

This is just a glimpse of our day here at
GiGi's Nurturing Place
(through this handbook and contract AKA GNP):

Having a child attend a childcare that has a curriculum, aids in the proper development, while the child comes to terms with his or her own inclinations. The curriculum aims at providing a structured platform, which gives every child an equal opportunity to excel. Below are some of the activities the children will participate in while attending GNP Childcare program.

Group Play

Helps children organize thoughts, as they talk about their experiences. Children learn how to tell a story with a beginning, middle, and end. Children will have time for singing, dancing, play acting, games, reading, listening to music, and gardening.

Free Play

Manipulative toys help develop a child's fine-motor skills, which is a precursor to being able to write. Children have a choice of trains, blocks, kitchen toys, dolls and accessories, play sets, household toys, pull/push toys, and art materials.

Language

Research indicates that the quality of childcare is a reasonably consistent predictor of children's cognitive and language performance. Nursery rhymes, finger plays, stimulus pictures or objects, reading, and discovery cards will be used throughout the day.

Dramatic play

Dramatic play expands a child's awareness of themselves in relation to others and the environment. Here at GNP, children are encouraged to dress up, participate in role play, puppetry, playing with a kitchen, and social interaction with other children.

Outdoor Classroom (see attached)

Many studies show that outdoor experiences in the wilderness and natural areas produce positive physiological and psychological responses, including reduced stress and a general feeling of well-being. Outdoor play refines a child's gross-motor (large-muscle) skills. The cross-lateral movement (right arm/left leg and vice versa) involved is critical to a child's later success in reading and writing. Outdoor play time is also an opportunity to explore and manipulate a different environment. GNP will allow children to explore by: climbing, running, ball playing, gardening, strolling dolls, and tricycles, We take walks or spend time at the park located on Coe St.. We

will always post on the door where we can physically be reached in case a parent needs to pick a child up early. The business cell phone (805) 509-6113 will always be with the provider when she is away with the children.

Naps and Quiet Time

Nap times are important for all young children. Our daily schedule incorporates a balance of active and quiet play, including a rest period.

Cooking

Since cooking is a basic life skill, it fosters a child's sense of competence and independence when he/she can do it. Math skills are also an important part of the process as the cook needs to count and measure the ingredients. Cooking also involves science while refining small-motor skills as a child stirs, measures, and adds ingredients, discovering how things change if you alter the environment: liquid batter becomes a cake when baked; juice cups become popsicles when frozen. Cooking also helps a child's reasoning ability. He/she learns cause and effect. "If I don't put the juice cups in the freezer, they won't become popsicles." GNP encourages age appropriate children to help cook meals. It also teaches about nutritional foods that are good for you and help you grow.

Story Time

Children learn language skills from books. Whether they are looking at a book individually or being read to as part of a group, when you make books a part of a young child's day you set the stage for a lifelong interest in reading. We read books to all children.

Clean Up

Children learn to sort, classify, match, and organize when they put the toys back on the shelf. Children will be taught how to put toys and materials away from where they got them.

Special Days

We will take the time to honor special days. These days could include birthdays, holidays, and going away parties for our friends.

TELEVISION AND OTHER PASSIVE MEDIA SOURCES

We limit television/passive media at GNP because we focus on interactive learning experiences.

~Tentative Daily Schedule~

Time	Activity
7:30 a.m.	Early Care
7:45 a.m.	Breakfast
8:30 a.m.	Arrival free play
9:00 a.m.	Outdoor Classroom
9:30 a.m.	AM Naps for Infants
9:45 a.m.	Center Time
10:00 a.m.	Clean up
10:15 a.m.	Snack
10:30 a.m.	Outdoor Time
11:20 a.m.	Clean-up/Wash hands/Potty Break
11:30 p.m.	Lunch
12:00 p.m.	Clean-up
12:15 p.m.	Quiet Time/Relaxation/Nap
2:00 p.m.	Slow Waking/Potty Break/Clean up
2:45 p.m.	Free Play/Outdoor Time
3:00 p.m.	Snack
3:45 p.m.	Music/Art
4:00 p.m.	Group Clean-up as parents arrive
4:40 p.m.	Parent pickup

Note: This is only a general guideline of your child's typical daily activities. Our schedule may vary due to infants in care, children's wishes, special activity day, the weather, and other activities.

