

TL Registration Packet (2023)

Handbook, Guidelines, Pricing, Policies, and Contract

Please read this ~Handbook & contract~ thoroughly, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. If you have any questions regarding my policies, please do not hesitate to ask.

A few hints to get started

(Green = Infant Program, Blue = Preschool Program, Red = Required information)

Child Information	
Child's Full Name	
Gender	
Date of Birth (DOB)	
Is your child potty trained?	
Does your child still take naps?	
Has your child attended a daycare or a preschool before, If so, where?	

Guardian Information	Guardian 1	Guardian 2	Guardian 3
Full Legal Name			
Relationship with Child			
Address			
Email			
Cell Phone			
Place of work (included location)			

Tuition for:	
Program Start Date:	
Program Abbreviation: (program abbreviations are on Table 1 or Table 2)	
Payment Frequency:	Quad-weekly
Weekly Rate (USD):	
Days Covered: (M-F , M-TH , M+W , or T+TH)	
Extended Mornings needed on quad- weekly invoice: Day(s)/Time(s) Needed: ½ hr OR 1 hr (M T W TH F)	
Extended Evening needed on quad-weekly invoice: Day(s)/Time(s) Needed: ½ hr OR 1 hr (M T W TH F)	
Diaper wipe fee:	

Before you begin, be sure to review the packet thoroughly. Your initials below state that you have read, understood, and reviewed the packet and are hereby agreeing to abide by every policy and fee at Tikiland Daycare & Preschool.

Accepted Payments Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Accepted Payments Policy , refer to the Accepted Payments Policy .	
Closures & Pay Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Closures & Pay Policy , refer to the Closures & Pay Policy .	
Contracted Schedule Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Contracted Schedule Policy , refer to the Contracted Schedule Policy .	
Delay in Enforcement Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Delay in Enforcement Policy , refer to the Delay in Enforcement Policy .	
Diaper Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Diaper Policy , refer to the Diaper Policy .	
Discipline Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Discipline Policy , refer to the Discipline Policy .	
Drop-in Care Booking Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Drop-in Care Booking Policy , refer to the Drop-in Care Booking Policy .	
Drop-off & Pick-up policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Drop-off & Pick-up policy , refer to the Drop-off & Pick-up policy .	
Failure to Pay Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Failure to Pay Policy , refer to the Failure to Pay Policy .	
Financial Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Financial Policy , refer to the Financial Policy .	
Five Steps of Enrollment Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Five Steps of Enrollment Policy , refer to the Five Steps of Enrollment Policy .	
Health & Safety Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Health & Safety Policy , refer to the Health & Safety Policy .	
Illness Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Illness Policy , refer to the Illness Policy .	
Immunization Record Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Immunization Record Policy , refer to the Immunization Record Policy .	
Invoice Schedule Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Invoice Schedule Policy , refer to the Invoice Schedule Policy .	

Late Payment Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Late Payment Policy , refer to the Late Payment Policy .	
Non-Discrimination Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Non-Discrimination Policy , refer to the Non-Discrimination Policy .	
Open door policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Open door policy , refer to the Open door policy .	
Policy Revisions Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Policy Revisions Policy , refer to the Policy Revisions Policy .	
Property Damages Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Property Damages Policy , refer to the Property Damages Policy .	
Refund policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Refund policy , refer to the Refund policy .	
Required Forms Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Required Forms Policy , refer to the Required Forms Policy .	
Schedule Change Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Schedule Change Policy , refer to the Schedule Change Policy .	
Securing Spot Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Securing Spot Policy , refer to the Securing Spot Policy .	
Sibling Discount	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Sibling Discount Policy , refer to the Sibling Discount Policy .	
Sign in/out Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Sign in/out Policy , refer to the Sign in/out Policy .	
Supplies Needed Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Supplies Needed Policy , refer to the Supplies Needed Policy .	
Unapproved Care Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Unapproved Care Policy , refer to the Unapproved Care Policy .	
Weekly Photos Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Weekly Photos Policy , refer to the Weekly Photos Policy .	
Withdrawal Policy	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's Withdrawal Policy , refer to the Withdrawal Policy .	

