



Children's Records Checklist:

Childs Name: \_\_\_\_\_

Parents or Guardians Name: \_\_\_\_\_

1. Safety Guidelines for Opening and Remaining Open -Signature Required
2. Identification and Emergency Information (LIC 700)
3. Consent for Emergency Medical Treatment (LIC 627)
4. Affidavit regarding Liability Insurance (LIC 282) – if no liability insurance or bond
5. Notification of Parents' Rights (LIC 995A)
6. Immunization Records (PM 286) – on blue paper (not required for children enrolled in school)
7. Parent Notification for Additional Children in Care (LIC 9150) – for capacity of 8 or 14
8. Caregiver Background Check Process (LIC 995E) – must be given to parent at time of enrollment
9. Family Child Care Consumer Awareness Information (LIC 9212) – must be given to parent at time of enrollment.
10. Tiny Steps Family Childcare Handbook and Enrollment packet (initials required on pages and for each section)
11. Sunscreen Permission
12. Lead Notice



Current Rates for Tiny Steps Family Childcare:

Registration Fee: \$25 non-refundable

<u>Days</u>	<u>Hours</u>	<u>Monthly Fees</u>
Monday – Friday	7:00 am - 4:30 pm	\$650.00
Part-Time 3 days a week		\$400.00
Part-Time Monday-Friday	8:30 am -12:00 pm	\$400.00
Drop in (when available slots), anytime between 7:00 am - 4:30 pm		\$45.00 a day

**Infants are under 12 months full time is a monthly rate of \$950.00, part time is \$750.00.**

**Rough estimated breakdowns:**

Days vary, approx. calculations based off information provided below.

Monthly rates for full time average is \$34 a day.

Monthly rates for part-time 3 days a week, \$33 a day.

Monthly rates for part-time 5 days a week, 8:30-12:00, \$21 a day.



Rates are based off 365 days a year, 104 days subtracted for weekends, minus holidays and 3 weeks a year we are closed. The average days of a calendar year are 230 days for full time 140-144 for part-time (depending on which days and when holidays fall for part time 3-day a week schedules).

Example: approx. 230 days for full time divided by 12 months is 19.16 days a month.

\$650.00 a month divided by 19.16 is average \$33.92, however there are some variables therefore, the average of \$34 a day.

Part time approx. 140-144, so 144 days is average 12 days a month, \$400/12 is about \$33.33 a day.

All rates include any provided snacks, depending on schedule, Breakfast and Lunch.

Bedding is washed daily and stays at Tiny Steps, all bedding is provided unless child needs a certain comfort stuffy or blanket, or a special blanket for rest time at our home.



## Covid-19 Overview

- The purpose of this plan is to ensure the safety of all students, staff, and families. With the spread of the coronavirus or COVID-19, Tiny Steps Family Childcare must remain vigilant in mitigating the outbreak with the objective of protecting the health of everyone concerned.
- During the facility's closure a complete cleaning and disinfection procedure. This service will continue nightly cleaning and disinfection procedures upon the reopening of the facility.
- This Plan is based on the information available for the CDC, OSHA and the State of California, and may be changed and amended based on further information.
- A copy of the Provider Information Notice Summary, for child care, will be provided to staff and available to families upon request.
- Staff will be trained in following these guidelines and follow the county regulations.
- Staff will explain and model safety, physical distancing, hand washing, and hygiene procedures to children in an age-appropriate manner.

## Family Responsibilities

- Parents will be asked to keep child(ren) home if ill.
- No child may return to the facility within 72 hours after the last fever.
- Families are asked to review and follow CDC information and county guidance.
- Any attendees who have come from out-of-state or have recently traveled out-of-state will need to affirm with staff that the child has abided by the 14-day quarantine.
- If anyone in the household has travelled out-of-state, the family of the student will need to affirm that the person has abided by the 14-day quarantine.
- Families are expected to report any known exposures to COVID-19 positive individuals to the school.
- Any child with a fever of  $>100.4$  will be sent home and asked not to come back until the fever is gone for 72 hours and no fever reducing medication is needed.
- If child becomes ill while at school s/he will be appropriately isolated until they can be picked up.
- Timely pick up of ill children is required.



## Drop-Off and Pick-Up

- Children will be met at the back-side play yard or notice will be sent if using the front house entrance.
- Parents will either wash hands or use the hand sanitizer before signing in their children. The teacher will do a temperature check before they enter the play yard or house. The temperature will be recorded at sign in and initials from a parent they meet all safety guidelines for the childcare center.
- No Visitors will be allowed during business hours unless verified and prescreened. If a parent needs to enter the building, they will need to wear a face covering.
- There will be a staggered Drop-Off and Pick-Up schedule. Physical distance guidelines will be followed during the Drop-Off and Pick-Up which may include children remaining in vehicles until they can be signed in and screened.
- Families that commute or have early schedules will start drop off as early as 7 am with a minimum of 5 minutes between drop off times to allow for safety checks and sign in.
- Each child will be screened at the door and a temperature check will occur. Each child and staff member's temperature will be logged each day and at other times during the day if a fever is suspected. Note: These logs and other required record keeping are essential. They will always be maintained.

