

“Play, Learn, and Grow Together”



GAUR FAMILY HOME DAYCARE

DAYCARE KIDS

**10855 MARKLEIN AVE.
MISSION HILLS, CA. 91345**






**CELL PHONE: (818)-429-8590
HOME PHONE: (818)-837-0024**

Email: gaurs959@gmail.com

Director: Sangita Gaur



Daycare Schedule

7:00 am – 9:00 am	<p>School opens, unstructured play (indoor/outdoor), puzzles, blocks, dramatic play.</p> <p><i>Kids learn to share, manage conflict and ask for help</i></p> 
9:00am-9:30am	<p>clean up, toileting, breakfast (morning snack).</p>  <p><i>Kids take turns, learn to handle toys carefully.</i></p>
9:30 am – 11:00 am	<p>Preschool, circle, discussion time, calendar, weather, nursery songs, flashcards, play dough, story time, painting, alphabets, class lessons (small groups), phonics, number/color/shape awareness.</p>  <p><i>Kids use visual perceptions to assess self, others and play environment. Kids develop abstract thinking abilities.</i></p>
11:00 am – 11:45 am	<p>Recess, outside play.</p>  <p><i>Kids share, interact, cooperate</i></p>
11:45 am – 12:00 am	<p>Clean up, wash and set tables, diaper change.</p> <p><i>Kids cooperate with other children, may teach younger children to help.</i></p>
12:00 pm – 1:30 pm	<p>Lunch</p> 
1:30 pm – 3:30 pm	<p>Rest period</p>
3:30 pm – 4:00 pm	<p>Wake up activities. Toileting, snack, diaper change.</p>
4:00 pm – 6:00 pm	<p>Outdoor movement, dance music appreciation, painting, flashcards, story time, play dough, unstructured play.</p> <p><i>Kids learn to understand simple movement, direction and distance.</i></p>

Daycare Kids

Sangita Gaur

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Our Learning Focus

How We Learn

Some children learn best through “hearing” activities, some through “visual” activities and some through “hands-on” activities. At Daycare Kids, we focus on matching how we interact with each child to the way each learns best.

Areas of Learning

Throughout the day, we work to provide a mix of activities which will encourage development in a variety of learning areas. We want our children to develop in the following areas:

Word smarts – their ability to use words effectively

Number smarts – the capacity to use numbers and logic effectively

Picture smarts – the ability to perceive the visual and spatial world accurately

Body smarts – the ability to use one’s body to express ideas or produce things

Music smarts – the ability to attend to sounds and remember melodies, rhythms and beats

Nature smarts – the skill to recognize and classify living things

People smarts – the ability to perceive and make distinctions among moods, intentions and feelings

Self smarts – the ability to accurately picture oneself – strengths and limitations, moods, temperaments

Philosophy, Goals, & Program

PHILOSOPHY

As educators and nurturers of young children, we believe, that the development of each child's potential is based on a warm, loving environment and a genuine concern for the emerging personality. Through play and hands-on experience, each child will learn about her/him, their society, and their world. This can only be done by providing, on daily basis, various educational activities; freedom for each child to make decisions; and encouragement to experiment and explore the learning avenues.



GOALS

Our goals are to:

- ◆ facilitate in all possible way the development of your child's self-esteem through a climate of unconditional love, praise, and encouragement
- ◆ provide a safe, secure, and healthy environment
- ◆ enhance your child's physical, emotional, cognitive, social, and creative development
- ◆ include you, the parent, in this very important part of your child's life

PROGRAM

Daycare Kids provides a high quality program toward the education of the whole child. We value children as individuals and are committed to providing each child with the opportunity to develop creativity, emotional health, physical abilities, social and interactive skills and cognitive capabilities.



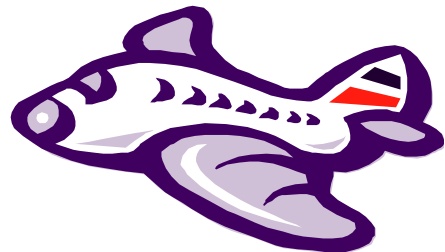
We provide a total developmental program with an emphasis on academics. We believe children learn from play. Play experience provides children with a sense of mastery and self-confidence. This in turn helps the child with the development of a positive attitude toward others. Opportunities for children to have experiences in problem solving and making choices are also part of the daily program. This is the basic foundation on which more complex skill will be built. Daycare Kids places a strong emphasis on daily living skills. We work with the children on developing good manners, listening skills, following directions and staying on tasks.

Rules & Regulations

ARRIVAL AND PICK-UP

Sign-in

1. Each child must be signed in each day.
2. Children cannot be dropped off outside. Each child must be delivered personally to a staff member.



