



# Parent-Provider HANDBOOK

PARENT- PROVIDER HANDBOOK  
MERASOL SILVA  
DOCUMENT#: AZULMMSLVA1011

# Policies

**Communication Log** A daily record will be kept for your child listing food eaten, diaper or toileting details, naptimes, favorite activities, needed supplies (diaper & wipes + food provided by daycare), and any discipline issues that may arise. The log will be kept in your child's cubby. Please check it each time you come to pick your child up.

**Meals and Snacks** will be offered as per our daily schedule. A weekly menu will be posted. Food will be offered to children, but they will not be forced to eat. I will notify the parents if a child is not eating.

**Quiet Time** or NAP time is required for all children. Children will each be given a cot or playpen to rest in. Children will not be forced to sleep, but will be required to lie quietly for the duration of Quiet Time, to allow the other children to get the rest they need. If a child is disturbing the other children by making noise or moving around, they will be given a playpen in a separate room to spend Quiet Time in. Other activities will not be offered during Quiet Time.

**Medication** will be given only with written permission and instructions.

**Sick Children** will not be admitted for care, in the best interests of the other children in my care. Any child exhibiting the following symptoms will be sent home with the parent: vomiting, diarrhea, fever above 101F (38.3C), contagious rash, excessive coughing

that produces phlegm or a nose that is running greenish or yellowish mucus. If a child develops any questionable symptoms while in care, I will notify a parent immediately.

**Supplies** Diapers (if parent preferred to use a specific one , please provide your own), formula, breast milk, baby food , blanket, pillow and an extra set of clothes must be provided when needed for each child. *Weather-appropriate outdoor clothing must also be provided for each child.* All clothing may be kept in the child's cubby or on their hook.

I will provide diaper, wipes, snacks and meals, 2% milk, bottles, sippy cups, bibs.

**Receipts** will be provided thru email within the day & in person. Please let me know if you require them at a different time.

**Two Weeks Notice**, or two weeks' payment in lieu of notice, is required if your child will no longer be attending AZUL Daycare. I reserve the right to discontinue care for a child without notice for issues such as (but not limited to) behavior problems or **nonpayment of fees.**

**Please Call** on or before 7 am if your child will not be attending AZUL Daycare on a given day.

**Late Pick-Up** **AZUL DAYCARE** closes promptly at **5:30pm**. Please call me if you will be late. **You will NOT be charged for one hour past 5:30pm. I GIVE AN HOUR COURTESY FOR FREE FOR BUSY PARENTS/NANNIES!!**

**Discipline** will consist of distraction and diversion techniques (infants to 18 months of age), or time-outs (18 months and up). If necessary, a child will be given a safe place to play away from the

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other children. **Physical punishment will not be used. Aggression (biting, hitting, etc.) will be followed by an immediate time-out.**

Any time-outs will be recorded on the Communication Log (time-outs will not exceed than 3 mins.)

**Toilet Learning** will be as per the Daily Schedule. At Potty Time/Diaper Check times, all children that can walk will be encouraged to sit on the potty or toilet. If they are successful, they will be praised, but rewards will not be given after, *although they will be given a reward once they completed all the stars on their potty training card.* All other times, children will be assisted (if needed) and/or allowed to use the toilet whenever they need to. As well, dirty diapers will be changed as needed. When your child is toilet training, please dress them in a **Pull-Up or training pants with a waterproof cover.**

**Evacuation Drills** will be practiced periodically. An emergency card is kept for each child in our Evacuation Pack so that parents can be contacted if there is an emergency that requires immediate pick-up (fire, earthquake, personal, etc.). Children are taught to make their way to the front door at the sound of the smoke detector or when they hear the word “evacuation”. From there we will exit, find a safe area or outside, across the road or to the designated pick up locations!

