

Late Payment Charges: Late payments can pose serious problems for my program. Therefore I have put procedures in place to reduce their impact. If payment is not received on the day that it is due, a late

fee of \$10 will be added for each day that it is late. If your account has not been paid in full within 5 business days, your child may be discharged from my program. If payment is more than 10 business days past due, I may attempt to recover payment in small claims court, and/or your account may be sent to a 3rd party collection agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

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

Drop-Off & Pick-Up Policy

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

Parent(s)/guardian(s) must drop off and pick up their child(ren) at the indicated times listed on their contract. Children may not arrive earlier than their scheduled drop-off time or remain past their scheduled pick-up time unless previously discussed and approved by the provider.

Parent(s)/guardian(s) have a 5-minute grace period after the expected drop-off time. There is no grace period for pick-up time. If the care hours need to change, they must be changed on the contract with one parent/guardian signature next to it.

Repeated failure to follow contracted care hours may result in additional fees or termination of care.

Your child must come dressed, otherwise I will not receive the child.

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

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify me in advance, **in writing**. Your child **will not** be released without prior written authorization. The person picking up your child will be **required** to show a picture ID as verification.

Attendance, Arrival & Departure Documentation

Happy Little Sun Childcare LLC will maintain daily attendance records documenting each child's arrival and departure from care.

Each child's arrival time will be documented when the child enters care, whether the child is dropped off by a parent/guardian, authorized individual, school bus, or other previously authorized transportation.

Each child's departure time will also be documented when the child leaves care, including departure with a parent/guardian, authorized individual, school bus, or Happy Little Sun Childcare LLC staff member.

Attendance and transportation records will be completed at the time of each arrival, departure, or transportation transition to maintain an accurate record of when each child is in the care of Happy Little Sun Childcare LLC.

School-Age Child Transportation Documentation

For school-age children who travel between Happy Little Sun Childcare LLC and school, each transportation transition will be documented.

Records will include the time the child leaves the childcare program for school and the time the child returns to the childcare program, when applicable. This includes transportation by Happy Little Sun Childcare LLC staff, school bus, parent/guardian, or another authorized individual.

When a staff member transports a school-age child to or from school, the staff member responsible for the transportation will document and sign off on the child's departure and/or arrival.

The provider will maintain an accurate record of when each school-age child is present at the childcare program, when the child leaves for school, and when the child returns from school. This documentation is intended to ensure that each child's location and transfer of supervision can be accounted for throughout the day.

Transportation Policy

Happy Little Sun Childcare LLC may provide transportation for children when necessary or previously arranged, including approved outings, field trips, and other transportation authorized by the parent(s)/guardian(s). Transportation is not guaranteed and is dependent on provider availability, proper authorization, and the ability to transport children safely.

Parent/Guardian Authorization

Written permission from the parent(s)/guardian(s) must be obtained before a child is transported by Happy Little Sun Childcare LLC. When transportation applies to a child's care, the required transportation authorization form must be completed and kept with the child's records.

Parent(s)/guardian(s) are responsible for informing the provider of any changes that may affect their child's transportation arrangements or safety.

Vehicle and Driver Safety

Children will only be transported in a safe vehicle operated by a legally authorized driver. The provider will follow applicable transportation and child passenger safety requirements.

Children will never be left unattended in a vehicle.

Car Seats and Seat Belts

Each child will use an appropriate car seat, booster seat, or seat belt based on the child's age, size, and applicable child passenger safety requirements.

Children must remain properly secured while the vehicle is moving. Children will not be transported unless appropriate safety restraints are available for every child being transported.

Loading and Unloading

Children will be supervised while entering and exiting the vehicle. The provider will ensure children enter and exit the vehicle in a safe location and remain supervised during the transition between the vehicle and destination.

Before the vehicle moves, the provider will verify that all children are present and properly secured.

After arriving at each destination, the provider will account for all children and check the vehicle to ensure no child has been left inside.

Attendance and Supervision During Transportation

The provider will maintain awareness of which children are being transported and will account for children before departure, upon arrival, and before leaving each destination.

Children will remain under appropriate supervision during transportation and outings.

Outings and Field Trips

Happy Little Sun Childcare LLC may participate in supervised outings and field trips, including trips to parks, libraries, museums, clinics, pet stores, local stores, school playgrounds, neighborhood areas, and other age-appropriate destinations.

Parent(s)/guardian(s) must provide permission for their child to participate in applicable outings and field trips.

Children will be accounted for throughout the outing and transported according to this Transportation Policy when vehicle transportation is used.

Parent(s)/guardian(s) are responsible for dressing their child appropriately for the weather, season, and planned activity.

Emergency Transportation

In the event of a medical emergency requiring immediate transportation, emergency medical services may be contacted to transport the child when appropriate. The provider will make every reasonable effort to contact the child's parent(s)/guardian(s) or emergency contact.

If an unexpected situation requires a change to a child's normal transportation or release arrangements, the parent(s)/guardian(s) must communicate the change directly to the provider. The provider may require written authorization and identification before releasing the child to another authorized individual.

Happy Little Sun Childcare LLC reserves the right to refuse transportation when proper authorization is not available or when transportation cannot be provided safely.

Childcare Closures

Happy Little Sun Childcare LLC will be closed on the following holidays and scheduled breaks for the 2026 year:

- July 4th — Independence Day
- September 7th — Labor Day
- November 26th–27th — Thanksgiving Break
- December 24th–January 1st — Christmas & New Year's Break

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

The daycare will reopen on January 2nd.

