

E & G Child Educare Policy

**4375 Rowilly Way, Fremont, CA, 94536
Cell: 510-474-8147**

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Dear Parents,

I want to welcome your family into my Child Educare Program. To help the program operate smoothly and provide you better services, you will need to comply with my policies and contract. Please look them over carefully and make your decision about the Educare Program based on the terms that I provide.

Childcare Tuition and Fees **INITIAL:** _____

Tuition and fees will be due monthly, no later than the 5th of each month. A late fee of \$10 will be added for each day late (including Sunday and Saturday). Your monthly fee is showing on your contract according the services you selected. There will be \$30.00 charge for all checks returned N.S.F. plus any other charges incurred to myself and/or the bank. Parents who have two N.S.F. checks will be required to pay by cash or Zelle thereafter.

NO REFUNDS in tuition or fees for absences due to child's illness, vacations, holidays or any other reason. Fees are required regardless of whether or not your child attends during the registered month. If we close service for the reason from our side, we will not charge fees for the closing days. Parents may decide to withdraw the child for any reason. We require a one-month written notice before discontinuation of services. If the one-month notice is not given, tuition and fees for the last month (deposit) will not be returned.

Tuition may be adjusted in January every year. We will let you know the adjustment before December.

Hours **INITIAL:** _____

The program is open Monday to Friday, from 8:30am to 6:00pm. Please inform us in advance if you will be late in arriving or absent for the day.

Holding Fee **INITIAL:** _____

Holding fee is half of the normal rate per month for a maximum of two months. Normal rate applies thereafter.

Late Pick Up and Early Drop Off **INITIAL:** _____

There is a late pick-up fee of \$1 per minute. However, we will waive the late fee for the first 2 occurrences if you are less than 10 mins late. Please plan ahead, especially considering heavy traffic, to avoid any inconvenience.

Authorization for Pick-up **INITIAL:** _____

Persons who may pick-up your child should be listed on the application form. If for some reason, you need to have someone else pick them up, please inform us before they come. And if we do not know the person, we will always ask to see an ID so please let them know this will be required.

Child Illness **INITIAL:** _____

We will care for a sick child only if the child's illness is minor and not contagious. Fevers over 100F, vomiting, diarrhea, communicable diseases, bad coughing (cough every 10-15 mins), and constantly running nose (needing to be wiped every 10-15 mins) are reasons why your child should not come to the program. Child must be symptom-free for 24 hours before he/she joins the program. If any of the above symptoms are reported during program open time, we expect the parent to pick up the sick child within 1 hour.

Medication **INITIAL:** _____

Only medication brought in the original container with the child's name on it will be administered. Parents must sign a form giving permission to administer medication each day it is to be given. Medication will only be given according to directions on the medication container.

Minor Injuries and Biting **INITIAL:** _____

At our daycare, we understand that children of this age are in the process of learning gross motor and social emotional skills. During this learning journey, it is possible that children may accidentally hurt themselves or others. We want to ensure parents are aware of this aspect.

Our teachers will make every effort to prevent injuries, but we recognize that occasional accidents may still occur. The safety and well-being of all children in our daycare are our top priority.

If a child exhibits uncontrollable biting behavior (or other behavior that could hurt others like hitting, pinching, stamping, kicking...) that poses a risk to others, our teachers will carefully assess the situation. Depending on the severity and frequency of the behavior, we may need to take appropriate action to ensure the safety of all the children. This could involve temporary separation from others or, if necessary, requesting the child to take a break from the daycare environment.

Our ultimate goal is to create a nurturing and safe environment where every child can thrive and develop their skills. We believe that through understanding, patience, and effective

communication, we can guide children towards appropriate social behaviors and help them grow into respectful and caring individuals. We greatly appreciate the cooperation and support of parents in this endeavor.

Sudden Illness or Injury of Child **INITIAL:** _____

If a child should need immediate medical assistance, we will contact 911 and the child will be immediately contact the parents of the injured or ill child to let them know of their child's condition.

Holidays **INITIAL:** _____

E&G child educare program will be closed on the following holidays:

- Winter Break: 2 weeks that connects Christmas and New Year's Day
- Martin Luther King Day
- Presidents' Day
- Spring break: one week, Same as Fremont Unified School District
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving and the day after

Please Note: If the above holiday falls on a Saturday we will take the Friday before off. If the holiday falls on a Sunday, we will take the Monday off.

Early Release **INITIAL:** _____

For the staff training purposes, we will have early release at 4:30pm, on the last Friday of every month. Please make sure to pick up your child by 4:30pm.

Emergency Information Updates **INITIAL:** _____

Parent must submit in writing any changes of phone numbers, employment, home address, physicians and dentists, and names and information of alternate emergency contacts. We will require all emergency information to be updated yearly.

DAYCARE PHOTO RELEASE AND PRIVACY PROTECTION

I, _____, the parent of _____ at E&G Child Daycare, agree to the following:

I understand that my child(ren) whose name(s) are listed above may be photographed at the daycare during normal daycare hours, field trips, or activities. I understand that these photographs may be used in promoting child care services, either in print or on the internet.

With my signature below I grant permission for my child(ren) and their work to be photographed, or their images recorded for print or electronic use in promoting the daycare's services. I understand that it is my responsibility to update this form if I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation in this release.

Please note that the daycare teachers will not cover kids' face when sharing photos within the E&G Child Daycare community, including the Daily connect App, Yearbook, text messages, iMessage groups, or WeChat groups that involve only E&G teachers and parents, etc. However, teachers will ensure that kids' faces are covered when sharing photos in public settings. Additionally, please remember to cover other kids faces when sharing photos in public settings to respect their privacy. We truly appreciate your understanding and cooperation creating a safe and secure environment for everyone.

Parent/Guardian Signature _____

Date _____