FAMILY INVOLVEMENT AND COMMUNICATION

COLLABORATIVE RELATIONSHIP BETWEEN FAMILIES AND STAFF

Families are the most significant people in each child's life. You know your child better than anyone. We depend on you to help us learn about your child, starting with your initial visit when we gather information from you. We seek your active involvement and input in our program, particularly in ensuring your child's progress, and also to assist us in determining program goals and improvements. Our goal is to collaborate with you to ensure your child has the best experience possible while in our care.

OPEN DOOR POLICY

You are a welcome member of our program. We encourage you to visit at any time. Stop in, visit your child, and join us in our activities. We strongly encourage parent participation and hope you become involved whenever possible. Our rest hours are between 12:00 p.m.-2:00 p.m.

RESOLUTION OF DISPUTES

In the event that a dispute arises out of, or relates in any way to our services, we encourage you to attempt to resolve such matter in good faith with us.

ENROLLMENT/TUITION GUIDELINES

ENROLLING YOUR CHILD

When you enroll your child, you are required to complete the Enrollment Registration and licensing forms. These forms give us vital information about your child so we can provide the best possible care. It is imperative for your child's health and safety that all forms are accurately completed and submitted **before your child's first day of attendance**. Please notify us when there are any changes in contact information, emergency contact information, or addresses. For your child's health and safety we must be able to quickly reach you while your child is in our care.

HOLDING OR RESERVING A NEW OR CURRENT SPOT

*To reserve a spot for a future newborn of current family

A holding fee equal to one month's tuition and a signed contract is required to hold a space for your future newborn. Until this holding fee is paid the spot will be open and available to new clients. This fee is non-refundable and will not be used a future tuition. The infant spot will be held for 30 days after it becomes available. If the

infant does not enroll per the contracted date, the 30 days required per the contract is still in effect, tuition due and all deposits will be forfeited.

****** To reserve a spot for a current client

A holding fee of one month's tuition is due 30 days prior to the client going on vacations/leave etc. This fee is non-refundable and will not be used as future tuition. This fee will hold the spot for 60 days from last date of attendance. If the child does not resume care, the 30 days notice required is still in effect per contract, tuition will be due and all deposits will be forfeited.

GENERAL FEES

TRIAL PERIOD

GNP has a trial period of **four weeks** from the date child care begins. If the child care arrangements are not mutually satisfactory, either party can terminate this agreement with a five day written notice or notice by email at gigisnurturingplace@yahoo.com. Any moneys already paid are non-refundable.

TUITION

While completing the enrollment forms/information packet, you will be asked to sign a contract and agreement that explains the terms & conditions of enrollment and our fees. Fees are paid in advance, on a monthly basis, unless otherwise pre-arranged. Payment shall be received on the last care day of the month before a new month begins. Payment obligation is based on a monthly base, with the hours agreed upon and not the actual attended hours. 60 days' notice will be given for any increase in rates. Payment is due regardless of absences or individual vacations. In the payment equation; holidays, vacations, sick and personal days are included in the contractual agreement. In the case of your vacation or absence, please postdate your check for the upcoming date due and make payment before you leave. You are responsible to make payments as agreed. Your child's spot at GNP is held by your payment.

LATE FEES

GNP has the right to modify any of the conditions of any agreements upon 30 days written notice to the authorized representative.

A \$15 a day late payment fee (per child) applies for any payment not received on or before the first of every month. Your child will not be permitted to return to child

care until the payment and the late fee is paid in full. In the event that there is financial hardship, parents must communicate this in writing and make alternate arrangements for payment.

