

# Parent Handbook



“Curious Minds, Happy Hearts”

# Welcome!

## About me:

My name is Maria Rojas and I have been happily working with children for the past 20 years. I am a mother of two young adults, Viviana and Esteban who are my most precious beings. I worked as a nanny for multiple families privately, until recently when I decided to open up my own in-home daycare. I truly enjoy caring for others, especially young and impressionable children who need the most attention. As a mom and throughout the many years of experience working with children, I absolutely understand how important it is to find the right person for your child's care and so **A Happy Heart Daycare** is available and committed to provide the best care for your children and hope to make it a wonderful experience for everyone. For me, safety always comes first. It's the foundation of every decision I make and the guiding principle in every situation.

Keeping our children safe, healthy and HAPPY!

### Mission Statement:

My mission is to provide a respectful and tolerant space where everyone is acknowledged and empowered to express their wants and needs. In our home, we foster an open and safe environment where every individual feels protected and supported. We are committed to creating a peaceful atmosphere where daily activities can be enjoyed in harmony, and we will not tolerate any behavior or actions that disrupt this balance :)

### Philosophy:

I believe that creating a warm and engaging environment is key to helping young children thrive. With toddlers and young children gaining their attention can sometimes be a playful challenge, but once they are engaged, I guide them step-by-step through activities with patience and care.

I understand that every child is unique, and I strive to meet them at their level, ensuring their questions, curiosities, and needs are acknowledged. I believe toddlers learn best through consistent support, encouragement, and hands-on experiences that make them feel safe and valued.

By fostering patience, curiosity, and a sense of wonder, I aim to nurture their growth and help them build confidence as they explore and learn about the world around them.

### Hours of Operation:

A Happy Heart Daycare is open around the clock- 24 hours a day, 7 days a week- because we know families need flexible care. However, our day to day runs by the schedules that each family has signed up for in their individual contract. Please respect your contracted hours.

### Late pick-up policy-

Although A Happy Heart Daycare is open 24 hours a day, 7 days a week, parents/guardians are required to pick up their child(ren) no later than their contracted or scheduled time. Any late pick-up beyond the agreed hours will result in a late fee of \$1.50 per minute. For example, if your pick-up time is 8:00 p.m. and you arrive at 8:07 p.m. you will be charged \$10.50, due at the next pay day. Consistent late pick-ups may result in a review of your childcare agreement. The daycare will be closed on all statutory holidays and if any other closures are expected, for instance on non-statutory holiday days, notice will go out to parents at least 2 weeks in advance.

**We will be closed on the following Holidays:**

**January**-New Year's Day 1/1/26

**April**- Good Friday 4/3/26

**May**- Memorial Day 5/25/26

**July**- Independence Day 7/4/26

**September**- Labor Day 9/7/26

**November**- Veterans Day 11/11/2025

Thanksgiving Day, Day after Thanksgiving 11/27 and 11/28

**December**- Christmas Eve, Day and New Year's Eve 12/24, 12/25/25  
and 12/31/25.

\*\*Full fees are due regardless of statutory holidays or holiday days off\*

**Enrollment Requirements:**

- Signed Parent Contract & Rate Agreement and Payment for the first 2 weeks of trial.
- Completed Child Profile
- Copy of Immunization (or signed waiver)
- Signed Consent Forms
- Blue Card
- “All about me” Packet

\*Spaces will not be held based on verbal agreements. An \$80, non-refundable deposit is required to secure a spot. This deposit will be applied toward your payment if enrolled past the first 2 week trial period.

\*I do suggest that the parent/guardian and child visit my daycare prior to enrollment. This process allows your child(ren) to become more familiar with our daycare and staff.

All families enrolling their child(ren) in **A Happy Heart Daycare** are given a 2 week trial period. \*\*Please note that the trial period is not free; payment is required and expected during this time. First and last week due upon enrollment, no cash refunds, all fees will go to services rendered\*\*

During the 2 week trial period, either party– myself as the child care provider, or the parent/guardian– may terminate the child's enrollment for any reason. After successfully completing the trial period, the child(ren) will be officially enrolled with us. From that point forward, a 2 week notice is required by either party to terminate the child's enrollment.

