



"Parent Handbook"

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***If you are renewing your contract, please be sure to review the highlighted sections in this handbook. The highlighted sections in this handbook are updates for the year 2024.**

Welcome

Small Beginnings Family Child Care provides a home-like, loving, safe, and play-based environment for children to explore the world around them. Services at our home child care are provided for children between the ages of 12 months- 6 years.

The first five years of a child's life are incredibly crucial! Children learn more in this time frame than at any other time in their lives. During the first 5 years, every new experience will help create connections that will shape how children view themselves and navigate the world. As a child care provider, my job is to create a partnership with you, to assist your child during this monumental time in their life.

Philosophy

What is wellness and what are wellness dimensions?

Wellness is an ongoing process of implementing practices to be the best version of yourself. Since the first 5 years make up the foundation of a child's life, we believe that teaching and implementing wellness practices early on will give children a headstart in life.

The wellness dimensions are composed of 9 interconnected dimensions that affect one's health, being, and quality of life. The 9 wellness dimensions include physical, emotional, intellectual, social, creative, career, financial, and spiritual wellness. **We will only implement 6 out of the 9 of these dimensions at our daycare.** They include:

- **Intellectual Wellness:** Children will have an opportunity to participate in activities that support California's Preschool Learning Foundations, to prepare them for Kindergarten.
- **Emotional Wellness:** Children have opportunities to learn how to identify their emotions and will learn coping strategies to deal with their emotions.
- **Social Wellness:** Children will have opportunities to participate in activities that help them gain a sense of identity. Children will also have opportunities to learn healthy forms of communication.
- **Physical Wellness:** Children will have plenty of opportunities to engage in activities that encourage them to move their bodies. One of those activities will be our daily Morning Exercise which starts with yoga and ends with singing and dancing to interactive songs!
- **Creative Wellness:** Children will have opportunities to learn how to grow fruits and vegetables in our garden. They will also learn how to harvest those fruits and vegetables for their meals.

Preschool Program

Daily Schedule

8:30 am	<i>Breakfast</i>
9:15 am	<i>Morning Exercise</i>
11:30 am	<i>Lunch</i>
1:00 pm	<i>Nap Time</i>
3:30 pm	<i>Snack Time</i>
5:00 pm	<i>Daycare Closed</i>

**Subject to change, depending on the group's overall needs*

**Learning activities happen throughout the day, depending on what the activity is.*

Weekly Schedule

Mindful Mondays	Learning and exploring awareness of our thoughts, feelings, body, and environment!
Tuesday Tea Time	Learning and exploring health and nutrition through nature!
Whimsical Wednesdays	Learning and exploring with our senses, through sensory activities.
Think About It Thursday	Learning and exploring through experiments!
Fun-day Friday	A fun day of exploration!

FAQs

Will your preschool program help prepare my child for kindergarten?

Yes! One of the dimensions is “intellectual wellness” and within this dimension, we will be implementing California’s Learning Foundations to help prepare your children for Preschool.

How do you incorporate wellness dimensions and the California Learning Foundations into your daily schedule?

Example: Mindful Monday

After Morning Exercise (*Active Participation and Cardiovascular Endurance; Physical Wellness*), the children gather around for Circle Time. We read a book called, "When I'm Mad" (*Reading; Intellectual Wellness*). After reading our book, we discuss coping strategies that we can practice when we feel mad. (*Comprehension and Analysis of Age Appropriate Texts, Self Regulation, Social and Emotional*)

Understanding; Emotional Wellness & Intellectual Wellness). The kids then have an opportunity to practice using these coping strategies and practice communicating how they feel, with their peers (*Self Regulation and Social and Emotional Understanding, Language Use and Conventions; Social Wellness & Emotional Wellness*).

Ratios

According to California Licensing Standards for Family Child Care Homes, these are the ratio requirements:

For Small Family Child Care Homes (1 lead teacher)

4 infants

OR

6 children (*no more than 3 of whom may be infants*)

OR

Up to 8 children (*when 1 child is at least 6 years old and 1 child is enrolled in and attending kindergarten or elementary school*)

For Large Family Child Care Home (1 lead teacher & 1 assistant)

12 children (*no more than 4 of whom may be infants*)

OR

Up to 14 children (*when 1 child is at least 6 years of age and 1 child is enrolled in and attending kindergarten or elementary school*) **AND** no more than 3 infants

Here at Small Beginnings Family Child Care, we will never exceed the ratio requirements for licensing.