Additional closure dates or provider vacation days, if needed, will be announced at least one month in advance whenever possible.

Clients will pay full rate regardless of closures, holidays, vacation days, emergency closures, or weather-related closures.

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

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

Before First Day

Entering Daycare Policies

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

Items Needed From Home

- ☐ At least half a pack of diapers (if needed)
- ☐ One pack of wipes
- ☐ Rash cream
- ☐ Sunscreen

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

Clothing Code

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

Health & Safety

Safe Environment

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

- Working smoke detectors are on each floor and near cooking and sleeping areas.

- Mats are cleaned after use.
- Blankets are cleaned weekly.
- Working carbon monoxide detectors are near the sleeping area.
- Adequate Ventilation throughout my home.
- No guns or firearms on premises.
- Gates are used on stairways when children under [5 years old] are present.
- Fire extinguishers are maintained properly.
- Toys are age-appropriate, in good repair, and of a non-violent nature.
- Electrical outlets are covered.
- Pens, pencils, and office supplies are out of reach.
- Knives and adult scissors are out of reach.
- Cleaners, chemicals, matches, and fire starters are out of reach.
- Medications are out of reach.
- A well-stocked first aid kit is kept near and expiration dates are observed.
- All staff are certified in Infant & Child CPR and Pediatric First Aid.
- Safe playground areas to play.
- Safety-approved play equipment and toys.
- Yard routinely treated to deter insects.
- Outside areas where children play are fenced and the gate is locked.
- Children do not play outside unsupervised.
- Monthly fire drills/lock out drills

- In the event of an emergency, we will follow our emergency preparedness plan. This plan is available upon request and is always displayed near the daycare entrance.

Extreme Weather and Outdoor Play

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

Injuries

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

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

Emergencies

Lost or Missing Child

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

Fire Safety/lockouts

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

Standard Precautions (Rule 414-360-0850(7))

Program staff follow standard precautions to prevent exposure to blood and other potentially infectious bodily fluids. This includes the use of disposable gloves, proper handwashing, and disinfecting contaminated surfaces. Any contaminated materials will be disposed of safely and in accordance with state regulations. These practices help protect the health of all children and adults in the program.

Allergies

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

Sick Policy

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

1. Is diagnosed as having or being a carrier of a child care-restrictable disease, as defined in Health Division administrative rules (OAR 333-019-0010)
2. Fever over 100°F (taken under arm)
3. Diarrhea (more than one abnormally loose, runny, watery or bloody stool)
4. Vomiting

5. Nausea
6. Severe cough
7. Unusual yellow color to skin or eyes
8. Skin or eye lesions or rashes that are severe, weeping, or pus-filled
9. Stiff neck and headache with one or more of the symptoms listed above
10. Difficult breathing or abnormal wheezing
11. Complaints of severe pain

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

Children who have been ill may return when:

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

Nutrition/Meals

We provide healthy food every day, including vegetables, fruit, grains, a protein source, milk, and water. Children are encouraged to help set the table, and each child picks up their dishes after eating.

We provide two meals and one snack each day.

Breakfast: 8:30 AM to 9:00 AM

Lunch: 12:00 PM to 12:30 PM

Afternoon Snack: 3:10 PM to 3:30 PM

If your child arrives at childcare after a scheduled meal time, the parent(s)/guardian(s) are responsible for making sure the child has eaten before arriving.

We are enrolled in the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). This program provides financial support to help ensure that children have access to nutritious meals.

Meals are provided at no cost to parent(s)/guardian(s). The required application form must be completed before the child's first day of care.

Infant Feeding

Infant feedings follow these procedures:

Infants are fed their bottles according to their individual needs. Infants will be offered milk at intervals of no more than 3 hours. Formula or

breast milk provided by the parent(s)/guardian(s) must be labeled with the child's name before being brought to childcare.

Diaper Changing

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

Child Abuse/Neglect

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

Potty Training Policies

All children are accepted regardless of if they're potty trained. Children develop at their own pace so there's no need to rush. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We will work alongside families to support their child who is potty training.

Supervision of Children

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

Discipline Policies/Childcare Rules

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

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

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. When biting happens, my response will be to care for and help the child who was bitten and to help the biter learn more appropriate behavior. My focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Notes will be written to the family of the child who was bitten and the biter's family. I will work with the families of both to keep them informed and to develop strategies for change.

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

Childcare rules consist of:

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

Photographs/Videos Of Children

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

Medication Permission Form

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

Parent(s)/Guardian(s) Relationship

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

Child Custody

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

Legal Responsibility:

In the event that I become involved in a legal matter between parents or other related parties, you will be responsible for any expenses that personally involve me or affect my childcare program. A minimum fee of \$800 will apply to cover administrative expenses and lost work hours, in addition to any additional legal costs that may arise.

Communication

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

Parent Involvement

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

Events & Outings

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

Withdrawal Of Services

If you wish to withdraw your child from care, a minimum 2-week written notice is required. Tuition and all other charges remain due during the 2-week notice period, whether or not your child attends care. All outstanding balances must be paid in full upon withdrawal.

Adjustment Trial

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

Family Handbook Acknowledgement

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

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

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

Parent or legal guardian's signature: _____

Date of signature: _____

Parent or legal guardian's signature: _____

Date of signature: _____