### **Payment Procedures:**

Forms of payment include personal check, cash, Venmo or Zelle.

All fees must be paid by Monday (or the first day of care) IN FULL, at drop off time for the current week of services. If payment is not received by Monday at pick-up time a late payment fee will be applied to your account at the rate of \$5 per day. In order to ensure accurate supplies to keep the daycare running, fees need to be on time. After 2 days of late fees added to your account your care will be suspended until fees are paid. After 3

late payments, or 2 NSF checks, fees may be required 2 weeks in advance, or service may be suspended. Each situation is dealt with on an individual basis. A NSF or returned check is subject to a \$35 fee, or whatever amount your bank charges. Returned checks may result in cash only payment policy for future services.

Full fees are due regardless of a child's illness, statutory holidays or holiday days off.

Monthly or weekly receipts are available upon request. Fees are subject to increase with a minimum of two weeks notice.

Parents/guardians that use government subsidies to help pay for fees are responsible for renewing their authorization before it expires. If parents/guardians do not renew their subsidy claim before their previous claim expires the parents/guardians will be responsible for full fees until I receive authorization to bill the government and have received payment. If/when I receive back payment from the ministry (for fees already paid for by the parents), I will reimburse the parents/guardians the subsidy amount.

As well as parents/guardians are responsible to cover fees that the government subsidy program won't cover due to an error, delay, non-paid holidays or changes on their account. Full tuition payment is expected from parents in order to continue care for your child.

### Vacation:

Families are allowed 1 week per year (5 business days) at 1/2 their tuition fees for that week, with at least two weeks' notice. Any additional vacation days taken will require full tuition payment to hold your child's spot.

I may take up to 2 weeks of vacation per year. You will not be expected to pay as you will have to find other means of childcare. I will let parents know at least 1 month in advance.

### Entering the daycare:

Upon arriving at the daycare, through the side gate/walkway to the back of the house. I ask that you remove their shoes outside of the nursery or playroom, I will greet you in. Please make sure you always communicate with your child(ren) that you are leaving them with me for the day and you or other parent will **ALWAYS** come back:) This is a **VERY** important thing to do as it really helps run everything smoothly throughout the day, even if the child cries at that moment!

Everyone is required to remove their shoes prior to entering the nursery or back playroom only or put on a pair of shoe coverings (provided) over your sneakers. This helps us to prevent the spread of outdoor germs from coming into the daycare. It is never okay to wear your shoes in the daycare without proper coverings.

We have infants playing on the floor and their clean toys.

If you will be staying for a few minutes longer to interact/play with your child, please wash your hands in the outside bathroom and find parking on the street (Wednesday is the street cleaning on our side of the house from 7:30-9:30 a.m. and Thursday 7:30-9:30 a.m. across from us) Please keep the drop off and pick up times at a minimum as we are trying to help others in and out and parking can be a little hectic at these times. You are always welcomed to park in our driveway (if the gate is open), safely and **ONLY** for a quick drop off/pick up moment. Please respect our neighbors and never block their space!

### Signing in and out/Attendance Records Policy:

Children are signed in and out by myself upon their arrival and departure. If your child is not going to attend care as per usual please inform me by 7:00 a.m.. This will help me plan activities for the day. **When your child does not attend daycare you must call or text to let me know the reason – if it is a communicable illness I am required to record this in case of other cases breaking out.** If I don't pick up the call please leave a message or text me. I will confirm that I received it.

If someone else will be picking up your child please let me know upon arrival and have a note stating who the person leaving with your child is. Photo ID will be required by the person picking up your child. [Please let any individuals other than parents who may pick up the children know that they will be asked for a picture ID in order to ensure the safety of all children.](#) \*Children are not permitted to leave with any person who does not have a note/photo ID\*

Children will not be released to unauthorized individuals. If someone shows up to pick up your child and I was not made aware of it, I will have to get a hold of you to confirm with you that this is in fact permitted, get a note written from you as well as see a picture ID of that individual to confirm their identity. If you cannot hand deliver me a note that someone else will be leaving with your child before the time they come for pickup, please write a note wherever you are, take a picture of it and text it to me.