Hours of Operation

Our hours of operation are Monday- Friday from 7:00 am- 5:00 pm. We are open year-round, however, we are closed for most federal holidays.

Daycare Calendar

Daycare will be closed on the following dates, listed below. All federal holidays will be paid holidays. Tuition will not be charged during summer break, winter break, or any personal days/vacations. Please mark these dates in your calendar!

January 1st	New Years
January 15th	Martin Luther King Jr. Day
February 19th	Presidents Day
May 27th	Memorial Day
June 18th	Personal Day
June 19th	Juneteenth
July 4th - July 5th	4th of July
July 24th - July 26th	Personal Days
August 21st- August 23rd	Personal Days
September 2nd	Labor Day
October 14th	Columbus Day
November 4th- 8th	Daycare Provider Yearly Vacation
November 11th	Veterans Day
November 23rd- November 24th	Thanksgiving Break
December 24th- 26th	Christmas Break
December 31st- January 1st	New Years

(subject to change depending on family's schedules)

(Please Note: Due to low attendance numbers during the summer, I do take more days off than I do throughout the year.)

Trial Period

Each child will be given a **2-week trial period** where we will determine whether my home is the best fit for you and your family. During this 2-week trial period, you will have the right to terminate services without a 2-week notice. I do require **written notification**, at least the day of, notifying me that you will be terminating services. Please note that the "Enrollment Fee" is non-refundable. Any day child care is not provided, will be refunded. I will also have the right to terminate services, without 2 weeks' notice, if I feel like my home is not the right fit for you and your family. In the event that this occurs, I will provide written notification and you will be refunded for days that care is not provided.

The Daily

Drop-offs and pick-ups can be both overwhelming and hectic so here are some policies that will help to create smooth transitions:

- During the times that I am caring for children, **quick questions/concerns would be best**. If you would like to have a meeting regarding more serious matters, that can be arranged. Also, please feel free to text me or message me through the Brightwheel App about any questions/ concerns you may have throughout the day. I will answer them as soon as possible.
- Although children are sometimes resistant during drop-offs, it is imperative that you make sure you **say goodbye to your child**. Although it may seem easy for you to slip out when your child is busy playing, it only causes mistrust and anxiety. This may lead to even more stressful drop-offs so PLEASE say goodbye to your children.
- Drop offs/ pickups during our nap time hours (1:00 pm- 3:00 pm) are highly discouraged! Please try to drop off or pick up your child before or after nap time. Children who get dropped off before nap/rest time need to be **ready to participate** in nap/rest time.
- Children will **only be released to authorized persons** listed on the *Child Care Emergency Contact Form (located in your Welcome Folder)*. I will NOT, under any circumstances, release children to anyone whom I believe is under the influence of drugs or alcohol. In the event that this happens, I will contact someone else who is authorized to pick up.
 - **Please Note:** Late fees will still apply if the child is in my care after hours.

Open Door Policy

Please feel free to visit your child throughout the day! Small Beginnings Family Child Care supports breastfeeding mothers! **Please Note:** Visits during rest time will be highly discouraged due to the importance of children getting the proper amount of rest

House Rules

- Smoking is not permitted on the premises.
- When you are on the premises, your child is your responsibility.
- Please respect my home and the items in it.
- Please do not pick up any children, who are not your own.
- Please do not film any children, who are not your own.
- Please respect me and my time.
- Please respect and follow my policies.
- Please communicate with me if you have any questions or concerns.

Communication

Every policy in this handbook is created for a reason. It is important to remember that for me to provide the best childcare environment for your children, policies have to be enforced. If at any time families continuously choose not to respect and follow our policies, families will be recommended to find alternative child care. Clear and honest communication is extremely important to me. Please do not hesitate to meet with me or message me if any problems arise while your child is attending our daycare.

Personal Care Plans

Children's schedules are constantly evolving so you must fill out a *Personal Care Plan* so both you and I are on the same page. *Personal Care Plans* for infants need to be updated every 3 months. Please be as detailed as possible. Meetings may be arranged over the phone or in person (*after hours*) if needed.

Nutrition

Currently, we do not participate in the Child Nutrition Program however, we do continue to follow their nutrition guideline to ensure that children receive nutritious meals throughout the day. Since we do not participate in the food program, any special dietary needs will need to be provided by the parents.

Since we don't participate in the food program, infant formula will no longer be provided. If you want your child to continue with infant formula, you will need to provide it. All bottles must have a label with the child's first name, last name, and description of the contents.