RETURN CHECK FEES

A personal check or cash will be accepted for payment, however; if a check is returned for any reason a \$40.00 fee, plus any bank charges will be added to your total fee due. Payment to restore the account will be required to be by cash or cashier's check. Upon receiving a second returned check, all further payments must be made in cash ONLY. Non-payment or consistent late payments is cause for termination immediately without two week notice. Upon GNP notification to you of NSF's, restitution is required within two days, or child care is suspended until the account is made good.

All past due accounts, including NSF's, will be subject to the \$15.00 a day late fee and/or a 12% finance charge, whichever is greater, until the account is paid in full. Should any accounts be subject to legal proceedings, all such expenses will be borne by parents/legal guardians. All past due accounts are subject to collections. Any account with two or more occurrences of NSF's will be subject to any child care rate increases occurring during the current contract.

EARLY DROP OFF or LATE PICK UP FEES

Please make every effort to stick to your contracted times. If you are going to be late please notify us. A late fee will be assessed for arriving earlier or later than our normal business hours. A fee of \$1.00 a minute per child will be charged for earlier (drop-off) or later (pick-up) than contracted hours according **OUR** clock. If we do not receive a call from you and cannot reach your emergency release contacts, we may be required to call local authorities to assist with the situation.

CHILD ABSENCES

ABSENCES

If your child is going to be absent, you must notify us. If your child is ill you must notify us as to the nature of the illness, particularly if it is contagious. Your child's space is reserved on a continuous monthly basis and staff is scheduled accordingly.

There are no allowances, credits, refunds, or make-up days made for occasional absences, holiday breaks, or illness. Tuition must still be paid in full. If a parent plans on taking a vacation and the child will not be in care, the provider must be given 2 weeks' notice. Parents are expected to pay during their scheduled vacations, 1 week non-paid is factored in to the tuition breakdown.

WITHDRAWAL AND TERMINATION

TERMINATION OF SERVICE

Parent or Guardian will be required to give 30 day's written notice or notice by email at gigisnurturingplace@yahoo.com to terminate your child's enrollment regardless as to whether your child is present. If less than 30 days' notice is given, you will be financially obligated to pay for the following months' worth of child care or forfeit your deposit (if you paid one).

DISENROLLMENT

In certain circumstances, it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, children enrolled, and the well-being of everyone at GNP. Every effort will be made to correct a situation before the final decision is made (redirecting behaviors, providing choices, separating children that are not getting along, or other types of intervention).

Disenrollment may be a result of the following:

- Abuse of other children, staff or property by children or parent/guardian.
- Continued violation of policies by child or parent/guardian
- Disruptive or dangerous behavior by child or parent/guardian
- The inability to meet the child's needs or the parent's/guardian's expectations
- Theft of property or the property of other children in the care
- Non-payment of tuition
- This is a partial list and we reserve the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

OPERATIONAL POLICIES

DAYS OF OPERATION AND CLOSING INFORMATION

GNP is open Monday through Friday 7:30 am-5:00 pm. We are closed on all major holidays and for scheduled vacation.

HOLIDAYS/VACATION (AMENDED 01/2018)

GNP will provide a new holiday/vacation schedule before the end of the prior year. You will be required to find alternative care on GNP 'closed' days.

We observe the following holidays (in addition to planned vacation days):

Martin Luther King's Birthday

President's Day

Memorial Day

Independence Day 3rd/4th

Labor Day

Veteran's Day

Thanksgiving W-F

Christmas Week

New Year's Holiday Break 12/31-01/02

**Adding 3 personal days that can be used as sick, personal, educational, jury duty or funeral services. GNP will provide as much notice as possible to notify parents to find alternate care

EMERGENCY CLOSING AND INCLEMENT WEATHER

It is our intention to be open and provide child care services every weekday of the year, excluding holidays or vacation. We do reserve the right to close for any reason in which we cannot operate in a safe manner, i.e. loss of electricity, water, heat or in extreme circumstances, a medical epidemic, or our own children's needs. In the event of an emergency closing or inclement weather we will notify you

as soon as practical. Please advise us of the manner in which you would like to be notified (ie: Text message, email, telephone call).

