



Providing safe, affordable and high quality child care for the children in a 'home away home' environment



# PARENT HANDBOOK

Complete Registration Kit - Forms Included

HOME AWAY  
HOME



Phone: 310.256.9910  
info@brighteyeskids.com



14814 Piuma Avenue  
Norwalk, CA 90650

## SAFE AND LOVING CARE

BrightEyes Kids Daycare is fully licensed by California Department of Social Services - Licensed No.: 198019361



# Parent Handbook

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## PHILOSOPHY

At BrightEyesKids, we provide affordable, high quality child care for the children in a safe environment. In doing so, we allow them to explore and enhance their social, emotional, and cognitive learning abilities. We equip children with the basic knowledge needed to prepare them for Kindergarten as well as lifelong learning. We will nurture their creative minds and identify each individual child's behavioral profiles.

### At BrightEyesKids, we strive to:

- ✦ Provide individualized and focused care
- ✦ Develop life-long learners with open minds
- ✦ Develop each child as an individual
- ✦ Teach children to do activities in a purposeful way
- ✦ Teach children how to play and work in a respectful way
- ✦ Encourage children to open their hearts and minds to those who might be different
- ✦ Encourage children to share their own ideas and respect other points of view

## OUR MISSION

Our mission is to provide safe, affordable, high quality child care for the children in a 'home away home' environment. We follow the most current early education practices, and our teaching team creates a warm, caring, interactive atmosphere in which your child can grow and learn. We value an inclusive approach to care that embraces the entire family and promotes your child's physical, social, cognitive, emotional, and spiritual growth.

## STRUCTURE AND QUALIFICATION

BrightEyesKids is a privately owned and operated fully licensed home child care facility located in Norwalk, California. Our staff is CPR and First Aid certified, and trained in Childhood Education.

## DAY AND HOURS OF OPERATION

BrightEyesKids Daycare provides care all year round, Monday to Friday except major holidays from 6:30 a.m. to 6:30 p.m. The Daycare will be closed on Weekends and all public holidays (New Year's Day, Presidents day, Memorial Day, Independence Day, Labor Day, Thanks Giving day and the day after Thanks giving and Christmas Day and the day after).

## AGES OF CHILDREN

BrightEyesKids Daycare has the facility to accommodate the children aged 3 weeks to 6 years. In some circumstances, we may consider providing care for infants and older children too.

## **ENROLMENT POLICY**

The following are required prior to enrollment to the Centre:

1. Personal interview with parents or legal guardians, with child in attendance.
2. Two weeks refundable deposit.
3. Enrollment forms completed and signed.
4. Health record form completed.

## **DAY CARE RATES / PAYMENT**

We provide both full-time and part-time care for children from 3 weeks to 6 years old.

Payment is made for each day a child is enrolled in the Centre. No reduction can be made in a child's fee for absences. Fees must be dated for the first day of the week (Monday). For any cheque returned to the Day Care, the parent is required to pay the account in full plus all resulting bank charges. If the Centre receives a second returned cheque, in addition to the above, payments thereafter will only be accepted in cash. A late payment fee to be charged for all payment received after 12.00PM on Monday.

## **REFUNDABLE DEPOSIT**

A refundable deposit of two weeks payment per child is required upon registration, which is refunded to you upon your child/ren's withdrawal from the BrightEyesKids Daycare if your account is up to date and you have provided the Daycare with the required two weeks' notice.

## **WITHDRAWAL POLICY**

The Day Care must be notified a minimum of two weeks prior to the withdrawal of a child. If proper notice is not received, two weeks payment is required / deducted in lieu of notice.

## **OUTSTANDING ACCOUNTS**

Parents whose account remains outstanding after second week will be notified that the child will be on the one-week retainer. If full payment is not received by the third week Monday, the child's enrollment in the daycare will be terminated.

## **DISMISSAL POLICY**

Children are disciplined in a positive manner at a level that is appropriate to their actions and their ages in order to promote self-discipline, ensure health and safety, respect the rights of others and maintain equipment.

- If a child is unable to adjust to BrightEyesKids Day Care Centre, he/she may be dismissed from the Centre at the discretion of the Day Care's Supervisor.
- If a child displays behaviour that threatens the health and or safety of the other children/staff, the child may be dismissed from the Centre at the discretion of the Day Care's Supervisor.
- If the family/guardian of a child enrolled at BrightEyesKids Day Care Centre, fails to reasonably cooperate with the staff and fails to abide by the policies as agreed upon the child may be dismissed from the Centre at the discretion of the Day Care's Supervisor.

## **CHANGE OF INFORMATION**

The Day Care must be notified in writing of all changes in circumstances so that enrollment forms are current.

