

Kidz Wonderland, LLC

FAMILY DAY CARE HOME

HUMA

☎ (408) 373-5988

Ambreen

License # 013422990

☎ (408) 771-4966

36640 Bonito Drive, Fremont CA 94536

Common Policies and Procedures:

The following policies and procedures are set forth to provide children with a clean, safe, comfortable environment where they can play, learn, and grow with guidance and loving care. These policies and procedures will be kept current, made available to parents, and used to govern the operations of Kidz Wonderland, LLC Family Day Care Home along with rules and regulations set forth by California department of Community Care Licensing Division. These policies become effective upon acceptance by parent/guardian and the child care provider.

Admission Requirements

All necessary enrollment forms must be completed and returned prior to admission. It is the parent's responsibility to ensure all forms are updated immediately upon changes and at least once a year.

Child Abuse Reporting Requirement

It is required by California State Law and Department of Community Care Licensing, to report immediately to the Police or Child Protective Services any instances when there is a reason to suspect the occurrence of physical or emotional abuse, child neglect or exploitation. We may notify the parent (s) when the police or CPS is called, except on the recommendations of police or CPS.

Non-Discrimination Policy

Kids Wonderland, LLC does not discriminate on the bases of race, color, sex, religion, nationality, creed, sexual orientation, marital status, age or the presence of any disability in the delivery of services.

Religious Activities

The children will not participate in any planned religious activities; however, we will respect and facilitate each child's faith.

Fire Drills

Monthly fire drills are held to acquaint your child with the emergency procedures. The day care is equipped with fire extinguisher and smoke detector that is tested and serviced frequently.

Transportation & Field Trip Arrangements

Upon taking child on field trips in a vehicle, car seats, booster seats or seat belts will be used according to the child's weight. Parents will receive advance notice. The vehicle will have passenger liability insurance as well as enough seats for every child.

Medical Emergencies

If there is a life-threatening emergency, 911 will be called then the parents/guardians will be notified. If the parents/guardians cannot be reached in the emergency, authorized adult on registration form will be notified. All illness and medical emergencies will be recorded in the child's file and a report will be sent to the State Licensing Office.

Illness

Parents/guardians will be notified in the event of a serious illness or injury. If parents/guardians are unavailable, we will notify your personal physicians. If these attempts are unsuccessful, 911 will be called or the child will be transported to the emergency room.

If your child is feeling ill, we will isolate him/her, take his/her temperature and call you. Your child's health and health of all children are of utmost importance for us. Kidz Wonderland, LLC will do everything possible to make your child comfortable while awaiting your arrival. If your child is running a fever of 101 F or higher, has vomited, drainage from the eye (pink eye), has a rash, is too sick or too tired to participate in daily activities, has lice or nits or has diarrhea, we will call you to pick up your child immediately. Ill Children may return to care 24 hours AFTER symptoms of the illness end which means if a child is sent home with a fever, diarrhea, or vomiting, they cannot return until they have been symptom free for 24 hours without the aid of medications.

If the provider is ill, an assistant will substitute.

Procedures of Medication

When parents/guardians arrive, they must hand over any medication to the care provider. Medication may not be given to children to hand over to day care staff. A daily record of all medication administration, times, signatures etc is kept. Medication will be stored in the day care's refrigerator or in the medication box.

Please Provide:

A signed copy from the doctor listing medication dosage and times to be given.

A bottle from the pharmacy labeled with the child's name, dosage and time to be given may be substituted for the doctor's note. If you ask your pharmacist, they will usually provide a small bottle for the day care center.

For non-prescription drugs, we still need to have a note from the physician stating that we are allowed to use these medications with full instructions stated above. Also, we will not give Aspirin without authorization from a physician.

Medication needs to be in its original container and any unused medication will be returned to parents or properly disposed of.

Signing IN & OUT Procedures

Parents/guardians are required to sign their children in and out on a daily basis. Parents/guardians must sign in their full name and signature. Children are not permitted to sign themselves in and out of the center.

Children will only be released to adults authorized on the registration form, unless written permission to release that child to another adult is received from the parent/guardian enrolled. Adult authorized must show a valid identification card upon caregiver's request in order to satisfy registration form. If you have a restriction for anyone to pick up your child, we must have a copy of your court order on file.

State Rights

The Department of Community Care Licensing shall have the authority to interview children or staff and to inspect and audit child records or facility records without prior consent of the parent or child care provider. They shall have the authority to observe the physical condition of the child/children including conditions that would indicate abuse, neglect or inappropriate placement, and to have a licensed medical physician examine the child/children.

Immunization

The state of California requires that all children be immunized for certain diseases. A complete record of child's immunization is required for enrollment. The only exceptions to this requirement are:

- 1- The family Physician recommends against immunization on medical grounds.
- 2- The parents request an exception on the basis of religious belief.