## Outside Time

- Activities will be held outside when possible.
- There will no field trips during this time.

- After each section is closed it will be sanitized before being used.

### Staff Responsibilities

- Staff members will have pre-shift screening, and this will be logged.
- No staff member may report to work if showing symptoms of COVID-19.
- Staff must wash hands frequently using soap and water including before and after food preparation, assisting a child with eating, and changing diapers.
- If soap and water are not available in an area a supply of hand sanitizer with at least 60% alcohol will be used.
- Face coverings need to be worn by all employees except for eating and/or playing a musical instrument. In these specific instances physical distancing of at least 6 feet is required.
- The family childcare will report to families any known exposures to COVID-19 positive individuals while respecting the privacy of the individual.
- Employees who have symptoms should notify the child care director and stay home.
- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.
- Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have

### COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever

- Chills
- Muscle pain
- New loss of taste or smell
- Sore throat

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

#### Working with Children

- Children will always be monitored.
- There will be regular and frequent hand washing with soap and water for children. If hand sanitizer is used staff must monitor its usage.
- Age appropriate face coverings for students will be available.
- Staff will model and encourage age-appropriate physical distancing.
- The sharing of materials will be minimized. If materials are shared, they are to be disinfected between uses and staff and students are to wash their hands before and after usage.
- Used materials will be kept separate until the used materials are sanitized.
- Any shared items or materials will be cleaned between uses.



- An adequate supply of materials will be maintained.
- All meals and snacks will be in the classroom or outside weather permitting.
- Prepackaged snacks are an option.
- Children's nap time mats will be spaced out as much as possible with 6 feet being optimal. Children will be placed head-to-toe instead of face-to-face to further reduce the potential for viral spread.

### Cleaning and Disinfecting

- All surfaces will be cleaned and disinfected regularly.
- Areas/items to be cleaned include: Tables, chairs, doorknobs, light switches, countertops, handles, sinks, faucets, and toys.
- Adequate cleaning and disinfecting supplies will be maintained.
- CDC cleaning and disinfecting protocols. Approved List N: Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2 Date Accessed: 07/21/2020
- Extensive use of disinfecting products will be done when children are not present, and the facility aired out before children return.
- If disinfection occurs while children are present staff will wipe the area again with water to remove any residue.

### Encouraged Best Practices

- Any person in a high-risk population is encouraged to stay home, not work in childcare settings, and avoid entering for drop off or pick up.

Informational Links:

State of California Covid-19 . <https://covid19.ca.gov/>

Germ Prevention Strategies

When to Keep Your Child Home From Child Care

What You Should Know About COVID-19 To Protect Yourself and Others

When and How To Wash Your Hands

Talking with Children about Coronavirus

County:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID19CountyDataTable.aspx>

<https://www.tehamacohealthservices.net/services/communicable-diseases/>

By signing below, I agree to abide by all the terms and guidelines outlined in this Mitigation Plan.

I understand the importance following this Plan as it relates to the overall safety of all children and staff.

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Signature

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Date



## IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

**To Be Completed by Parent or Authorized Representative**

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ( )	
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	BIRTHDATE
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST			BUSINESS TELEPHONE ( )
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	HOME TELEPHONE ( )
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST			BUSINESS TELEPHONE ( )
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	HOME TELEPHONE ( )
PERSON RESPONSIBLE FOR CHILD	LAST	MIDDLE	FIRST		HOME TELEPHONE ( )	BUSINESS TELEPHONE ( )

**ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY**

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

**PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY**

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL       OTHER    EXPLAIN: \_\_\_\_\_



**NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY**  
(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE PICKED UP

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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**TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY  
CHILD CARE HOMES LICENSEE**

DATE OF ADMISSION	LAST DATE OF ENROLLMENT
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### AFFIDAVIT REGARDING LIABILITY INSURANCE FOR FAMILY CHILD CARE HOME

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**SECTION A:**

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I/We, the parent(s)/guardian(s) of \_\_\_\_\_,  
(Child's Name)  
acknowledge that \_\_\_\_\_,  
(Licensee's Name)  
the licensee of \_\_\_\_\_,  
(Name of Family Child Care Home)  
has informed me/us that this facility does not carry liability insurance or a bond in accordance with standards established by Family Child Care statute.

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**SECTION B: To be completed only if licensee does not own premises or the licensee is a member of a condominium or Homeowner's Association.**

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I/We, the parent(s)/guardian(s) of \_\_\_\_\_,  
(Child's Name)  
acknowledge that \_\_\_\_\_,  
(Licensee's Name)  
the licensee of \_\_\_\_\_,  
(Name of Family Child Care Home)  
has informed me/us that she/he does not own the premises or is a member of a condominium or Homeowner's Association, and the liability insurance, if any, of the owner/Homeowners' Association may not provide coverage for losses arising out of, or in connection with, the operation of the family child care home, except to the extent that the losses are caused by, or result from, an action or omission by the owner/Homeowners' Association, for which the owner/Homeowners' Association would otherwise be liable under the law.

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

\_\_\_\_\_  
Date

**NOTE:** The law requires Family Child Care providers to carry liability insurance or bond in the amount of \$300,000 annually or to maintain this signed statement in the facility file. Lack of a bond or insurance does not effect the right of parents to bring legal action against the facility.