## **ARRIVAL AND PICKUP**

All authorized persons must be 18 years of age or older, unless otherwise designated by written parental consent. Under no circumstances will any child be released to anyone without written authorization from a parent or guardian. Note that photo ID may be required to release the child.

Young children depend on regular routines for their own sense of security. We recommend that parents establish fixed hours to pick-up and drop-off children. When a child arrives, the teacher on duty must be notified as to the child's presence. Similarly, when picking-up a child, make sure the staff are notified that the child is leaving. In addition, each parent is required to sign their child in/out child each day. Forms are provided for this purpose. **UNLESS OTHERWISE ARRANGED, CHILDREN WILL NOT BE RELEASED TO ANY PERSON OTHER THAN THOSE SPECIFIED ON THE ADMISSION FORMS.**

## **FIELD TRIPS**

In order to expand on our classroom programs and provide a greater variety of experiences for the children, we may conduct field trips. A notice will be sent home in advance of the excursion informing you of the destination, time and date. It will also include a permission slip to be signed and returned. You are always welcome to accompany us.

## **CLOTHING**

Child should be dressed in clothing that is appropriate for physical activity, the weather and the season. The clothing must be washable, sturdy, and not too tight and shoes must have rubber soles to avoid slipping. A second set of clothing should be kept at the daycare in case of accidents. Parents are expected to provide adequate supply of diapers, wipes and the cream of their choice for their child.

## **REST TIME PROVISIONS**

Parents are responsible for providing clean towels, bibs, blankets and crib sheets. Sheets & blankets need to be taken home every Friday to be laundered. Cribs will be provided. For POTTY TRAINING, please dress the child in easy to remove clothing. No belts. No overalls.

## **ALLERGIES AND SPECIAL DIETS**

Some children have special dietary requirements. Food allergies are common in young children, and we are also aware of cultural and religious preferences. We make sure to discuss these with child's parent. Snacks containing nuts are not allowed in the daycare as this can cause severe allergic reactions in some children.

## **MEDICAL POLICY**

We always strive to provide a safe environment at BrightEyesKids day care and, serious accidents are a rare occurrence. Minor cuts and bruises that are handled by the staff are recorded in an Accident Report and kept on file. When the child is picked up, parents are notified of the accident and are required to sign the Accident

Report. Accidents or illnesses requiring medical attention will be immediately reported to the parents. It is the parent's responsibility to come to the Day Care and transport the child to the Doctor or hospital. In the event of an emergency, the Day Care will call 911 for immediate medical care.

Doctors/hospital note is required when a child return after an illness, the note should clearly state the diagnosis and the child is not in contagious condition. A child will continue to be excluded if the appropriate note is not received by the supervisor on or before the day of arrival to the day care facility.

If a child has fever or elevated body temperature of 100 degrees F, or shows Signs/symptoms of disease including: Severe coughing, sneezing, breathing difficulty, and discharge from the nose, ears, or eyes, diarrhea or vomiting. Should any of these symptoms present, the child will be excluded until a medical evaluation allows inclusion. Child MUST be free of medication for 24 hours prior to returning to the Day Care Facility.

Rashes must be physician diagnosed for a child to be in the daycare.

Parents should notify us if their child has been exposed to measles, chicken pox, roseola, conjunctivitis (pink eye), impetigo, head lice, bronchitis, strep throat, ringworm and coxsackie. Signs of possible severe illness, including unusual lethargy, undefined irritability; persistent discomfort crying or difficult breathing are reasons for exclusion.

## **HEALTH LAW REQUIREMENTS**

A complete physical examination is required by state of law. An updated physical examination is required yearly, on the expiration date of the current physical. Your child will be excluded if their physical has expired until an updated physical has been submitted. Parents must submit their child's immunization record as proof.

## **RECOMMENDED IMMUNIZATION**

POLIO, DIPHTHERIA, TETANUS, WHOOPING COUGH, FLU, TUBERCULOSIS, FULL INDEX OF DISEASES, MEASLES, MUMPS, RUBELLA, ANIMAL DISEASES, RABIES, BOOSTER, HAEMOPHILUS, INFLUENZAE, CHICKENPOX, HEPATITUS-B.

## **IN CASE OF INJURY**

Basic First Aid will be performed by the staff. In the event of a serious injury, parents will be notified. If the parents are not available, the emergency numbers on the child's emergency card will be called. If the person(s) cannot be reached, we will notify authorities including emergency service

## **ADMINISTERING PRESCRIBED MEDICATIONS**

Please note the Bright Eyes Family Daycare staffs are not authorized to administer any physician-prescribed medications to enrolled children. Staffs are permitted to administer only over-the counter topical ointments, sunscreen lotion and with written parental consent. Make sure your child's physician is aware of the Bright Eyes Family Daycare policy before prescribing any medications.