### Clothing Code:

Children should come dressed in comfortable, season appropriate clothing that can get dirty, since some activities we do on a daily basis are messy. A spare change of clothes is required for all children in the case of soiling clothes. Children under the age of 3, and those who are potty-training require at least 2 changes of clothing (including socks). I want to keep your children happy and comfortable.

Sneakers and socks are required every single day. It is never appropriate to dress your child in sandals, open toed shoes, or croc like shoes. In winter months, boots are acceptable.

A separate set of indoor shoes is required at the daycare for each child at all times. Feet are required to remain covered by public health at ALL times when indoors. I ask that before starting my program, you provide your child with a pair of croc like slip on's as their indoor shoes that stay in my nursery. Children MUST wear socks everyday. Since there will be babies crawling on the floor, it is extremely important that we do not track dirt/mud/rain into the nursery or playroom.

\*Parents/Guardians are asked/expected to use slip covers for their feet or to remove shoes completely\*

Please also remember whenever weather permits the children are taken outside for 4 plus hours per day. Please ensure that you have proper outerwear provided for your child so that they are comfortable and won't miss out on outdoor play. If a child does not have proper outdoor apparel the entire classroom will have to stay inside if an assistant is not present. This happens all too often in the winter time because of a lack of snow pants, hats and mitts. Please leave an extra pair of these items with us if you can, or be sure to bring them every day.

### Items Needed From Home:

- A labeled bag to fit your child's spare clothing, diapers, and any over the counter topical ointments, sunscreens and repellants. This bag will be left in the nursery room, designated cubby for your child(ren). You are expected and responsible to look through this weekly/daily and restock any items from home that your child may need.
- Diapers/Pull-ups, Wipes
- Spare Clothing – including underwear and socks, at least 2 complete sets for those potty-training age and under.
- Sunscreen/Sunblock/Insect Repellant and a wide-brimmed hat. \*Please note that I am required to have a signed document allowing permission for myself to use these items on your child. My program does not supply these items so please keep these items stocked and labeled for your child.
- Classroom shoes & socks that are strictly for childcare and not worn outside.
- Weather appropriate clothing - jacket/splash/snow pants/hats/mitts, boots etc. –lack of weather appropriate clothing could prevent not only your child from enjoying our outdoor play time, but the entire classroom if an assistant is not present. Please ensure you dress your child for outdoor play every day. It is recommended that we always keep an extra regular sweater or hoodie for the changing weather.

Please ensure that children come dressed in "play" clothes. Although we are careful while doing art and playing outside; there are instances where clothes could become

dirty and stained. I appreciate your understanding and so do the children. Extra supplies can be left at the daycare and replenished when necessary. My daycare is not responsible for any of your child's clothing damaged from play.

***\*\*It is asked that toys from home are not brought to the daycare\*\****

Please do not bring anything valuable or expensive items to daycare. We assume no responsibility for lost items and will not be held responsible for any damage or loss.

**Absences/Exclusion from Daycare:**

If a child is too sick to attend daycare, please keep him/her home. To prevent the spread of illness/sickness, there is no "sick room" at the daycare. The best place for a child to be recuperating from an illness is at home. It is extremely important that I keep my daycare as "germ-free" as possible to prevent the spread of sickness in other children. It is also important that I remain healthy enough to care for children without having to inconvenience parents/guardians by taking sick time off. There are also many symptoms that a child may have that may prevent them from being able to partake in everyday activities. If your child experiences any of the following (for the safety of our daycare) please keep them home until they are healthy, or are well enough to participate in normal everyday activities:

- Excessive drainage (clear or discolored) from the mouth, nose, eyes, or ears.
- Red discoloration to the whites of the eye(s). Pink eye.
- Skin rashes as they are difficult to diagnose unless seen by a physician.
- Severe abdominal pain, vomiting or diarrhea.
- A deep, hacking cough
- Difficulty breathing or untreated wheezing
- Yellow discharge from the eyes
- An unusual yellow coloring of the skin or eyes
- Cuts or openings on the skin that are pus-filled or oozing
- Lice or nits
- -Pain - any unexplained or undiagnosed pain
- -Difficulty in breathing - wheezing or persistent cough
- -Fever (100.0\* F / 38.3\*C or higher) – child must be free from fever (without being medicated) for 24 hours before returning to care at the facility
- -Sore Throat or trouble swallowing

- -Infected skin or eyes (mucus/pus draining) or an undiagnosed rash
- -Severe body or scalp itching
- -Children with a known or suspected communicable disease/illness
- -Vomiting - 2 or more times in 24 hours - may return to care after 24 hours without vomiting
- -Diarrhea (as defined by an increase in frequency and loosening of stool) - 2 or more times in 24 hours - may return to care after 24 hours without loose stools/diarrhea
- -Just not feeling good - a child must be well enough to participate in the entire child care day to be at daycare

If your child(ren) are sent to daycare with any of the above listed symptoms, or develop these symptoms during the day they will be sent home. Children should NEVER be medicated and then sent to daycare (i.e. given Tylenol to break fever). You should arrange for back-up care when your child is sick, and unfortunately there are no refunds or discounts for days that your child does not attend daycare. There are still costs associated with each childcare spot each day that unfortunately cannot be avoided if your child is not in attendance.

If your child will not be attending daycare due to illness or any other reason, please let me know as soon as possible, as well as the reason they will not be attending. This will prevent activities from being delayed.

\*\*For the safety of our daycare, please do not bring children back into the program without a dated, signed, doctor's note stating that the child is well enough to continue participating in the program\*\*

**Full fees are due regardless of a child's illness**

Should I be too ill to care for the children, I will not be able to open and care for them until I am no longer ill or contagious. Parents will not be charged as you need to find alternate means of care.

## Developing Illness Policy:

In the event a child becomes ill during the course of the day, to the point where they are not capable of participating in regular activities, the parents/guardians will be contacted immediately and be required to come pick the child up. If the parents/guardians can't be reached the alternate emergency contact person will be called to come pick up the child. Please make sure that members of your emergency list will be aware of this. Allergy related and common cold symptoms as well as non-communicable diseases/illnesses do not require that the child be excluded from care.

If any of the following conditions are present, it is required that children be excluded from care: Children may return to care when they are free of symptoms and approved to return by a medical doctor.

- Pain - any unexplained or undiagnosed pain
- Difficulty in breathing - wheezing or persistent cough
- Fever (100.0\* F/ 38.3\*C or higher) – children must be free from fever (without being medicated) for 24 hours before returning to care at the facility
- Sore Throat or trouble swallowing
- Infected skin or eyes (mucus/pus draining) or an undiagnosed rash
- Severe body or scalp itching
- Children with a known or suspected communicable disease/illness
- Vomiting - 2 or more times in 24 hours - may return to care after 24 hours without vomiting
- Diarrhea (as defined by an increase in frequency and loosening of stool) - 2 or more times in 24 hours - may return to care after 24 hours without loose stools/diarrhea
- Cuts or openings on the skin that are pus-filled or oozing
- Lice or nits

-Excessive drainage (clear or discolored) from the mouth, nose, eyes, or ears.

-Just not feeling good - a child must be well enough to participate in the entire child care day to be at daycare

-A deep hacking cough

\*\*\*Parents are required to inform me of any serious illness or communicable /contagious disease (with their child or within their family) within 24 hours to allow other families within the child care center to be alerted.