### FAMILY CHILD CARE HOME NOTIFICATION OF PARENTS' RIGHTS

#### PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the family child care home without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the family child care home, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the family child care home without discrimination or retaliation against you or your child.
5. Be notified and receive, from the licensee, a written notice that lists the name of any person not allowed in the family child care home while children are present. **(NOTE: This notice is only required when the Department has, in writing, excluded someone from the family child care home on or after January 1, 2001).**
6. Request in writing that a parent not be allowed to visit your child or take your child from the family child care home, provided you have shown a certified copy of a court order.
7. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Chico Regional office  
 Licensing Office Address: 520 Cohasset Rd., Suite 170, Chico 95926  
 Licensing Office Telephone #: (530)895-5033 fax: (530)895-5934

8. Be informed by the licensee, upon request, of the name and type of association to the family child care home for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
9. Receive, from the licensee, the Caregiver Background Check Process form.
10. Be informed, by the licensee, that the facility has or does not have liability insurance (or a bond) that covers injury to clients due to the negligence of the licensee or employees of the facility.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE FAMILY CHILD CARE HOME TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.**

**For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)**

LIC 995A (8/08)

(Detach Here - Give Upper Portion to Parents)

#### ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the "FAMILY CHILD CARE HOME NOTIFICATION OF PARENTS' RIGHTS", the CAREGIVER BACKGROUND CHECK PROCESS and the FAMILY CHILD CARE CONSUMER AWARENESS INFORMATION form from the licensee. Tiny Steps Family Childcare  
Name of Family Child Care Home

Signature (Parent/Authorized Representative) \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to the parent/authorized representative.**

**For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)**



### PARENT NOTIFICATION ADDITIONAL CHILDREN IN CARE

As required by Health and Safety Code Sections 1597.44(c) and 1597.465(c), you are hereby notified that: *(Check one)*

I am licensed as a Small Family Child Care Home and may provide care for more than six and up to eight children when one child is enrolled in and attending kindergarten (including transitional kindergarten) or elementary school, and another child is at least six years old, and no more than two infants are in care.

I am licensed as a Large Family Child Care Home, and with an assistant provider, may provide care for more than 12 and up to 14 children when one child is enrolled in and attending kindergarten (including transitional kindergarten) or elementary school, and another child is at least six years old, and no more than three infants are in care.

Tiny Steps - 22501 Cloud Creek Pl, Cottonwood 96022

(PRINT FACILITY ADDRESS)

(CUT ALONG DOTTED LINE)

### RECEIPT OF PARENT NOTIFICATION (Facility Copy) Additional Children in Care

I, \_\_\_\_\_, acknowledge receipt of the notification that this Small Family Child Care Home may be providing care for more than six and up to eight children, or that this Large Family Child Care Home may be providing care for more than 12 and up to 14 children in accordance with Health and Safety Code Sections 1597.44 and 1597.465.

\_\_\_\_\_  
(PARENT/AUTHORIZED REPRESENTATIVE SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(CHILD'S NAME)

**Maintain the completed and signed bottom half of this form in the child's record and provide the completed top half of this form to the child's parent or authorized representative.**



# IMPORTANT INFORMATION FOR PARENTS

## CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

### How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

### How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/contact.htm>.



## FAMILY CHILD CARE CONSUMER AWARENESS INFORMATION

***Family Child Care (FCC) is provided by the home of a licensed provider for up to eight children with one adult or up to 14 children with one adult and one assistant. FCC homes provide a home like setting. Making sure that the licensed FCC homes are providing safe care is the job of the licensing agency, the parents and the provider.***

### HEALTH and SAFETY CHECKLIST

You should check for basic health and safety practices in the home. Your FCC Provider, by state law and regulation, must do the following:

- Get a license from the local licensing agency.
- Provide care to no more than eight children (with no more than two children under age 2) or 14 children with an assistant (with no more than 3 children under age 2).
- Make sure the home has heat in cold weather and is cool in hot weather.
- Keep detergents and cleaning products out of children's reach.
- Make sure swimming pools are fenced or have a pool cover.
- Baby gates must block stairs in facilities when children less than five years old are in care.
- Store guns, other weapons, and poisons in locked areas.
- Have an emergency plan in case of fire or earthquake.
- Keep an emergency information card on every child in care.
- Keep a fire extinguisher and working smoke alarm in the FCC home.
- Provide a smoke free environment.
- Not use baby walkers, bouncers or similar items.

### WHAT SHOULD THE FAMILY CHILD CARE HOME PROVIDE?

**You should** get answers to these questions before placing your child in the home:

- Is the home clean and safe?
- Are there enough toys and games?
- How will my child be disciplined? (**Spanking, hitting, slapping, shaking and so forth are not permitted in licensed homes.**)
- What meals will my child be given?
- How will the food I bring be stored and prepared?
- Is there enough room (*indoor and outdoor*) for my child to play?
- What activities are planned for my child?
- How will my child be cared for when he or she gets sick?
- How many other children will be in care?
- What ages are the other children?
- What are the sleeping/napping/rest arrangements?
- How will I find out if my child is hurt or injured while in care?