If GNP closes after you have dropped your child off, you or your designated emergency contacts will be notified so that you can make appropriate arrangements for pick-up. In the event that GNP is unable to open or must close early, you are responsible for tuition payments for up to three business days.

If illness or other emergencies should arise during childcare hours every attempt will be made to have a qualified substitute provide care for your child so that we can remain open. If substitute care is not available, you will receive a telephone call to pick up your child. Whenever possible, medical, and personal appointments will be made after childcare hours, however; if GNP must use childcare hours to secure appointments, every attempt will be made to have a qualified substitute provider. If a qualified substitute is not available, we will have to close our childcare home.

PERSONAL ITEMS

APPROPRIATE DRESS FOR GiGi's Nurturing Place

Please dress your child in comfortable, washable play clothes that will allow him or her to thoroughly enjoy the environment, outdoor area, and all activities. Please take into consideration current weather conditions, as well as the unexpected changes in the weather that may necessitate a change in apparel. This may include having a jacket, shorts and a hat for days that become colder or hotter. All children must have shoes. **No flip-flop type sandals are permitted.**

SUPPLIES

To keep your child happy, safe, healthy, clean and comfortable while in our care, please bring at least two sets of clothing. Please place your child's first and last name or initials (in permanent ink) on each article of clothing and all other personal items you bring to GNP.

INFANT TODDLER

To eliminate the daily bundle of items to carry please be sure you provide us with the following (for their weekly attendance):

- Three changes of clothing (including socks or booties)
- Diapers
- Ointments
- Formula or breast milk for the week

- Sweater/jackets to accommodate temperature changes
- Three baby bottles/Sippy Cups
- Teething gel
- Over the Counter Medicine if needed - with signed form

GNP will notify you when items are running low. All items should be marked with the child's name. Make sure there are plenty of supplies available for the week. We are not responsible for lost or broken toys brought from home. An infant may require more than one change of clothing daily. Please provide additional changes of clothing based on your own experiences with your infant. GNP will supply wipes, sleeping mats, portable cribs/playpens blankets, and sheets for your child. If your child has a favorite sleeping blanket or a quiet stuffed toy, he or she may bring them to sleep with.

ITEMS TO LEAVE AT HOME

Please do not bring any valuables that you and your child treasure, such as favorite books, jewelry, or toys from the home. Please help your child understand why it is not wise to bring toys or other objects to GNP that they may not wish to share with the group. We cannot be responsible for lost or damaged items.

LOST AND FOUND

If your child is missing anything, please inquire as soon as possible. It is much easier to return a lost item if it is labeled with the child's first and last name or initials, so remember to label everything.

MEALS FOR INFANTS (6 WEEKS TO 12 MONTHS)

All infants will be fed on demand. We encourage and support all breastfeeding mothers. We will work with mothers on their schedule and allow them time to breast feed their child. If the child receives breast milk, it will need to be supplied daily. Breast milk must be brought in a plastic bag with the following information: child's name, date, and the amount of milk. There must be enough milk for a full day. After warming breast milk one time, any remaining milk will be discarded. Because of this policy we ask that you separate milk into appropriate serving sizes for our child. **All breast milk and bottles must be labeled with your child's name and date.** Formula bottles will not be heated more than twice and will need to be provided daily.

All infants will be bottle held and fed by a staff member. If an infant can hold their own bottle they may be placed in a feeding chair. No infant will be place

in their crib with a bottle. Bottles will never be propped. Between the ages of 8 and 12 months we will provide your child with age appropriate meals and snacks per the food program. GNP will track, not necessarily written, the total amount of fluid ounces your child eats throughout the day and will share these results when you arrive for pickup.

INTRODUCING FOODS

When the child is able to eat solid foods; which is determined by when the child can support their own head, we will provide the cereal and vegetable or fruit. Parents are required to communicate with GNP any allergies or potential allergies they notice during these early months. At six months of age, GNP is required by the Food Program to feed cereal and a pureed fruit or vegetable during breakfast and lunch. At one year of age children will be given normal foods. This is also the time we introduce cow's milk. We will not give your child any foods or items that you feel can cause them harm.

