

## Kids First ChildCare LLC - Policies and Contract

Welcome to Kids First ChildCare LLC! We are dedicated to providing a high-quality preschool experience where children learn, thrive, and grow. Please review the following policies and sign this contract to confirm your understanding and agreement.

### Contract Duration and Renewal

This contract is in effect from March 1, 2025, and will remain valid until February 28, 2026. A new contract must be signed by March 1st of each year to continue care. This document is a legal and binding agreement between the provider and the parent/guardian, and both parties are expected to adhere to the terms outlined herein.

### Contracted Care

- Parent/Guardian Name: \_\_\_\_\_ - Date: \_\_\_\_\_
- Child/Children Name(s): \_\_\_\_\_
- Contracted Days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
- Contracted Drop-off Time: \_\_\_\_\_ Pick-up Time: \_\_\_\_\_
- Tuition Fee: \$ \_\_\_\_\_
- Program Paying (if applicable): \_\_\_\_\_
- Amount Covered: \$ \_\_\_\_\_
- Parent Co-pay (if applicable): ☐ Monthly ☐ Bi-Weekly ☐ Weekly Amount: \$ \_\_\_\_\_
- Payment Due: ☐ First of the Month ☐ Bi-Weekly ☐ Weekly

### General Information

- Location: 8938 Golf Drive, Spring Valley, CA 91977 - Contact: Janelle Gonya

### Hours of Operation

- Regular Hours: Monday - Friday, 8:00 AM - 5:00 PM
- Extended Care: Available for an additional fee of \$20 per half hour.
- Earliest Opening: 7:00 AM
- Latest Closing: 6:00 PM
- Advance notice is required for extended care arrangements.

### Drop-Off and Pick-Up Policies

- Drop-off cut-off time: 11:00 AM. Arriving later disrupts the class schedule.
- Pick-up: Parents must pick up on time. Late fees are \$2 per minute.
- Designated Areas: Parents and children must stay in approved areas: Playground, Classroom, Inside the main home's living room, Hallway bathroom, Driveway (for pick-up and drop-off only).
- Animal Interaction Rules: Children may visit the chickens and pony only under adult supervision. Do not open gates or enter enclosures. For safety, children should not pick up any animals.

### **Meal Policies**

- Breakfast: 8:00 AM - 8:45 AM (Cut-off time: 8:30 AM)
- Lunch: 12:00 PM - 12:45 PM (Cut-off time: 12:30 PM)
- These times ensure structured routines and allow for proper cleanup.

### **Personal Belongings & Facility Donations**

- No outside toys or personal items (to prevent loss or damage).
- Donations: Must be given directly to a staff member for approval, sanitization, and safety checks.
- Lost or Broken Items: We are not responsible for lost or broken jewelry or other personal items.

### **Infant Care Requirements**

- Clothing: Parents must always provide at least 5 full sets of weather-appropriate outfits.
- Diapers & Wipes sent Weekly.

### **Holidays and Closures**

- New Year's Eve and New Year's Day, Martin Luther King Jr. Day, Presidents Day, Easter, Memorial Day, Juneteenth, Fourth of July, Labor Day, Columbus Day, October 4th (Janelle's Birthday), October 31st (Early Closure at 3 PM), Veterans Day, Thanksgiving Week, Christmas Week, One week of out-of-town vacation (TBD).
- \*If a holiday falls on a weekend, it will be observed on the preceding Friday.\*

### **Behavior Management**

- We use positive reinforcement, redirection, and constructive feedback to foster a respectful environment. Persistent behaviors such as biting, hitting, or inappropriate language will require a family conference to determine the best course of action. Parents are responsible for arranging any necessary behavioral support services.

### **Mandated Reporting**

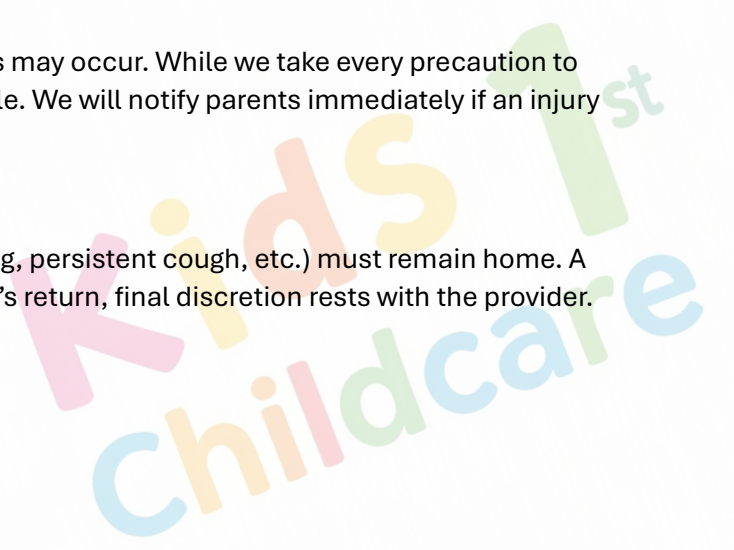
- We are mandated reporters and legally required to report any suspected child abuse or neglect. If a report is made, we expect parents to respond respectfully. Aggressive behavior from parents may result in immediate termination with a two-week notice, for which payment will still be required.

### **Accidents & Unintentional Injuries**

- Children are naturally curious, and minor injuries may occur. While we take every precaution to prevent accidents, some incidents are unavoidable. We will notify parents immediately if an injury occurs.

### **Sickness Policy**

- Children exhibiting signs of illness (fever, vomiting, persistent cough, etc.) must remain home. A doctor's note does not automatically clear a child's return, final discretion rests with the provider.



### **Termination Policy**

- A two-week written notice is required for termination by either party.
- Payment for the two-week period is still required, even if the child does not attend.
- Final Day Pick-up: Any items left behind on the last day will be discarded.

### **Acknowledgment and Signature**

By signing below, you agree to abide by the policies outlined in this contract.

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

Provider Name: Janelle Gonya Provider Signature: \_\_\_\_\_

Kids 1<sup>st</sup>  
Childcare