Sign-out

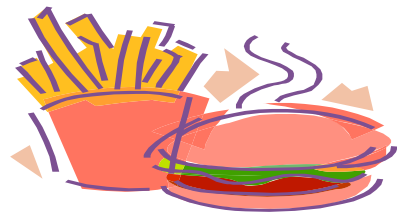
1. Each child must be signed out each day.
2. Only those individuals designated on the authorized list of picking up children will be allowed to take the child from the facility.
3. It is the parents' responsibility to advise the director of any additions to or deletions from authorized pick-up list.
4. We are required to have copies of court restraining orders in custody situations concerning your child.
(A picture ID will be required to release the child to someone other than parents)

NUTRITION

We realize that good eating habits and awareness of good nutrition should begin during preschool years.

Our snack time will be used to serve this purpose. Two snacks will be provided for the day. Morning snack will be

served at 9:00 a.m. and afternoon snack will be served at 2:30 p.m. Snacks and lunch must be provided by the parent.



BIRTHDAYS

Parents may wish to bring a special treat for the class on the child's birthday. Please notify the child's teacher or the director in advance so that the schedule may be adjusted to include the event.



CLOTHING

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the daycare AT ALL TIMES. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning. Parents are responsible for providing: diapers, baby wipes, special creams or ointments, a blanket for naptime, a toothbrush, and a complete change of clothes. Please remember that children are taken outdoors daily (weather permitting) and should be dressed accordingly.



NAP TIME

The nap-mat and clean sheets must be provided by the parents. Parents are also required to send a blanket for your child at the beginning of each week. The sheet and blanket will be sent home every Friday to be washed. If wet or dirty sheets or blankets are sent home, please return a clean sheet or blanket the next morning.



ALL CLOTHING SHEETS AND BLANKETS SHOULD BE MARKED WITH THE CHILD'S NAME.

HEALTH

1) Immunization

Each child is required to have a physical examination before admission and yearly thereafter, and is required to be immunized against tetanus, polio, diphtheria, measles, whooping cough, and be tested for tuberculosis. This information must be on file before admission.



2) Signs of Illness:

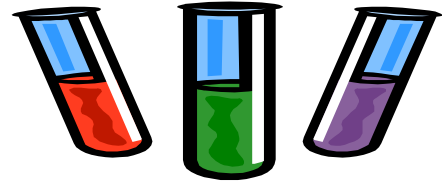
You will be contacted if your child shows signs of illness during the day.

3) Doctor's Note:

Your child's admission, or re-admission, to the daycare after a communicable disease shall be allowed upon receipt of a note from your physician stating return is permissible.

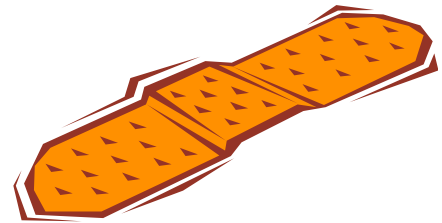
4) Illness with Fever:

When there has been an illness with fever, your child must be free of fever before returning to the daycare.



5) Skin Rashes:

If your child has a rash, you need your doctor's help. Rashes vary in different individuals. We must make sure of the cause. Any child with ring worm, etc. will be excluded from the daycare until completely free of any visible signs of the infection.

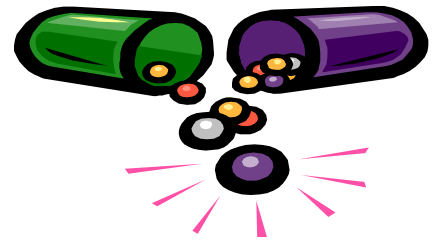


6) Diarrhea and/or Vomiting:

You must not bring your child to school if your child has an upset stomach and/or vomiting that morning or night before.

7) Medications:

Forms to administer medication are to be filled out and signed by the parent. Medications shall be administered only on the written, dated and signed request of the parent and must be in the original container.



8) Communicable Diseases:

If your child has any communicable disease such as whooping cough, lice, pink eye, measles, mumps, chicken pox, or scarlet fever, you must report to the director at once.

If your child has been exposed to any communicable disease, you should report to the director as soon as you learn of the exposures.

We reserve the right not to provide for a child who is in our judgment, seriously ill, or contagious, that is, a child who may jeopardize the health of other children. If a child is sent home due to illness, this will be considered as an absence.