MEALS FOR CHILDREN (12 MONTHS TO 12 YEARS)

Children must arrive on time in order to receive the following meals. We allow 15 minutes for each child to finish eating their meals. Meals will not be served outside these times. If your child is going to be a few minutes late please notify us so we can prepare a meal and set it aside.

Breakfast 7:45 a.m.

AM Snack 10:15 a.m.

Lunch 11:30 p.m.

PM Snack 3:00 p.m.

INFANT SLEEP ROUTINE

We have a designated napping area. Infants have natural sleeping and waking rhythms, and we will respond sensitively when infants need to sleep. It is important to recognize that sleeping schedules will be different for all infants.

TOILET LEARNING

Toilet learning should be a satisfying experience in a child's development. It should only take a short time if the child is ready. Each child is an individual and should not be compared to others. There is no "right" age for toilet learning. Problems in toileting can arise when an adult wants the transition completed sooner or faster than the child is able. A child will learn when he/she is ready. When we (parents and caregivers) observe signs that your child is ready, we will try toilet learning in our program with your child for 10 days. If he/she is not interested in learning, is fearful

or anxious, or has many accidents, we will return to diaper usage until a later, agreed upon time. We will always use reassuring language with your child. We recommend that children learning to use the toilet wear loose fitting clothes that can be easily managed independently. Elastic waist pants and shorts are good choices. **Regular underwear, rather than pull-up style diapers, makes him/her aware when he/she has had an accident** and provides a learning experience for the next time. Please maintain a supply of at least **3 sets** of extra clothing, including underwear, pants, shoes, socks, and shirts during potty learning. Remember to check this supply daily. We leave the door to the toilet open for easy access and supervision as well as to encourage toilet learning. We will keep track of your child's toilet usage and check in with him/her throughout the day to see if they would like to use the potty or toilet. We will not insist that he/she sit on the toilet, and will not designate times of the day when all children must go to the bathroom. Due to sanitation guidelines, caregivers will not be able to wash soiled articles of clothing. They will be put in a plastic bag for you to take home.

HEATH AND MEDICAL ISSUES

CLEAN AND HEALTHY ENVIORNMENT

Our commitment to a clean and healthy environment compels us to take precautionary steps to prevent spread of communicable diseases. We promote cleanliness and good hygiene with children on a regular basis. Frequent hand washing is practiced by staff and children, and is always required before eating, after toileting and after outdoor play.

IMMUNIZATION REQUIREMENTS

Prior to admission to GNP, children shall be immunized against diseases per California Law. A copy of child's immunization shots for the California Schools Immunization Records, (Form PM286 "Blue Card Immunization") will be held on file. A health history and immunization will be held on file. If there are any changes, please notify GNP as soon as possible. The child must have the following immunizations up to date:

Polio (OP or IPV) Diphtheria, Tetanus and Pertussis, or Tetanus and Diphtheria only (DTP/DTaP/DT/Td) Measles, Mumps and Rubella (MMR), Haemophilus Influenza B (HIB), Hepatitis B Varicella (Chickenpox).

DISPENSING MEDICATION

Medication may be provided to your child while in our care in accordance with our policies, as well as state regulations. Inevitably, some children will require

medication while in child care. The process for handling and administering medications must be well structured and carefully followed in order to ensure that the best interest of the children and the providers are served. Whenever possible, a child's parents and physician should try to minimize the need for medications while in childcare. Medication will never be given without the **prior written request** of the parent.

A parents consent for administration of medication and medication chart LIC9221 **must** accompany all prescriptions or over the counter medication. Over the counter medicine is usually given for short term conditions; the average length of time is usually five days or less.