### DISCUSS THE FOLLOWING WITH THE PROVIDER:

- **Setting times** for arrival and pickup.
- **Bringing items** from home (*food, toys, change of diapers, change of clothes, toothbrush, infant furniture, and so forth*).
- **Providing instructions** for giving medicines or special food.
- **Providing telephone numbers** for home, work, spouse's work, doctor and neighbor.
- **Providing a list of names** and telephone numbers of people who may pick up your child.

### GOOD CHILD CARE INCLUDES THESE THINGS:

- **A provider** who provides warm and loving care and guidance for your child, and who works with you and your family to make sure your child grows and learns in the best way possible.
- **A home** that keeps your child safe, secure, and healthy.
- **Activities** that help your child grow mentally, physically, socially and emotionally.
- **Your involvement** in your child's care.



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## WHAT ARE PARENTS' RESPONSIBILITIES?

*The California Department of Social Services licenses homes to provide child care, and wants you to understand the licensing laws and the ways in which you can check the quality of care your child receives.*

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### WHAT SHOULD PARENTS DO?

- **Ask** to see the FCC home license. Homes caring for children from more than one family must be licensed.
- **Check** the condition of the FCC home frequently. Parents have the legal right to "drop in" at any time care is being provided.
- **Know** your rights as a parent by reading and keeping the Notification of Parents' Rights form.
- **Make sure** the Parents' Rights Poster is displayed in the home.
- **Watch** how your child acts in the home.
- **Listen** to what your child tells you about the care received in the home.
- **Talk** with the provider about any problems. Inform the provider of anything in the home which could hurt your child.
- **Call or write** the licensing agency if the provider fails to fix a hazard or if you believe your child has been harmed while in the provider's care. (See "How to file a complaint")
- **Ask** to see the licensing reports on file in the home.
- **Call or visit** the licensing office and ask to look at your provider's licensing file
- **Ask** if there are any adults in the home that have a criminal background.

### PARENTS OF BABIES SHOULD ENSURE THAT:

- The baby receives **good nutrition** and is fed at the proper times.
- **A stimulating environment** is provided.
- The provider gives **emotional support**, and holds the child regularly.
- The provider cares for **no more than four babies**.
- Babies are **placed on their backs** when put down to sleep or nap.

### HOW TO FILE A COMPLAINT ABOUT A FAMILY CHILD CARE HOME

#### COMPLAINT PROCESS

1. If you think a FCC provider is breaking the licensing laws, you may file a complaint with the local licensing office. You can find the address and telephone number in the following ways:

- the provider's license
- your copy of the Parents' Rights Notification form
- the telephone book under:

**STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING**

OR

**COUNTY OF \_\_\_\_\_  
WELFARE OR SOCIAL SERVICES DEPARTMENT  
CHILD CARE LICENSING**

- The California Department of Social Services Community Care Licensing Division's website at [www.cclid.ca.gov](http://www.cclid.ca.gov)
2. Call or write your local licensing office and explain your complaint. Your name will remain anonymous unless you give us permission to use it. You will be notified of the results when the investigation is done.
  3. If you believe your child is being physically or sexually abused, you should also report it to your local Police Department or Sheriff's Department.
  4. Contact the local licensing office about any issues or questions you may have.
  5. To learn more about the Child Care Licensing program and services, please visit our website. There you will find child care licensing updates, regulations, and information about the child care advocate program.

**WHEN YOU REPORT SUSPECTED VIOLATIONS YOU NOT ONLY PROTECT YOUR CHILD BUT ALSO PERFORM A SERVICE TO YOUR COMMUNITY.**

### WHAT THE LICENSING AGENCY DOES

- Visits each FCC home before issuing a license to operate.
- Does criminal background checks and child abuse index checks on all adults in the home.
- Requires tuberculosis (TB) tests of providers.
- Investigates complaints.
- Makes unannounced visits to the FCC home.
- Denies applications and revokes licenses when necessary.

TINY STEPS FAMILY CHILDCARE  
CONTRACT & HANDBOOK

Agreement is entered on: \_\_\_\_\_ between:

**Tiny Steps Family Childcare**

**Kristina Johnson**

Address: \_\_22501 Cloud Creek Pl

City, State, Zip: Cottonwood, CA 96022

Telephone: 530-276-3768

**And the Family**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Child: \_\_\_\_\_ Start Date: \_\_\_\_\_

Second Child: \_\_\_\_\_

**RATE/PAYMENT ARRANGEMENTS**

Rate: \_\_\_\_\_

**Preferred/Requested Form of Payment (i.e. cash, requested app, check...):**

\_\_\_\_\_

At Tiny Steps Family Childcare, you are paying for a specific slot NOT per hour or per day, so no discounts are given if your child doesn't come to care. This includes parent vacation and exclusion due to illness. Payment is to be made prior to the vacation.

**Days/Hours of Care:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Hours of Operation:** Normal hours of operation are 7:15 am to 4:30 pm Monday through Friday. I am occasionally available for overtime, overnight, or weekend care. Any non-contracted care will be by special arrangement only. There will be an extra charge for this service.