**Pick Up** If a child is to be picked up by someone other than a parent listed on the registration form, please let me know in advance verbally (NOT by email, but by phone or in person), and **let them know I will be asking for photo identification.** If I am not told in advance that someone other than a parent will be picking up, **I will not release the child to them.** If this results in a late pick-up by a parent, all late fees will apply. Please let me

know if there are any sensitive custody issues that pertain to your child, if I am not informed in advance, please understand that I will not be liable with any legal custody issues that may arise.

## Payment

**AZUL DAYCARE now offers full-time spots at the rate of \$225/week; & part-time spot at the rate of \$50/daily**

To register your child, a completed Registration Form and a **non-refundable** two-week advance payment registration Fee of **\$450** is required in order to reserve the spot.

### FULL TIME

(12-24months; \$900monthly; \$225/weekly)

(25months-4yrs old &above;\$950/monthly;\$240/weekly)

### PART-TIME

(12months-3 yrs old; daily rate will be followed between the range of \$50-\$100/daily, depending on the agreement.

**\*Late pick-up fee of \$3 per 15minutes (fees will be charged after an hour past 5:30pm)**

**Late Fees \$5 per 24 hour time period** will be charged if payment is not received by **5:00pm** on each Monday.

*For example, a payment that is received at **6:00pm onwards** on Mondays will still be accepted. A payment that is received on Saturday at **5:00pm** will have a \$5 late fee added to it.*

NOTE: If payment is not received by Monday morning at pick-up, the payment plus late fee of \$5 must be paid in full next day.



(These rates will not increase except if deemed necessary during contract updates (every 6 months) which takes place every June.)

**Fees are due each Monday by 5:00pm for the preceding week/s.**

**Cash & Check is the preferred form of payment.**

**Payments should be done every Mondays weekly, biweekly or monthly in advance if - you prefer!**

**Payments are non-refundable unless I was given 2 week notice in advance!**

**Holidays AZUL DAYCARE** will be closed for the following holidays: **Family Day, Good Friday, Easter Monday, Independence Day, Thanksgiving, Christmas Day & New Year's Day & all other holidays unless posted.** Full daycare fees for all of these holidays, **except Easter Monday, New Years Day, & Christmas Day** are required. *In addition, please be considerate that we will be closed for two weeks in a certain Month (to be announce), and for one week over Christmas each year.* Payment is not required for these closures, and exact dates will be handed out in advance.

**Days Off** (formerly known as Vacation and Sick Days) Families are entitled to **5 (five) days every 6 months of days off at a half-rate & "Only" 5(five) Sick Days will be free of charge.** Unless you let me know otherwise, I will charge half the daily rate for any absent days until your 5 days are used up. After that, all days, even if absent due to sickness, will be charged at full rate. This must be redeem before June of the same year.

**Provider's Sick Day** If I need to close on a given day because of sickness, family emergency, etc, there will be no charge for that

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day. As much advance notice as possible will be given. If I need to leave in the middle of a daycare day because of an emergency or I am too sick to work, parents will be contacted to pick up their children. **I strictly require that you have a back up baby sitter/ caregiver in situations like this.**

## Contract Agreement

Please sign the attached form to acknowledge that you have read these policies, that you understand them, and that you agree to abide by them.

*Azul Daycare*

Care Provider: Merasol Silva

7716 Sumac Place

GILROY CA, 95020

408 618 16 19

[info@azuldaycare.com](mailto:info@azuldaycare.com)

[www.azuldaycare.com](http://www.azuldaycare.com)

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Please detach , sign and submit the form below to **MERASOL SILVA** once you have read this handbook. If you have any questions at all, please do not hesitate to call or email .

*For your records:* This form was signed and submitted on \_\_\_\_\_

**AZUL DAYCARE**  
**MERASOL SILVA**

Contract Agreement

I, \_\_\_\_\_ agree to abide by the policies and procedures described in the ABC Daycare Parent-Provider Contract. I have thoroughly read the contract and understand it. I also understand that failing to comply with this contract may result in the discontinuation of care of my child.

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

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