You must:

Personally hand over all medication to staff members to be stored appropriately

Complete both sections Parent Consent for Administration of Medications and Medication Chart of form (LIC 9221)

Any medication brought by you for your child must be:

- In the original packaging/container
- Child's name printed clearly on the label
- Doctor's name and phone number
- Pharmacist name and phone number
- Name of medication
- Dosage amounts and times to be administered Route of medication, i.e. oral, eye, etc.
- Why medication is needed
- Date medication is to end
- Special directions, i.e. take before eating, etc.
- Allergy information
- Our staff will record the following information:
- Name of the child to whom the medicine was given
- Name of the medication
- Date, time and amount of medication given
- Name (not initials) of staff administering the medication

All medications are stored in a locked area that is inaccessible to children. No medication will be dispensed in a manner that is contrary to the label directions without a physician's written instructions.

Parents or guardians will be notified when they pick the child up from care that medication was issued and the reason. In the event that the medication does not

help and the child requires more attention than we can give, the parent will be notified for parent or guardian pick-up.

GNP must be made fully aware of all the information on the administration of medications, know what the purpose of the medication is for, and about how long before it takes affect. Staff must also be made aware of any possible side effects of the medication(s). If the child has a fever, we will not administer any medication. We will make every attempt to bring the child's body temperature down by removing their clothing; done in a manner not humiliating to the child. Parents will be notified as soon as possible when their child has a fever while in care.

ILLNESS

In addition to the immunization records required for enrolment, we will observe each child's health daily. We will document the following, if necessary:

- Changes in behavior or appearance
- Any skin rashes and itchy skin or scalp
- Boils or weeping skin rashes
- Signs of fever, such as flushed appearance or shivering
- Complaints of pain or not feeling well
- Vomiting, diarrhea or drainage from eyes
- When a child has been exposed to a harmful communicable disease

If we observe your child developing symptoms of illness during the day we will do our best to isolate him/her from the other children. You will be called to pick up your child. For the health and well-being of your child and others, your child must be kept home if he or she develops any of the following symptoms of contagious disease until the child is symptom free for forty-eight hours (unless otherwise directed by the local health department).

Some diseases must be reported to the local health department promptly. We are required by law to report when an outbreak occurs. In the event your child becomes exposed, GNP will notify you as well.

The symptoms below require removal from the child care setting for 48 hours:

- The illness prevents the child from participating comfortably in activities, as determined by staff.
- The illness results in a greater need for care than the staff determine they can provide without compromising their ability to care for other children. □
Fever is a temperature of 100 degrees or higher taken under the arm, or 100.5 taken orally. Oral temps are not recommend for children under the age of four.
- Moderate or unusual amount of drainage (clear or discolored) from the mouth, nose, eyes, or ears.
- Severe abdominal pain, vomiting, or diarrhea. Diarrhea is five or more loose, watery, or bloody stools within a 24 hour period.
- Red discoloration to the whites of the eye(s). Eye discharge, thick mucus, or puss draining from the eye or pink eye.
- Skin rashes. Yellowish skin or eyes.
- Sore throat, swollen glands, difficulty swallowing, or a painful, red throat, even if fever is not present.
- A deep hacking cough. Child gets red or blue in face, wheezing or whooping sounds; this also could include uncontrolled coughing.
- Mouth sores.
- An unusual yellow coloring of the skin or eyes.
- Child is irritable, continuously crying, or requires more attention than Teeny Tots
- Childcare can provided without compromising the health and safety of other children in our care.
- Lice, nits, or any sort of rash, especially when accompanied by a fever or behavior change. Any child with lice or nits will be required to be treated prior to coming back to childcare.
- Cuts or openings on the skin puss-filled or oozing.
- A child who has been prescribed medication or that has a contagious infection cannot be admitted to childcare without a physician's notice stating that the child is free of infection.

Children must be clear of all signs and symptoms for at least 48 hours before coming back for care.