**Registration fees:** A non-refundable set-up fee of \$25 is charged upon registration of each child.

**Payment Schedule:** Fees are payable in advance and are due no later than drop-off time on the first day of the week the child is contracted for care. As previously stated, no exceptions are made for absences due to illness, vacation, or other reasons. You can always pay early. Payment is still due the first of the week, month, or day. Payment can be made



by cash, check, Cash app, Facetime, Venmo or possible other pay apps (apps at Director/Owners discretion, if not cash or check). Your child cannot stay if payment is not made prior or during drop-off.

**Initials:** \_\_\_\_\_

**Over-time fee:** A late fee equal to \$5 per child shall be made per 15 minute intervals for pick ups later or drop off earlier than the above agreed upon time. Example - 1 to 15 minutes late or early, you owe \$5 per child; 16 to 30 minutes late or early, you owe \$10. This will be strictly enforced and more than 2 late notices may result in a Termination of Services notice. If one-day (meaning 24 hours) prior notice of late pick up or early drop off was arranged late fee would be waived, but regular overtime charges will occur.

**Returned checks:** In the event of a "bounced check" you will be responsible for all bank charges incurred and will be required to pay in cash from that time on.

**Extra fees:** From time to time parents may be requested to pay extra fees for Field Trips and/or other special projects and activities.

**Initials:** \_\_\_\_\_

### **HOLIDAYS/CLOSURES**

#### **Daycare Holidays:**

Daycare will be closed **included in monthly tuition** on the following holidays: Memorial Day, Fourth of July, Labor Day.

Daycare will be **closed with no tuition** on these additional days: December 23<sup>rd</sup> through New Year's Day, Thanksgiving and the day after Thanksgiving. There will also be additional 3 weeks during the year that will be closed with no tuition. Two weeks prior to the start of the district's school calendar of the current year. This allows for deep cleaning and the facility to plan, re-create and take care of any maintenance that cannot be done during other times of the year. Spring break for school districts calendar of the current year, once again allowing for any need updating and care for the daycare. A yearly schedule will be made available so that families and caregivers can make necessary arrangements.

**Other Closures:** If I take any additional days off for vacation, illness, family emergency, trainings or workshops, etc., parents do not pay. However, there will be on-call qualified early childhood educator's which may be used in addition to our current staff to try and cover any of the above listed situations. If for some reason a substitute is not available, parents are responsible to have back-up care available in case of these closings.

**Initials:** \_\_\_\_\_

### **MEDICAL EMERGENCIES**

Minor bumps and scratches are inevitable, but I make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us.

I am prepared with emergency caregivers in cases of unplanned absences of short duration caused by unanticipated circumstances such as illness, accident, or other family crises at the daycare home. Parents will be notified when an emergency caregiver will be used. If an emergency caregiver cannot be located, parents may be requested to pick up their children.



Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required. Tiny Steps Family Childcare, or her family will not be held liable for any sickness/injury of either parent/guardian or child while on these premises, or while the child is in the company of the provider during field trips or outings.

**Initials:** \_\_\_\_\_

**ILLNESS**

No child will be accepted with a fever, vomiting, diarrhea, runny crusty eyes, or unexplained rash or has had any of these symptoms within the last 24 hours. In cases of colds, sore throats, runny nose, cough, and symptoms similar to airborne illnesses, a phone call to the Tiny Steps Family Child Care is required to decide on acceptance for the day. Should the child become ill during his/her day here, parents will be notified, and we will determine the best course of action concerning appropriate care, which may include the child being taken home.

If a child is thought to have a **communicable disease (such as the newest Covid-19)**, parents will be notified and asked to pick him/her up. The child will be isolated from the other children and given special attention and comfort until the parents arrive. The child will be accepted back when no longer contagious (following the CDC updated guidelines as well as state policy and county policy). All other parents will be notified of the possibility of a communicable disease and what symptoms to watch for. (The child and family's name will not be released unless warranted or deemed necessary, in which the family will be given advanced notice.)

**Fevers:** Your child must be fever free for 48 hours and without medication.

**CDC Guidelines:** We will be following updated guideline found at

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

**Lice:** If your child has lice or nits, we ask that you treat or keep your child at home. If during drop-off well check, we discover lice we will send your child home until treatment has been applied or the issue has been resolved. We will provide a brochure upon request or information is available at the following websites:

<https://www.cdc.gov/parasites/lice/head/index.html>

<https://headstart.seta.net/app/uploads/2018/03/Head-Lice-Education-1.pdf>

**Initials:** \_\_\_\_\_

**MEDICATION**

Both nonprescription and prescription medications, ointments, and creams can be given to your child if needed. Parents are required to fill out the proper forms and to supply all medications in their original containers. These must be labeled with the child's name.

**PERMISSION TO TRANSPORT**

Occasionally we will take walks through the neighborhood or perhaps to the playground located on the street over, Big Bend Dr. We will use all safety measures. This may require strollers or carriers, in which they will be used according to state guidelines. There will be advanced communication before excursions.

Parent/Guardian Signature: \_\_\_\_\_

**RELEASE OF CHILD PERMISSION**

The following person(s) have my permission to pick up my child from daycare:

\_\_\_\_\_  
\_\_\_\_\_

I understand that if the Tiny Steps Family Child Care has not met the above-named person(s), a photo ID must be shown before release is made and I must inform the Provider in advance that alternate arrangements for pickup have been planned.