Rest Period

I am required by the state to give children under the age of 5 at least 2 hours of rest time per day. However, there are times when the children may sleep longer than the allotted 2 hours. Parents are required to bring 2 sheets and a blanket, on their child's first day of attendance. Children will be highly encouraged to sleep during the rest period however, they will never be forced.

Activities/ Outside Play

Since many of the activities throughout the day will be play-based, please be sure to dress your child appropriately. Your child will most likely engage in messy activities throughout the day. I will try my best to keep them as clean as possible but it is not a guarantee.

Please be sure to bring your children dressed appropriately for outside playtime. I am required by the state to have at least 30 minutes of outside play, per day, unless there is inclement weather. Children are allowed to wear sandals however they will need to have an ankle strap. In the winter, please bring in a jacket that can stay at daycare.

Media Allowance

Children are exposed to different forms of media throughout the day. During breakfast, children are allowed to watch an educational video. After lunchtime, the children are allowed to decide on a movie that they would like to watch, before nap time. Although the children are exposed to media throughout the day, it's during very specific times. During most of the day, the children are engaged in hands-on learning activities.

Guidance Policy

Redirection will be the primary way I deal with undesired behaviors. We do have a Calm Down Corner that children can go to at any time, to take a break and have some time to themselves. In our Calm Down Corner, we have de-escalation strategies posted along with anxiety relief fidgets. In the event that a child is engaging in countless undesired behaviors, a meeting will be arranged to discuss a Behavior Plan for the child. If the child is a danger to themselves and/or other children, this may lead to the discontinuation of services. ***Under no circumstances, will any corporal punishment be used to discipline children.***

Mandated Reporter

As a childcare provider, I am a mandated reporter. I am required by law to report any suspicions of any physical abuse, sexual abuse, and/or neglect.

Payment Procedure

You can pay tuition with:

Brightwheel (*preferred*)

Cash

Zelle

I do not accept personal checks

Tuition is to be collected prior to care being provided and will be collected every **Friday by 5:00 pm**. If you have arranged for tuition to be collected monthly, tuition will still need to be paid by 5:00 pm on the agreed-upon date. **After 5:00 pm you will automatically be charged \$10.00 and an additional \$10.00 for every day your payment is late;** this includes the weekends. Children will not be allowed to attend childcare with a delinquent account unless a "Payment Plan" has been created. After 1 week of Late Payment Fees, families will be terminated and a court date may be set to collect the rest of the payment (*upon the provider's discretion*). "Payment Plans" may only be created for families who communicate with me at least 48 hours before the payment is due. A percentage of the balance will be due on that Friday by 5:00 pm and the rest of the balance will need to be paid on the agreed-upon date. If the contract is breached in any way, you will be required to pay the full balance due, pay all late

fees, services will be suspended until you pay the balance, and it may be grounds for termination (*upon the provider's discretion*). Families who have delinquent accounts for more than a week will be terminated and if the balance is not paid upon termination, a court date will be set for collection.

In the event that a Court Date has to be set for collection, the Parent/Guardian will be responsible for any and all fees associated. This includes but is not limited to all late fees, loss of wages, and any court costs.

Child Care Assistance Programs

Families who are participating in government-assisted programs are required to make the weekly payments until I receive notification from the program and/or I receive a childcare certificate indicating that the program will be taking over the payments.

Since Child Care Assistant programs do not cover our entire tuition, families will be responsible for paying the remaining amount due. At the beginning of the month, families will receive an invoice with the total amount due for the previous month. When I receive payment from your child care assistant program, I will input that amount in Brightwheel. The remaining amount will be your co-pay and will be due at the end of the month. In the event that the co-pay is not paid on time, childcare services will immediately be paused until the rest of the balance is paid. Late fees will apply and after a week of nonpayment, services will be terminated.

In the event that a Court Date has to be set for collection, the Parent/Guardian will be responsible for any and all fees associated. This includes but is not limited to all late fees, loss of wages, and any court costs.

Child Absences

It is important to remember that you are paying for a slot. Therefore, there will not be any refunds for days your child cannot attend childcare. Families who give at least a 2 weeks' notice regarding their child's absence will be given a 50% discount for that day.

Child Sick/Vacation Days

Each family will be allotted 5 sick/ vacation days per year. You will not be required to pay tuition for the day(s) that you use them. The sick/vacation days can be used consecutively or can be used separately however, they cannot be used for paid holidays. If the sick/vacation days are not used by the end of the year, they can roll over to the following year. Since I do not offer refunds, the discount will be applied to the following invoice.