## **CHILD ABUSE**

If any type of abuse or neglect is suspected, we reserve the right to report to governing agencies and to authorities.

## **PERSONAL BELONGINGS/TOYS**

It is recommended that action figure/superhero toys and projectile toys are not permitted in the Bright Eyes Family Daycare. Action figure toys encourage strong physical play which often leads to aggressive play; this can get out of control when children confuse make-believe with reality.

## **ABSENCE**

Please call us with a brief reason if your child will be absent. If the child is sick, please provide us a note from the doctor stating a diagnosis that the child is not contagious, the date that the child may return to group care. A child will continue to be excluded if the appropriate note is not received before the child is brought to school.

## **VACATIONS**

Bright Eyes Family Daycare will take two weeks paid vacation per year, and other days off will be needed for illnesses, family emergencies, these will also be paid days. The operating expenses of Bright Eyes Family Daycare are the same whether you bring your child or not. Therefore, no deductions in the weekly fee will be made.

**This is to verify that I have read the Bright Eyes Family Daycare parents hand book and the contract. I agree to comply with the policies and procedures outlined in the parent contract.**

Parent/Guardian: .....

Date: .....

Print Name: .....

Relationship: .....

Parent/Guardian: .....

Date: .....

Print Name: .....

Relationship: .....

Thank You,

**Bright Eyes Family Daycare**

Director: .....

Date: .....

Print Name: .....



# Admission Request Application Form

14814 Piuma Ave, Norwalk, CA 90650. Telephone: 310-256-9910

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

## Parent/Guardian Information

**Mother/Guardian** First Name: \_\_\_\_\_ M.I.\_\_\_\_ Last Name: \_\_\_\_\_

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

Occupation: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Employed By: \_\_\_\_\_ Office Phone: ( ) \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Hours: \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Custodial Parent (If married, mark both parents) Email: \_\_\_\_\_

Marital Status: Married  Single  Divorced  Separated  Widowed  Other \_\_\_\_\_

**Father/Guardian** First Name: \_\_\_\_\_ M.I.\_\_\_\_ Last Name: \_\_\_\_\_

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

Occupation: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Employed By: \_\_\_\_\_ Office Phone: ( ) \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Hours: \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Custodial Parent (If married, mark both parents) Email: \_\_\_\_\_

Marital Status: Married  Single  Divorced  Separated  Widowed  Other \_\_\_\_\_

## Child Information

First Name: \_\_\_\_\_ M.I.\_\_\_\_ Last Name: \_\_\_\_\_

Name child prefers to be called: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Gender:  Male  Female Date of Birth: \_\_\_\_\_ Child's HC #: \_\_\_\_\_

List any existing medical conditions, medication and/or special attention your child may require?

Allergies: \_\_\_\_\_

Pediatrician's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Photographs: May we take and maintain a photo of your child for security purposes?  Yes  No



**Emergency Contacts & Authorized Pickup Persons**

Please provide the names of anyone who will be responsible for picking up your child other than the parents / guardians. All authorized persons must be 16 years of age or older, unless otherwise designated by written parental consent. Under no circumstances will any child be released to anyone without written authorization from a parent or guardian. Note that photo ID will be required to release the child.

**1<sup>st</sup> Contact/Pick Up** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_

Able to pick up all children in the family

Not able to pick up the following children: \_\_\_\_\_

**2<sup>nd</sup> Contact/Pick Up** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to the Child: \_\_\_\_\_

Able to pick up all children in the family

Not able to pick up the following children: \_\_\_\_\_

**Additional Comments & Information**

Is there is any other information that that would be helpful to us?

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

**Signature:**

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank You!**

**OFFICE USE ONLY**

Fee Amount: \_\_\_\_\_  Weekly  Bi-Weekly  Monthly  Other \_\_\_\_\_

Date of Admission: \_\_\_\_\_ Date of Withdrawal: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

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



# Health Record Form

14814 Piuma Ave, Norwalk, CA 90650. Telephone: 310-256-9910

Doctor's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

Child's Health Card No: \_\_\_\_\_

## Bill of Good Health

I hereby certify that I have examined this child \_\_\_\_\_ (name) and find him/her free from communicable disease and in generally good health.

Height of Child: \_\_\_\_\_ Weight of Child: \_\_\_\_\_

## Signature:

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Date of Admission: \_\_\_\_\_ Date of Withdrawal: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_