Parent/Guardian Signature: \_\_\_\_\_

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**WATER PLAY/SWIMMING PERMISSION**

\_\_\_\_\_ gives his/her permission for \_\_\_\_\_ (child) to participate in all swimming and water-play activities at the daycare home.

Parent/Guardian Signature: \_\_\_\_\_

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**GENERAL PERMISSIONS**

Tiny Steps Family Childcare has my permission to: (Please circle yes or no)

Take photos of my child/children: Yes No

Give my telephone number and address to other parents: Yes No

Parent/Guardian Signature: \_\_\_\_\_

**HOUSE RULES**

The following rules are reinforced for the safety and well-being of everyone. There is no hitting, pushing, biting, grabbing, kicking, or pinching the other children. Obscene language is not allowed (please see the insert at the bottom of this section). Respectful treatment of other children and all property, toys, and furniture is expected.

\*We do understand that some behaviors occur and do take into consideration developmental growth. We will address any behavior and work with the families to develop a plan and approach to any of the above listed actions.

**Initials:** \_\_\_\_\_

**DISCIPLINE**

Tiny Steps Family Child Care's philosophy is that we lead by example, educate the children through repetitive actions and verbiage, we guide in teaching a child routine, kindness, ways to communicate, and redirection of any unacceptable behavior. I achieve this through love, consistency, and firmness. The children are explained the rules of the daycare home frequently so that all know the guidelines. Once a child understands the rules and disobeys them, the following developmentally appropriate guidance techniques will be



used. When a child's behavior is continually upsetting or dangerous to myself or others, a conference will be called with the parents/guardians. If the situations cannot be resolved, arrangements will have to be made for the child to be removed from Tiny Steps Family Child Care.

**Initials:** \_\_\_\_\_

### **ARRIVAL AND DEPARTURE**

Covid-19 state/county guidelines will be followed and enforced accordingly. As well as the CDC guidelines for health and safety of the children and teachers. Unless pre-arranged, drop-off will follow any current guidelines and be made available so that we can remain open and provide quality care.

Children are to arrive clean and fed (if arriving after 8:30 am). It is normal for children to be hesitant and sometimes even cry when dropping them off. We can work on a plan for easier drop off's and what works best. Please be very brief during drop off times; health check, sign in, welcome routine, a smile, cheerful good-bye kiss, and a reassuring word that you will be back is all you need to do.

Please be very brief at pick up times also. This is a time of testing when two different authority figures are present (the family member/guardian and the provider) and all the children will test to see if the rules still apply.

Do not allow your child to run out to your car while you are still inside or while you are in Tiny Steps Family Childcare's backyard!! The safety rule is "No one goes outside without their parent with them."

Please fill out the communication form located at the time of sign in and leave in the child's folder if there is something you wish to address or if there are concerns to inform the staff about that may impact your child's day. Drop off and pick up are busy times and we would like to have good open discussion as necessary, if there is an opportunity during those times we will do our best to accommodate, but during nap time or after business hours would allow undistracted and focused attention. We encourage the use of the drop off communication forms if we should be aware of any behaviors of the day or situations that may influence your child's day.

**Initials:** \_\_\_\_\_

### **SUPPLIES**

Parents are required to bring a complete change of clothing (including socks) appropriate for the weather to be kept at the daycare home. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. Good clothing is not recommended; but we understand that sometimes a child just wants to wear what they pick out, please be prepared for messes and stains, we strongly encourage that this be communicated as best as possible with your child. Appropriate hats, mittens, boots must be brought to daycare to be kept here or as requested. All items need to be labeled with your child's initials. We are not responsible if an item is taken by accident by another child and that family does not return, if it is labeled this helps. We will try to keep a stock of spare resources, but they may not always be available.

Parents are required to supply diapers. Tiny Steps will notify you when your child's supply needs to be replenished. Parents should also bring an infant's/child's pain reliever, diaper rash ointment (if used), a toothbrush, and toothpaste (if the chosen brand does not meet your child's needs).



Tiny Steps Family Childcare will supply all food (except breast milk and/or baby food for infants not enrolled in the Child Care Food Program), baby wipes, bibs, all furniture, all bedding, and toys. Tiny Steps Family Childcare will not supply any medications or creams.

### **TOYS**

No toys should be brought from home. If something to sleep with is needed (special blanket or animal) bring it, but it will only be for naptime, and will be put up when the child first arrives. Exception: Show and Tell and other special activity days.

### **TOILET TRAINING**

I will be more than happy to help with potty training provided that it is not done before the age of 2.5 years and parents initiate the process at home first, whether it is over a weekend or during vacation. Successful potty training can be achieved through communication, consistency, and following the same routine both at home and at Tiny Steps Family Childcare. I also require that all potty-training children wear clothing that they can handle successfully on their own. Elastic waist pants are the most appropriate. Parents will be asked to supply extra sets of spare clothing during the training period. Sometimes this process can start and then revert, if this occurs we will schedule a conference on how to proceed.