Unforeseen Circumstances

Unforeseen circumstances include but are not limited to a public health emergency or the event that daycare is closed due to an outbreak. In the event of an unforeseen circumstance, the families will be required to pay 50% of tuition. Families may also suspend enrollment during

this time, however, they will still be required to follow the termination policy. If families do decide to suspend services during the closure of an unforeseen circumstance or public health emergency, they forfeit their spot. Families may choose to re-enroll however, a spot will not be guaranteed.

Provider's Absence/ Vacation

In the event that I am sick or in need of a personal day, daycare will be closed and the following week's invoice will be prorated. I will try to give as much notice as possible. At most, I will try to contact families by 6:00 pm. I will notify parents through the Brightwheel app and I will also send each family a text.

I am allotted **2 weeks (14 days) of vacation/ personal time off days per calendar year**. These vacation/ personal time off days do not have to be consecutive. I will be sure to give families at least a 2-week notice when I need to take vacation days or personal days. During these days, daycare will be closed and you will **not** be required to pay tuition. However, it will be your responsibility to find alternative care. **It is highly recommended that you set up backup care in the event that I have to close daycare.**

Illness Policy

I understand how difficult it is for parents to stay home from work due to illnesses. Children tend to get sick very often, especially in group care settings. I promise to continue to do my part to clean, sanitize, and implement health practices with the children to help reduce the transmission of illnesses. Exclusion from childcare is also necessary to reduce transmission, therefore, it is highly recommended that alternative childcare arrangements be made for these occasions. Children should be excluded from childcare for the reasons outlined below. **(Please note: The following list covers the most common illnesses, but is not inclusive of all reasons for exclusion):**

• Respiratory Illness:

- **Symptoms:** Cough, Sneezing, Runny Nose, Sore Throat, Headaches, Muscle Aches, Breathlessness (*Tight Chest/ Wheezing*), Fever, Lethargy
 - If your child exhibits 2 or more of these symptoms (*excluding persistent cough and breathlessness*), your child will be excluded from childcare. **Please note:** Since it is difficult to determine whether or not the symptoms are caused by "allergies", your child will still be excluded from child care if they exhibit 2 or more of these symptoms.
 - If your child has a **persistent** cough or is experiencing breathlessness (*tight chest, wheezing*), your child will be excluded solely for those symptoms alone.

• Your child may return:

- If they have been symptom-free for **48 hours OR**
- With our doctor's note that states the diagnosis, whether the child is contagious, and a treatment plan. Depending

on the symptoms, I also may require verification of a negative COVID and Flu test before returning.

- **Please note** that if your child returns to daycare after 48 hours (*with no doctor's note*) and still has symptoms, they will be sent home again and will need a doctor's note to return to daycare.
 - If it is determined that your child or *anyone in your household* has **Flu A-D, COVID, Bronchitis, Pneumonia, and/or Croup**, your child must stay home for at least **5 days**. If the child still has symptoms after 5 days, it's up to the childcare provider's discretion on whether they can return or not. Depending on the severity of the symptoms, they may be required to do a follow-up visit with the doctor, in order to return.
 - *Our **doctor's note will need to be submitted**, to go into the child's file.*
 - If it has been determined that your child or *anyone in your household* has **RSV**, they will need to be excluded for **5-8 days** depending on the severity of symptoms and doctor's advice. Ultimately, it is up to the childcare provider's discretion.
 - *Our **doctor's note will need to be submitted**, to go into the child's file.*
 - If it has been determined that your child or anyone in your household has **Pertussis (Whooping Cough)**, your child can return **after 5 days of treatment** with the appropriate antibiotics.
 - *Our **doctor's note will need to be submitted**, to go into the child's file.*
 - If it has been determined that your child has **Strep Throat**, they can return **48 hours after starting antibiotics** and if they are free of other symptoms.
 - *Our **doctor's note will need to be submitted**, to go into the child's file.*

- **Viral Gastroenteritis and Norovirus (Stomach Virus):**

- **Symptoms:** Abdominal Pain, Poor Feeding, Diarrhea, Nausea, and Vomiting

- If your child has **2 or more** of these symptoms (*excluding vomiting*), they will be excluded from childcare.
- If your child has **1 instance** of vomiting, they will be excluded from childcare.
- If your child has **2 or more** instances of diarrhea, they will be excluded from childcare.

- **Your child may return if:**

- They have been symptom-free/medication-free for **48 hours**.
- **Please note** that if they return to daycare after 48-hour hours and still have the symptoms, they will be sent home again and will need a doctor's note before returning.