***These requirements are made by Community Care Licensing. Please understand it is our duty to ensure all children's health and safety while in care. If children display symptoms of a cold or flu, they will not be permitted in our home. These policies are not to be taken lightly especially when we have infants less than 6 months of age in our care. Compliance with this policy is expected by all parents. In some cases a doctor's note to clear the child to return to childcare will be required. ***

INJURY

GNP will supervise your child closely in an attempt to prevent injuries, but accidents resulting in injury do occur. All "primary" GNP employees have been trained in First Aid and CPR. If the injury is minor (requiring only a band-aid or ice), We will tell you about it when you pick up your child. If it is serious, we will call you and may even suggest that you take your child to the doctor or emergency room. After any serious injury or medical emergency occurs, you will be asked to sign and will receive a copy of an incident report describing how the incident happened and the action taken by a staff member.

EMERGENCY MEDICAL PROCEDURE

If your child becomes ill or incurs a minor injury while in our care, our staff will perform basic first aid to treat illness or injury. If the illness or injury requires more than basic first aid, you will be contacted and asked to pick up your child to transport him or her to a medical facility for treatment. A doctor's note will be required to return to care. In the event of a medical emergency, we will take the emergency measures deemed necessary for the medical care and protection of your child, including contacting Emergency Medical Services (EMS). We will make all efforts to contact you or someone listed by you as an emergency contact. Please keep all contact information, emergency medical information, and authorization for medication treatment up to date.

CHILDREN WITH ALLERGIES

Please notify us immediately when you learn that your child has allergies to foods or medications. If a child requires medication for a life threatening allergic reaction (i.e. bee sting) the child's prescription may be kept at GNP and administered when necessary.

BEHAVIOR MANAGEMENT

POSITIVE GUIDANCE POLICY

The true goal of positive guidance is to help children acquire the skill of self-discipline. Children are more likely to develop self-discipline and control when they are treated with dignity; and given clear, consistent, and fair limits for behavior, as well as witnessing it at home. Our staff work with children to help them set their own limits, understand the consequences of their actions and the rationale behind rules and behavior expectations. Our guidance policy is proactive rather than reactive. Child misbehavior is impossible to prevent completely.

Children, while usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected.

Below are some of the many positive steps to help prevent misbehavior:

- Set clear, consistent rules
- Make certain the environment is safe and worry-free
- Show interest in the child's activities
- Provide appropriate and engaging playthings
- Encourage self-control by providing meaningful choices
- Focus on the desired behavior, rather than the one to be avoided
- Build the children's images of themselves as trustworthy, responsible, and cooperative
- Expect the best from the child
- Give clear directions, one at a time
- Say "Yes" whenever possible
- Notice and pay attention to children
- when they do things right
- Take action before a situation gets out of control
- Encourage children often and generously
- Set a good example
- Help children see how their actions affect others
- Use positive methods of discipline and guidance that encourages self-esteem, self-control and self-direction
- Use encouragement of good behavior rather than focus only upon unacceptable behavior
- Remind a child of behavior expectations by using clear, positive statements
- Redirect behavior using positive statements
- Use brief supervised separation from the group, when appropriate

The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet learning
- Pinching, shaking or biting a child
- Hitting a child with hand or instrument
- Putting anything in the child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child
- Subjecting a child to harsh abusive, or profane languages

- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- requiring child to remain silent or inactive

PROGRESSIVE GUIDANCE POLICY

The Progressive Guidance Policy is designed to provide a systematic approach for teachers, staff and families to assist children who exhibit inappropriate behavior over an extended period of time with whom positive guidance techniques appear to be ineffective.

The basic progressive guidance techniques are:

Overlooking: At times a child may exhibit negative behavior to gain attention. A proactive stance is to generously give positive attention while overlooking the inappropriate behavior. **Redirection or Distraction:** Teacher may offer alternative to children engaged in undesirable behavior.

Verbal intervention: When it is developmentally appropriate, staff may explain to the child why a behavior is inappropriate, and suggest to him/her the appropriate way to handle the situation.

Logical Consequences: Logical consequences are related, respectful, and reasonable consequences of specific misbehavior. For example, if a child uses a block to hit other children then a logical consequence would be that the child loses the privileges of playing with blocks until he/she can demonstrate how to use them properly. The teacher will monitor the child's subsequent behavior and follow through if required.