### Medications:

A Happy Heart Daycare will only administer medication after a "Medical Release Form" has been signed and approval has been given by the parent/guardians (s)

With any prescription antibiotics children may not return to care until they've had a full 24 hours of dosage, are no longer contagious and ready to participate in the full child care day, to ensure they are well on the road to recovery and must have a doctor's note. It is greatly appreciated that your child not be at the daycare if they are on antibiotics.

### Allergies:

All allergies (and dietary concerns) will be clearly posted in each room and written on the child's emergency info/consent cards. Please note that we are a PEANUT FREE facility. If you send any food with your child, or donate any food to any functions held at the daycare please ensure that these foods are PEANUT FREE. If they do not have the appropriate symbols or ingredients list then they will not be served to anyone for safety reasons, and will have to be returned home, or discarded.

If your child has any dietary restrictions or allergies, please let me know in writing and provide me with the necessary medical statement from a doctor. If your child has an Epi-pen or inhaler, please provide it to me with a label and expiration date. **It is required that you give me training on how to use these.**

### Nutrition/Meals:

**A Happy Heart Daycare** provides healthy snacks and fresh drinking water throughout the day. Families are responsible for sending breakfast, lunch, and/or dinner from home, depending on their child's schedule. Please ensure that all meals brought from home are ready to eat and labeled with your child's name. Families with infants and child(ren) who have special food requests or require formula, breast milk, infant cereal, or any specialized food or baby food must supply it themselves, and we will prepare it for your child.

\* No sodas, no processed juices, no refined sugary drinks

\* This option promotes the consumption of a dairy or non -dairy milk of choice, yogurt, freshly squeezed juice, fresh fruit smoothies, and natural spring water. (water dispenser will be easy to access and always available for water intake) \*

### Child Abuse/Neglect:

If there is any abuse or neglect suspected of any child (ren) in my care, by law I am required to report it. Please be aware that children will NOT be released under any circumstances to impaired individuals. If I have reason to believe that any person picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will also have to be documented and reported.

## Potty Training Policies:

I strive to support your efforts of potty training at home right through the day here at daycare. However, there are some key signs to look for before I am able to help you train your child at the daycare. The key signs of readiness for potty training include:

- The child is able to pull down and up their pants and underwear/pull-ups on their own with little or no assistance
- The child is able to communicate to you when they need to go to the bathroom
- The child's diaper is dry after nap times and for long periods during the day
- The child is able to hold their bowels and bladder until they get to the potty once they realize that they need to go

If these signs are not present, your child is not ready to potty train at my daycare, as I cannot have a potty in each room for them to use – it is against public health sanitation policies.

When your child does potty train, I ask that you provide extra clothing and remove soiled clothing daily. If I run out of clean clothes and underwear then you will have to be contacted during the day in order for you to provide them, as I do not have daycare “loaner” clothes.

## Supervision of Children/Discipline Policy:

Discipline and guidance centers around respect and responsibility. Each child is expected to be respectful, responsible members of our group. This ranges from children cleaning up their own “messes” to using manners and politeness when speaking with teachers, parents, and each other.

All “rules” center on these respect/responsibility/safety guidelines. The only rules are those that are required to maintain a safe and respectful environment for all the children in my care.

Children who are a constant danger to themselves, the other children in the group, the belongings of the daycare, or myself will be removed from the program. The safety of the children is my number one priority. **It is my responsibility to keep everyone safe.**

**My Plan for Behavior Management:**

1. Redirect. In a conflict, give an alternate toy or activity to one of the children competing for the toy. Have multiples of popular toys.
2. Focus on “Do” rather than “Don’t.” For example, “We walk inside” instead “Stop running inside.”
3. Offer choices: “You can either sit on the rug or at the table for story time.”
4. Encourage children to use friendly words rather than physical acts. For example: suggest using the phrase, “I was playing with that toy.”
5. Praise positive behavior: “Thank you for using your words.”
6. Model desired behaviors in order for the children to learn by example.
7. Arrange the program space to positively impact children’s behavior. For example, avoid large open spaces that might encourage children to run indoors.
8. Listen to the children and respond to their needs proactively to achieve their goals. Keeping the children engaged with activities help prevent conflict.
9. For preschool and school age children, involve the children in the development of the classroom rules and consequences.