Special Note: *This virus is one of the few viruses that forces me to close due to how fast and easily it spreads. If for any reason, your child vomits once, has 2 or more instances of diarrhea, and/ or you notice a change in their eating habits and behavior, while they are at home, please keep them at home until they are feeling better. This virus causes us to have to close daycare for multiple days at a time so I would like to limit that as much as possible. Thank you for your honesty and cooperation.*

- **Measles, Chicken Pox, and Hand- Foot- Mouth**

- **Symptoms: (Measles)** Cold Like Symptoms, Red Eyes, High Fever, Small Spots in the Mouth, Skin Rash; **(Chicken Pox)** Fever, Loss of Appetite, Headache, Tiredness, Skin Rash that Turns into Blisters; **(Hand, Foot, and Mouth)** Fever, Mouth Sores, Skin Rash on the Palms of the Hands and Soles of the Feet
 - If it has been determined by your child's doctor that your child or anyone in the household has any one of these 3 illnesses, your child will be excluded from childcare.

- **Your child may return:**

- 7 full days from the onset of the symptoms, once they are symptom-free, and all sores have healed over.
 - **Our doctor's note will need to be submitted, to go into the child's file.**

- **Conjunctivitis (Pink Eye)**

- **Symptoms:** Red/ Pink Eyes, Eye Discharge, Itchiness, and Watery Eyes
 - If your child has pink eye symptoms, they will be excluded from childcare.

- **Your child may return:**

- After a full 48 hours after the start of medication or 48 hours after eyes have cleared.

- **Lice or Nits/ Pin Worms**

- If it has been determined that your child or anyone in the household has lice/nits/pinworms, your child will be excluded from childcare.

- **Your child may return:**

- A full 48 hours after 1st medicated treatment and not start over. The child must be completely lice and nit free to return to childcare. Parents must also take all of the necessary precautions for cleaning and treatment.

- **Fever**

- If your child has a fever of **100 degrees or higher**, they will be excluded from childcare. However, if your child has a low-grade temperature of 99 or higher AND you notice that they are not acting like their usual selves, please keep them at home, until they are feeling better.

- **Your child may return if:**

- They have been fever-free/medication-free for a full 24-48 hours. It is up to the childcare provider's discretion and a doctor's note may be required before returning, depending if the fever was accompanied by any other symptoms.

- **Skin Rashes**

- If your child has any abnormal skin rashes, they will be excluded from childcare.

- **Your child may return:**

- Once they have seen a doctor and the doctor has confirmed that it is not a communicable disease (*illness caused by viruses or bacteria that people spread to one another through contact with contaminated surfaces, bodily fluids, blood products, insect bites, or through the air*).
 - Our **doctor's note will need to be submitted**, to go into the child's file.
- If it has been determined to be a communicable disease, your child will be excluded from daycare until the daycare provider has received proper instruction from a doctor on how to move forward. Also, parents will be required to take all of the necessary precautions in order for their child to return and continue to attend daycare. However, ultimately, it is up to the childcare provider's discretion on how they want to move forward.
 - Our **doctor's note will need to be submitted**, to go into the child's file.

- **Mouth Sores**

- If your child has mouth sores and excessive drooling, they will be excluded from childcare.

■ **Your child may return:**

- If they are symptom-free for 48 hours **OR**
- With a doctor's note

● **Other**

- If your child has an illness that prevents them from participating comfortably in program activities, they will be excluded from childcare.
 - *Example: A child who is extremely lethargic, not their selves, and needs one one-on-one care throughout the day.*
- If your child has an illness that results in a greater need for care than the provider can provide without compromising the health and safety of other children, they will be excluded from childcare.
 - Special needs required by one child may restrict the activities of all the children. Prolonged requests for special treatment may result in a request to keep the child home until they are able to participate in normal activities. Should your child require a modified diet due to recovery from an illness or injury, please inform me. You may be requested to supply the necessary foods required.

For your children's comfort and to reduce the risk of contagion, your child will be isolated from the other children and you will be **required to pick your child up within 90 minutes of notification**. A **Late Pickup Fee will be charged** for any child remaining in child care **after 90 minutes**. During pick-up, depending on the circumstance, you will receive our doctor's note form for your doctor to fill out **in its entirety**. If the doctor's note is required and it is not completely filled out, your child will not be allowed to return to daycare. Also, please keep in mind that our **illness policies apply over the weekend** as well. If your child is exhibiting any of the symptoms listed above, during the weekend, they will still be expected to follow our illness policy.