If your child continues to exhibit inappropriate behavior over a period of time, you may be asked to participate in family-teacher conversation. Age-appropriate children may be invited to attend. A behavioral intervention plan will be developed at the meeting with parents to address the behavior.

The action plan will outline:

- Inappropriate Behavior
- The concerned behavior or redirection that will be used
- Consequences

TRANSPORTION

We do not provide transportation under any circumstances. I do not have proper child restraints in my vehicle.

SAFETY AND SECURITY

ARRIVIAL

Please remember to sign your child in and out every day. This helps us know the overall total of children in care and will help us in the event we have an emergency. . Any care needed prior to normal opening time will need to be scheduled at least one week in advanced. As a result there will be a charge of \$1.00 per minute extra for care prior to normal opening time. Payment for this additional time is due by the Friday prior to the week the care is scheduled. This fee is nonrefundable.

CHILD RELEASE

When you arrive to pick up your child, allow time for your child to complete whatever activity he or she is participating in. Please remember to let the teacher know your child is leaving and sign out as you exit the premises. GNP understands that there may be an occasion for traffic congestion, for delays at work or bad weather conditions causing a delay in your travel to pick your child up. So please call GNP to work out a contingency plan. Consistent tardiness for pickup of the child could be cause for termination of our contract and the parent/guardian will be required to pay a \$1.00 a minute late fee. Please take the time and extend the courtesy to call us. We will only release a child to his or her parents/guardians and the authorized persons listed in your child's registration forms. We require any release authorization to be given to us in writing prior to releasing your child to any person not listed on your emergency contact and release list. A government issued photo identification must be shown for any person not positively known to us before we can release your child. We will not release a child to anyone under the age of eighteen including siblings.

DISASTER

FIRE/EMERGENCY DRILLS

We conduct fire and emergency evacuation drills regularly. During a fire/emergency drill, parents may not sign children into or out for the day, but must wait until the drill is complete and children have returned.

LICENSING AND LEAGAL REGULATIONS

MANDATED REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT

Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life and in varying degrees. When abuse occurs, both children and parent or guardians are the victims and need support, understanding, and help. Our staff has been trained to recognize the signs and symptoms of abuse and neglect. Furthermore, California law makes us mandatory reporters of child abuse and requires us to report all suspected cases of abuse or neglect.

STATE LICENSING REQUIREMENTS

State licensing requirements and strict enforcement of standards are in the best interest of all children. Our goal is to meet or exceed applicable licensing regulation and standards. These standards relate to our home staff, health and safety procedures, nutrition, teacher/child ratios, and record keeping. We are subject to inspection by state, county and city health, fire and licensing officials at any time. It is the right of the state licensing agencies, as well as Child Protective Services, Social Services to privately interview children and/or staff without prior notice or parental consent. Inspect, audit, and copy child and staff records without prior notice or parental consent. Observe the physical condition of the child, including conditions that could indicate abuse, neglect, or inappropriate placement. Provide protective custody and/or have a licensed medical professional physically examine the child. We are careful to ensure the comfort and protection of your child. As a parent or guardian, you can always expect GNP to adhere to all County and State regulations governing safety, fire, nutrition, and child-staff ratios. Our inspection reports are posted for 30-days after inspection or available upon request.

CONFIDENTIALITY OF INFORMATION

Information pertaining to a child and his or her family is kept confidential at all times. Occasionally, records may be viewed by regulatory agencies for information that may be pertinent to a child's well-being or requested by a legal subpoena. Your child's file is otherwise confidential and monitored by the owner or

if authorized staff. If your child is involved in an incident involving another child, our staff will not reveal the other child's identity.

GiGi's Nurturing Place

Family Handbook Acknowledgement

I have received a copy of the document entitled "**GiGi's Nurturing Place Family Handbook**" and I, _____ understand that I am responsible for reading and understanding the content therein.

Printed Name of Parent / Legal Guardian _____

Signature of Parent / Legal Guardian _____

Date _____