**Telephone Communication:**

If you need to contact the daycare for any reason, please feel free to phone (310) 920-6307. If you get my voicemail please do leave a message, as I am often out or busy with the children and unable to get to the phone at that moment. I do check messages regularly and return phone calls as soon as I get the chance. Thank you for your understanding.

## Parent Involvement:

My doors are always open to parents who would like to be involved in their child's care and education. I welcome any comments or suggestions from parents about programming or the care of their children.

## Use of the property:

- Smoking on the premises is prohibited.
- Please do not litter on the property.
- It is asked that you keep your children out of the garden area, the front of the house area and away from the electrical gate.
- It is never okay to block the neighbors driveway.
- Owner is not responsible for accidents that take place on the property.
- Please reinforce to the children to never run in the road, to look both ways for cars, and to stay close to their parent/guardian at all times (this is one of our learning lessons as we take stroller walks, practice fire drills, and exit the side entrance for outdoor play). -Please exercise caution when entering and exiting the front electrical gate and/or the parking space in the front.

Safety is my main priority!

-I ask that when doing drop offs/pickups with your other children who are not enrolled in the program, that you keep a close eye on them. Please do not let them wander off to the garden or front of the house as the gate will be open and cars can enter or exit at any time.

Also, please remember and be respectful to our \*no shoe policy in nursery and playroom. If you have other children picking up or dropping off with you, it is required that they must either remove their shoes to join their sibling or place coverings over their shoes. **No exceptions\*** Please remove your shoes as well. The health of our space is a main standard I truly believe in.

### Photographs/Video Cameras:

We love capturing fun moments! Photos and videos may be shared on our social media, website, or in promotional materials. Your child's safety and privacy are our priority. We will only share images or videos with your written consent. You can change your choice anytime by notifying **A Happy Heart Daycare** in writing.

**\*We do have a video monitoring system protecting the outside of our home\***

### Photo & Video Permission Form-

Please check one:

YES- I give permission for my child's photo, video, or voice to be used by **A Happy Heart Daycare**.

NO- I do NOT give permission for my child's photo, video, or voice to be used.

Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## Withdrawal Of Services Policy:

A MINIMUM 2 WEEKS WRITTEN NOTICE is required for termination of childcare services. Even if your child does not attend during that two week period, payment is still required. Any fees not paid on time with regards to termination of child care services will also be subject to daily late fees, until full payment is received. If fees are not paid, the unpaid bill will be placed into collections.

In the event of any concerns a meeting can be scheduled to address the issues. The meeting will involve the owner/myself, and involved staff members and the parents/guardians involved. The concerns will be clearly stated (ex. late payment, failure to adhere to center policies, behavioral problems etc.) and discussed. Meeting minutes will be taken, and solutions will be sought in a non-judgmental manner. A plan will be designed to resolve the issue. A second meeting will be scheduled to review the situation within a reasonable time frame. In the event the issue cannot be resolved to everyone's satisfaction, a 2 week written notice of termination of services will be given. You are required to pay for the child's final 2 weeks.

\*All Policy HandBooks must be read & followed up by the Guardian Signing & Agreeing to our HandBook & Fee Agreement on the next pages. Please see & Sign Attached & return a signed Copy to Owner/Operator. Thank you\*

**Parent/Family Handbook and Fee Agreement - Family Copy**

Child(ren)'s Name(s):

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Your rates and schedule are as is:

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**This includes daily sheets, nutritional snacks, blankets for sleeping. Parents are responsible for ALL diapers, wipes a change of clothing, sunscreens & proper outdoor/indoor apparel and shoes.**

Weekly/Daily Child Care Fees: \_\_\_\_\_ (Part-time or drop -in)

I/We (the undersigned) have read the parent handbook for Mrs. Maria Rojas **A Happy Heart Daycare** - and understand all the information, policies and procedures outlined in the handbook. We (the undersigned) have also received a copy of these policies and procedures for our own records and reference.