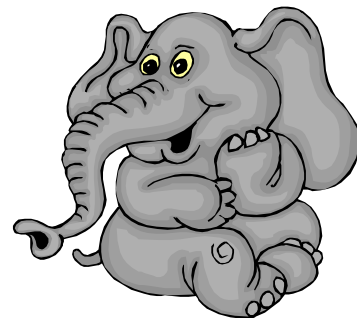




HOLIDAYS

Daycare Kids will be closed for paid holidays:

- | | |
|-----------------------|----------------------------------|
| M. L. King’s Birthday | Labor Day |
| Presidents Day | Veterans Day |
| Easter Friday | Thanksgiving Day |
| Memorial Day | Day After Thanksgiving |
| Juneteenth | Diwali (Religious Holiday) |
| Independence Day | Karva Chauth (Religious Holiday) |



CHANGES

Please notify us immediately if any change to your address, telephone number, and emergency telephone numbers. Names and phone numbers on emergency form must be current.

CANCELLATION

Daycare Kids reserves the right to terminate/cancel this agreement at any time, if:

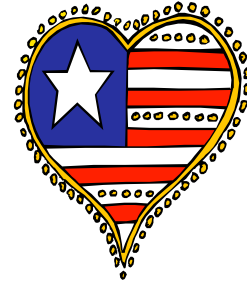
1. In the judgment of Daycare Kids, the child’s behavior threatens the physical or mental health or well-being of one or more children.
2. In the judgment of Daycare Kids, our program does not meet the developmental or special needs of the child.



Rules & Regulations

DISCIPLINE

1. It is illegal for the staff to use corporal punishment humiliating or frightening disciplinary methods, or to use punishment restricting food, rest or toilet use.
2. Disciplinary problems are prevented or lessened by:
 - ▲ Not expecting achievement beyond the child's ability
 - ▲ Giving recognition for trying
 - ▲ Timely intervention before crises develops
 - ▲ Love is the basis of effective discipline



RULES OF CONDUCT

1. Respect the rights and property of others. The following behaviors are unacceptable and will not be tolerated. They are grounds for suspension and/or dismissal:
 - ▲ Physically harming another (i.e. hitting, punching, kicking, biting, pinching, scratching, etc.)
 - ▲ First-Fighting (both parties)
 - ▲ Karate fighting
 - ▲ Stealing
 - ▲ Inappropriate, unacceptable language (curse words, verbal abuse)
 - ▲ Defacing or destroying daycare property
 - ▲ Misuse/abuse of daycare materials and equipment
2. Respect teachers and staff. The following behaviors are unacceptable and will not be tolerated:
 - ▲ Continued willful disobedience
 - ▲ Open persistent defiance
 - ▲ Leaving grounds without authorization
3. Consequences – The following actions will be taken on first offense and incident report filed:
 - ▲ Time-out
 - ▲ Parent notification-discussion
 - ▲ Director notified
 - ▲ Social Services – if necessary



Agreement

All possible care is taken to provide a safe and healthy environment; however, children do have accidents. In case of an accident we will: tend to child and notify parent. In case of emergency we will: tend to child, call 911, notify parent. Your child will be taken to _____ hospital if that becomes necessary. It is incumbent upon you to check with the hospital emergency room to find out what kind of forms they require to be on file for treatment in case of parental absence.

We are mandated to report any suspected child abuse. While your child's welfare will ALWAYS come first, we will consult with you, if possible, before taking any action. Please understand, however, that we only have few choices

Any person picking up your child in an impaired condition (intoxicated or on drugs) will be encouraged to allow us to find alternate transportation. We cannot legally withhold a child from a legal guardian but if we feel a child's safety is in jeopardy, we will not hesitate to contact the police

Open communication is the key to a happy, long lasting relationship between a family childcare provider and childcare families. Please do not ever hesitate to contact us about anything that relates to the well-being of your child.

This agreement will be governed by and interpreted in accordance with the law of the State of California

I, _____; PARENT/GUARDIAN OF

_____ HAVE RECEIVED A COPY OF ALL 8 PAGES OF THIS HANDBOOK/AGREEMENT AND AGREE TO COMPLY WITH THE RULES AND REGULATIONS DESCRIBED HEREIN.

Child's Name

Parent/Guardian

Date

Agreement

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Parent/Guardian

Date

DAYCARE KIDS

LATE POLICY

Dear Parent / Guardians,

This is a friendly reminder that I have a strict pick up / drop off policy in regards of the daycare, when you register your child for child-care, you receive my handbook, stating the hours of operation.

I will be charging \$10.00 for the first 5 minutes and \$1.00 per minute starting at 6:05pm. I have instilled this for the reason of it cutting into time that I get to spend with my own family and for my employees not being able to go home until later. I am sorry for the inconvenience and I appreciate your support and understanding.

I understand that there are emergencies and external factors that are beyond our control but being stuck in traffic does not constitute for any late fee exemptions because I expect all children to be picked up on time at 6:00pm. When your child is picked up late, my employees and I are required to continue working. Therefore, makes us unable to attend to commitments outside of work.