### **BIRTHDAYS/PARTIES**

I will make special birthday treats with the birthday child, unless requested otherwise, store bought treats are allowed if unopened and scheduled so that other families can be notified. If you wish for your child not to participate in these events, please inform Tiny Steps Family Childcare. I do have holiday parties several times throughout the year. Signup sheets will be posted at the front door for your assistance with these days as needed on a voluntary basis. These parties are subject to change due to unforeseen circumstances.

### **MEALS**

All food will be provided at no additional charge. This includes breakfast for children arriving before 9:00 am, lunch, and afternoon snack. I have set mealtimes depending on whether school is in session. Parents are responsible for feeding the child if he/she will arrive at daycare after a mealtime. Infants are always fed on demand. Except for special occasions and when requested, please do not send any food, drink, or candy with your child. Infants are provided with an iron-fortified formula, cereal, baby food, at no additional cost to the parents (unless caregivers would like to provide a specific brand or required formula). Written feeding instructions are required from parents of infants including type of food and/or formula, amount of food and/or formula, and feeding times. Lunch menus for the week are posted at the front door. Parents may look at full daily menus at any time upon request.

If your child requires a modified diet, I will need a physician's written instructions.

**Initials:** \_\_\_\_\_

### **NAP/REST TIME**

Each child 5 years of age and younger is required to have a rest period. If your child no longer naps, he/she may look at books or other quiet activities. I also ask that parents do not bring children in or pick them up during this period as it has proven to be very disruptive to the other children.

Cot's are provided for children above 2.9 years of age. Sheets and blankets will be provided and washed at Tiny Steps Family Childcare. This will be done weekly, however, during times where illnesses are present or guidelines are in place, they will be washed daily.

I understand children love having a special blanket or toy to sleep with. If they are in a crib, they are not allowed to have anything in the crib when sleeping. If you would like to



bring a blanket or item for your child during the rest/sleeping times we will ask that it remains at the family childcare. This is to prevent transferring any unnecessary germs; and items being forgotten or misplaced.

**Initials:** \_\_\_\_\_

### **REFERRALS**

Referrals from a current client are one of the biggest compliments I can receive. As a special thank you, Tiny Steps Family Childcare offers families a free day of care for each referral that enrolls. Your free day will be deducted from your weekly fee after the referred child has attended for 3 weeks. (Pending available slots and interview/trail period)

### **GENERAL**

- Parents are required to notify me by 8 am if their child will not be coming for the day.
- Parents are required to keep me informed of any change in addresses, telephone numbers, and other pertinent information.
- Parents are required to inform me if they are at any other location than what is listed on their Enrollment Record and to provide a telephone number for that place.
- Parents are urged to bring their "older" potty-trained children in clothing and shoes that the children can handle mostly on their own without getting very frustrated. Children take pride in being able to care for themselves.
- No smoking is allowed on premises.
- The daycare home will have a fire drill at least once per month.
- Parent/Provider conferences are held twice a year, in November and in June.
- A newsletter is distributed to parents each month. Parents are responsible to read this for news of what is happening in the daycare home, provider day's off, and other relative information which you may need to know.
- Provider maintains an open-door policy for parents during daycare hours. Parents are required to let me know of their presence before entering the premises. This is also pending any current CDC, State, or County guidelines of any current pandemics or unforeseen health situations.
- Parents are encouraged to call or text me at any time during the day or evening if necessary. Please be flexible if during business hours.
- When picking children up at the end of the day, parents may enter through the front door or back gate entrance during normal business hours. This is subject to change if licensing or County regulations change, for example you may have to call to have the child ready for pick up upon arrival and brought to an entrance or exit for health and safety guidelines. We may use a text upon arrival and then give us 5 minutes, to get your child ready and meet by the back gate. If weather is bad, we will use the front door.

- All CDC, State and Federal, License – Title 22, and guidelines from Health and Human Services will be followed and enforced.

**Initials:** \_\_\_\_\_

### **SPECIAL CIRCUMSTANCES:**

I do occasionally accept children for drop-in care if I have a space available on any given day. Therefore, if you tell me that you will not be bringing your child, there is a chance I will fill your spot for that day and you could potentially lose your day if I do so. I do require that you give me a minimum of 48 hours notice if you change your mind and want/need to bring your child on your day. You are still responsible for paying all fees for



your contracted days regardless of whether you come or not. I do not accept drop-ins for the purpose of earning a little extra income, rather I do it as a service to all of my parents, which may possibly include you if you would ever need/want daycare on an unscheduled day. Your 48-hour notice is not only put into place because I may schedule a drop-in on "your" day, but this will give me time to adjust my menus/activities accordingly. For example, I may plan a Field Trip if your child is not coming because I will have a smaller, more manageable group. 48 hours would give me ample notice to reschedule this activity should you decide to bring your child after all.

**TRIAL PERIOD AND TERMINATION OF SERVICE:**

There is an introduction to determine if this is the right home for your family, we require 3 visits. The first visit we prefer during non-business hours to familiarize and introduce the environment. The second and third visit will be while other children are present during business hours for a minimum of 30 minutes and maximum of 1 hour.