By signing this agreement we consent to all the handbook policies and procedures and agree to them, including payment policies and late fee procedures. By signing this agreement we acknowledge that the information supplied in the registration form regarding our child(ren) and the information supplied below is true and accurate to the best of our knowledge.

\_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date

\_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date

\_\_\_\_\_ Owner/Operator Signature \_\_\_\_\_ Date

**Pet notice:**

We would like to share that our family has two wonderful pet dogs— one is a larger breed, and the other is a smaller breed. While they are beloved members of our household, they will not be interacting with the children during daycare hours. For the safety and comfort of both the children and the dogs, they will remain secured in a designated area of our home or on their outdoor runner, away from daycare activities.

For added transparency, we have posted clear signage on both sides of the gate where the dogs may be located. Please rest assured that our dogs are fully vaccinated, licensed, and responsibly cared for by our family. We are committed to providing a safe, enjoyable environment for your children while ensuring our pets are well managed and comfortable.

**Parent/Family Handbook and Fee Agreement - Daycare Copy (please detach and return completed)**

Child(ren)'s Name(s):

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Your rates and schedule are as is:

---

---

**This includes daily sheets, nutritional snacks, blankets for sleeping. Parents are responsible for ALL diapers, wipes, a change of clothing, sunscreens & proper outdoor/indoor apparel.**

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I/We (the undersigned) have read the parent handbook for Mrs. Maria Rojas **A Happy Heart Daycare**-and understand all the information, policies and procedures outlined in the handbook. We (the undersigned) have also received a copy of these policies and procedures for our own records and reference.

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\_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date

\_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date

\_\_\_\_\_ Owner/Operator Signature \_\_\_\_\_ Date

A Happy Heart Daycare, Lic. #195700337

Maria Rojas  
A Happy Heart Daycare  
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(310) 920-6307  
[ahappyheartdaycare@gmail.com](mailto:ahappyheartdaycare@gmail.com)  
[ahappyheartdaycarellc.com](http://ahappyheartdaycarellc.com)  
Lic. #195700337

This family child care is licensed under the California Department of Social Services to provide day care for up to 8 children. For this purpose, "child care" means non-medical care for children who are in need of supervision, age-appropriate activities, personal services, and education.

**We accept children 0-13 years old.**

We are infant and child CPR, First Aid and Health Safety certified. We are also a "mandated reporter" of suspected child abuse under the terms of the California Penal Code, 11166. We, as the Child Care Provider and employees, have been trained in recognition of abuse, including Physical, Emotional, Sexual and Child Neglect. We are required by law to report known or suspected instances of child abuse, mental suffering, or endangerment to a child's emotional well-being to a child protective agency.

A Happy Heart Daycare, Lic. #195700337

**Rates:**

\* ALL OF THESE RATES ARE BASED ON ENROLLMENT, NOT ATTENDANCE\*

If your child is absent for any reason we do not offer any refunds.

Regular fees, even if your child is sick or on vacation must be paid to keep his/her place.

In the case of a natural disaster, pandemic or any unforeseeable occurrence, **A Happy Heart Daycare** is still expecting weekly payment from parents regardless if child attends or not. (this is applicable for private and subsidized clients)

Full-Time Infant (0-12 months) tuition for up to 45 hours a week- \$375.00

**Drop-in Infant** (0-12 months) tuition for up to 8 hours a day- \$110.00

Full-Time Toddler (1-3 years) tuition for up to 45 hours a week- \$345.00

Full-Time preschool (3-5 years) tuition for up to 45 hours a week- \$330.00

All other **non-Infant** drop-ins up to 8 hours a day- \$90.00

Part-time tuition Infant (0-12 months) for up to 25 hours a week-\$250.00 (\$83.33 per day)

Part-time tuition Toddler and older (1-13 years) for up to 25 hours a week- \$220.00 (\$73.33 per day)

Registration Fee- (Copy of Parent Handbook/application)- \$25.00  
(non-refundable)