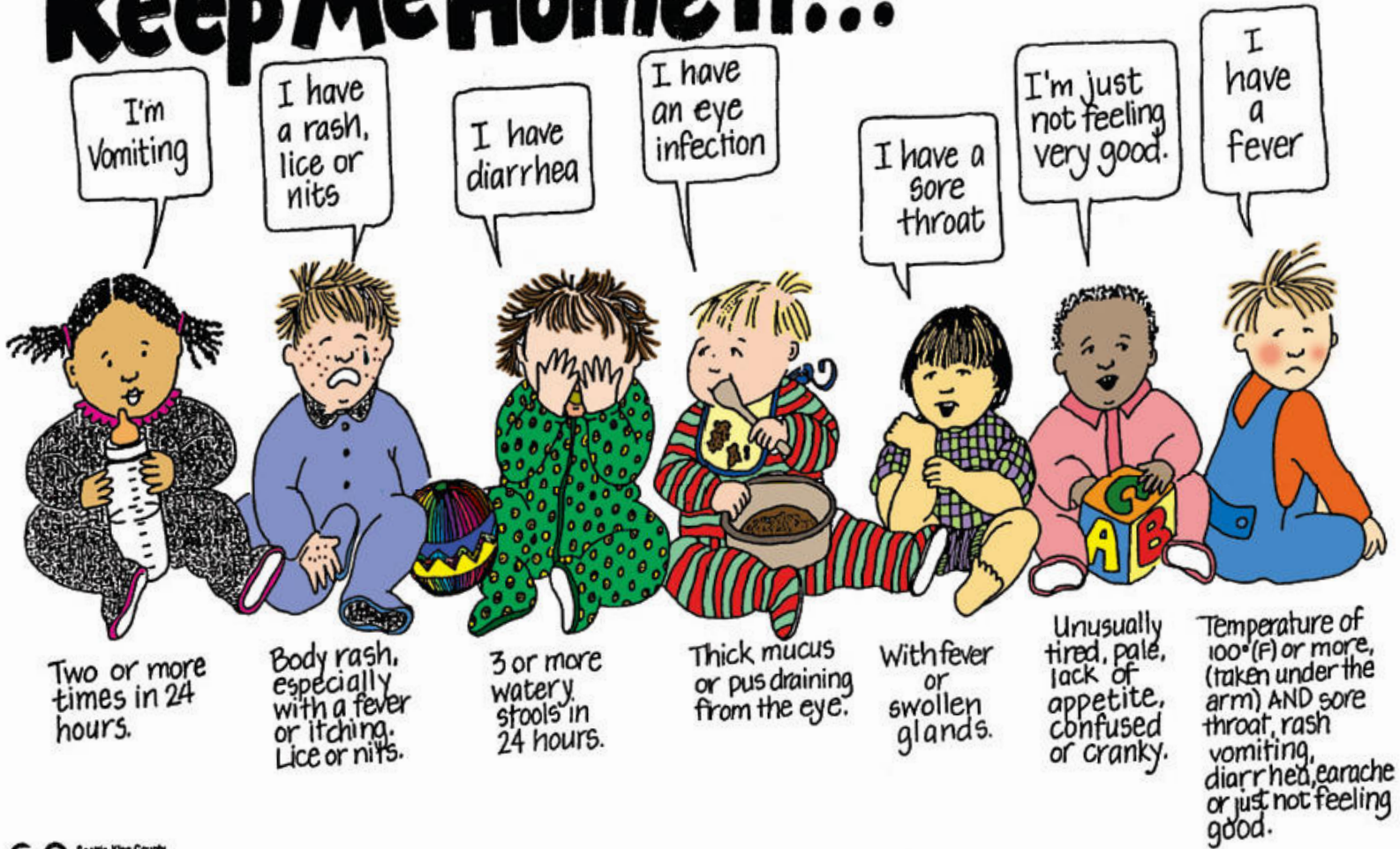
Daycare Kids absolutely loves caring for your child and thank you for your commitment to pick up your child at the mandated time.

Child's Name: _____

Parent / Guardian Signature: _____

Date: _____

Keep Me Home If...



Seattle-King County Department of Public Health

When Your Child is Sick:

1. Have plans for back up child care.
2. Tell your caregiver what is wrong with your child, even if your child stays home.



DAYCARE KIDS



Dear Parent / Guardian _____,

Date: _____

Please provide the following for your child:

___ DIAPERS

___ WIPES

___ BABY OIL

___ POWDER

___ RASH CREAM

___ CEREAL

___ MILK

___ LOTION

___ BABY WASH

___ SIPPY CUP(S)

___ BOTTLES

___ BLANKETS

___ EXTRA CLOTHES

OTHERS _____

NOTES:

Thank you so much,

Sangita Gaur