The first 14 calendar days from child's start date are a probationary period for the Tiny Steps Family Child Care, child, and parent. This agreement may be terminated at any time during this period. After the probationary period, this agreement may be terminated by either party by giving two-week's written notice if the child or children are to be permanently withdrawn from daycare. Two-week's pay will be accepted in lieu of the two-week's written notice. Tiny Steps Family Child Care will also give the Family two-week's written notice of intent to cancel this agreement except in cases of family emergency, Tiny Steps Family Child Care, or gross misconduct on the part of the parent or child. Failure to follow the agreement rules in this contract may be cause for immediate termination with no notice.

Initials: \_\_\_\_\_

Provider will give the Family a minimum of two-week's written notice of any increase in fees or significant changes to this agreement.

Any and all additions/changes to this contract must be initialed by both the parent and the Tiny Steps Family Childcare Licensee, Kristina Johnson, to be valid.

I have read and fully understand this contract. By signing this agreement, I agree to comply with all terms herein.

Parental or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parental or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Tiny Steps Family Child Care, Licensee, Kristina Johnson Signature:

\_\_\_\_\_

Date: \_\_\_\_\_





## ***SUNSCREEN PERMISSION***

**I give permission for Tiny Steps Family Childcare to apply sunscreen to \_\_\_\_\_ (child's name) as needed. I understand that I may be asked to supply PABA-Free sunscreen for my child.**

**Parent/Guardian Signature \_\_\_\_\_**

**Date \_\_\_\_\_**



## EFFECTS OF LEAD EXPOSURE

Children 1-6 years old are the most at risk for lead poisoning.

- Lead poisoning can harm a child's nervous system and brain when they are still forming, causing learning and behavior problems that may last a lifetime.
- Lead can lead to a low blood count (anemia).
- Even small amounts of lead in the body can make it hard for children to learn, pay attention, and succeed in school.
- Higher amounts of lead exposure can damage the nervous system, kidneys, and other major organs. Very high exposure can lead to seizures or death.

## LEAD POISONING FACTS

- Buildup of lead in the body is referred to as lead poisoning.
- Lead is a naturally occurring metal that has been used in many products and is harmful to the human body.
- There is no known safe level of lead in the body.
- Small amounts of lead in the body can cause lifelong learning and behavior problems.
- Lead poisoning is one of the most common environmental illnesses in California children.
- The United States has taken many steps to remove sources of lead, but lead is still around us.

### IN THE US:

- Lead in house paint was severely reduced in 1978.
- Lead solder in food cans was banned in the 1980s.
- Lead in gasoline was removed in the early 1990s.



## LEAD IN TAP WATER

The only way to know if tap water has lead is to have it tested.



Tap water is more likely to have lead if:

- Plumbing materials, including fixtures, solder (used for joining metals), or service lines have lead in them.
- Water does not come from a public water system (e.g., a private well).
- To reduce any potential exposure to lead in tap water:
  - **Flush the pipes in your home**  
Let water run at least 30 seconds before using it for cooking, drinking, or baby formula (if used). If water has not been used for 6 hours or longer, let water run until it feels cold (1 to 5 minutes.)\*
  - **Use only cold tap water for cooking, drinking, or baby formula (if used)**  
If water needs to be heated, use cold water and heat on stove or in microwave.
  - **Care for your plumbing**  
Lead solder should not be used for plumbing work. Periodically remove faucet strainers and run water for 3-5 minutes.\*



- **Filter your water**  
Consider using a water filter certified to remove lead.

**WARNING!** Some water crocks have lead. Do not give a child water from a water crock unless you know the crock does not have lead.



(\*Water saving tip: Collect your running water and use it to water plants not intended for eating.)

- For information on testing your water for lead, visit the Environmental Protection Agency at their [website](http://www.epa.gov) or call (800) 426-4791. You can also visit the California Department of Public Health's website at [www.cdph.ca.gov](http://www.cdph.ca.gov).



## POTENTIAL SOURCES OF LEAD

- Old paint, especially if it is chipped or peeling or if the home has been recently repaired or remodeled
- House dust
- Soil
- Some imported dishes, pots and water crocks. Some older dishware, especially if it is cracked, chipped, or worn
- Work clothes and shoes worn if working with lead
- Some food, candies and spices from other countries
- Some jewelry, toys, and other consumer products
- Some traditional home remedies and traditional make-up
- Lead fishing weights and lead bullets
- Water, especially if plumbing materials contain lead

## SYMPTOMS OF LEAD EXPOSURE



Most children who have lead poisoning do not look or act sick. Symptoms, if any, may be confused with common childhood complaints such as

stomachache, crankiness, headaches, or loss of appetite.



A blood lead test is free if you have Medi-Cal or if you are in the Child Health and Disability Prevention Program (CHDP). Children on Medi-Cal, CHDP, Head Start, WIC, or at risk for lead poisoning, should be tested at age 1 and 2. Health insurance plans also will pay for this test. Ask your child's doctor about blood lead testing.

For more information, go to the California Childhood Lead Poisoning Prevention Branch's [website](http://www.cdph.ca.gov), or call them at (510) 620-5600.

The information and images found on this publication are adapted from the California Department of Public Health Childhood Lead Poisoning Prevention Program.

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