Please Note: If for any reason, you choose to refuse to follow our sick policies and protocols, your contract will be terminated. In order for me to keep the daycare up and running, I need each family to do their best to follow our policies. It is my job to ensure that children at our daycare are as safe as possible. These policies and procedures have been set in order to protect the daycare children and my family. I thank you for your cooperation!

Medications

Medication can be administered at child care under the following stipulations:

- All medication needs to be in its original container.
- Medication needs to be accompanied by the original measuring utensil.

- Medication cannot be used beyond the date of expiration.
- Medication can only be given for the purposes identified in the label/prescription.
- *Parent Consent Administration of Medication and Medication Chart* form needs to be filled out and returned to the child care provider.
- *Medical Order Form* needs to be filled out by a doctor and returned to the child care provider.

Emergency/ Evacuation Policy

In the event of an EMERGENCY, I will administer the necessary first aid. The Apple Valley Police Department or Paramedic Unit will be called and your child will be transported to the hospital. You will be notified immediately! If I cannot get in contact with you, I will call the designated emergency contact person on their *Child Care Emergency Contact* form. If an ambulance is called to transport your child, you will be responsible to cover the costs.

Fire Drills and Earthquake Drills will be performed once a month. *For more information on the emergency plan, important relocation sites, and contact numbers; please refer to your Welcome Folder.*

Transportation and Outings

*At the moment, we **do not** offer transportation services.*

Termination of Services

A minimum of 2 weeks written notice is required for termination of child care services. Even if your child does not attend during that two week period, payment is still required. In the event that I need to terminate child care services, I will give a 2 week notice **unless:**

- Your child is a danger to themselves and/or other children
- You fail to pay for child care services
- You threaten, attempt to harm, or continually disrespect me, my staff, my family, and/or my childcare policies.

If a Court Date has to be set for collection, the Parent/Guardian will be responsible for any and all fees associated. This is to include but is not limited to late fees, loss of wages, and any court costs.

Child Care Terminology

- **Full Time:** Child care is provided **4-5 days per week**, between **5- 10 hours a day**.
- **Part Time:** Child care provided **3 days per week**, between **5-10 hours a day**.
- **Half Day:** Child care provided **4-5 days per week**, up to **5 hours a day**.
- **Transition Period:** A transition period is for families who want to introduce their child to the new daycare environment slowly. During this transition period, the family may choose to start by

bringing their child to daycare for only a few hours and then slowly increase those hours throughout the week. This is a great idea for children who may be a bit more apprehensive about starting daycare.

- **Diaper Program:** Diapers, wipes, and pull-ups are provided for an additional \$5.00 per week.
 - **Enrollment Fee:** \$50.00 due at the time of enrollment
 - **Holding Fee:** If a child's first day of childcare is not within two weeks of their enrollment date, the childcare provider will set up a payment plan where **50% of tuition** will be paid weekly until the child attends daycare. Starting January 1, 2022, families can only hold their spots for up to 2 months. After 2 months, families will have to decide whether to start full-time, part-time, half-day or forfeit their spot at daycare.
 - **Early Drop Off/ Late Pickup Fees:** Child care provided outside of your daycare hours of operation. *Hours of operation 7:00 am- 5:00 pm.*
 - You will be given a 5-minute grace period:
 - Any time that exceeds the 5-minute grace period, you will be charged **\$5.00** and an additional **\$1.00 for every minute** you are early/ late.
 - Planned early drop-offs/ late pickups are solely up to the childcare provider's discretion. If families would like to use this service, families will need to give at least a 24-hour notice.
 - After 3 Early/Late Fees (*no 24-hour notice*), in one calendar year, families will forfeit the 5-minute grace period and will be required to pay \$5:00 1 minute after closing time and an additional \$1.00 for every minute you are late.
 - **Late Payment Fee:** Neglecting to pay for services
 - Payment will be collected 1 week prior to services being provided.
 - Any balances not received by **5:00 pm** on your agreed-upon payment date will result in an automatic **\$10.00 fee and an additional fee of \$10.00 will be charged for every day the payment is late.** (*starting Friday after 5:00 pm and including weekends*)
- *All late fees must be paid **before** additional childcare services are provided.*
- **Referral Discount:** For families who have been referred by families who are currently enrolled at Small Beginnings Family Child Care.
 - **\$50.00 credit**
 - The family must notify me during the interview that you referred them.
 - The referred family must stay enrolled for at least **3 months**