Table 1: Infant & Toddler Program & Tuition Table*				
Days	Times (Start time & End time can be extended)**	Supplies Included***	Program Abbr.	Weekly Rate (\$)
M-F	8:00 am to 5:00 pm	+1 crib assigned per child +Crib Sheet/Blanket (toddlers)	<i>InfPrg1</i>	817
M-TH	8:00 am to 4:00 pm	+1 crib assigned per child +Crib Sheet/Blanket (toddlers)	<i>InfPrg2</i>	791
M+W Or T+TH	8:00 am to 4:00 pm	+1 crib assigned per child +Crib Sheet/Blanket (toddlers)	M+W (<i>InfPrg3</i>) Or T+TH (<i>InfPrg4</i>)	607
<p>* \$10.00 (diaper wipe fee) monthly fee will be added to all infants & toddlers < 2 years of age that are not yet potty trained. **There are extended day options as well as drop-in care available. To book & see relevant fees refer to Table 3. ***Supplies included in tuition must be kept and used at Tikiland Daycare & Preschool only.</p>				

Table 2: Preschool Program & Tuition Table*				
Days	Times (Start time & End time can be extended)**	Supplies Included in Tuition***	Program Abbr.	Weekly Rate (\$)
M-F	8:00 am to 5:00 pm	+Art Apron & Art Supplies +Rain jacket +crocs +Summer/winter Hat +1 Cot/sheets/sleeping bag	PkPrg1	669
M-TH	8:00 am to 4:00 pm	+Art Apron & Art Supplies +Rain jacket +crocs +Summer/winter Hat +1 Cot/sheets/sleeping bag	PkPrg2	651
M+W Or T+TH	8:00 am to 4:00 pm	+Art Apron & Art Supplies +Rain jacket +crocs +Summer/winter Hat +1 Cot/sheets/sleeping bag	M+W (PkPrg3) Or T+TH (PkPrg4)	441
<p>*\$10.00 (diaper wipe fee) monthly fee will be added to all preschoolers who are not yet potty trained **Extended day options & drop-in care are available. To book & see relevant fees refer to Table 3. ***Supplies Included must be kept and used at Tikiland Daycare & Preschool only.</p>				

Available Options**	Times Covered	How much notice? When is payment due?***	Where to pay?	Hourly Cost (USD) ****
Extended Morning (1 hr)	7:00 am - 8:00 am	Book 2 business days prior. When possible, we will accommodate last minute requests but we cannot guarantee a booking.	Self-Pay: https://www.tikilanddaycare.com/extendedday1hr	30 per hr
Extended Evening (1 hr)	5:00 pm - 6:00 pm		Self-Pay: https://www.tikilanddaycare.com/extendedday1hr	
Extended Morning (½ hr)	7:30 am - 8:00 am	(For drop in care, please request day/time needed via text 408-475-6102)	Self-Pay: https://www.tikilanddaycare.com/extendedday30min	15 per ½ hr
Extended Evening (½ hr.)	5:00 pm - 5:30 pm		Self-Pay: https://www.tikilanddaycare.com/extendedday30min	
Drop-in Care (Enrolled/Registered)	8:00 am - 5:00 pm		<ol style="list-style-type: none"> 1. Send request via text to (408) 475-6102 2. Wait for confirmation of an available space. 3. Pay invoice in full prior to receiving care. 	25

* All "Extended Day Options & Drop-in Care" are optional & can be used by families enrolled at Tikiland Daycare & Preschool (Drop-in program included) on any business day that we are open.
** Available options can be added to the quad-weekly invoice if requested.
*** Failure to follow the rules, procedures and payment guidelines on **Table 3** will result in **unscheduled care fee(s)**.
**** **To use Extended Day Options & Drop in care, payments must be paid in full by the end of the business day prior.**

Step 1	Submit completed "Placement Form" + pay program placement fee	https://www.tikilanddaycare.com/placementform
Step 2	Follow instructions noted for the deposit fee .	https://www.tikilanddaycare.com/deposit

* Use the links provided to complete each step.

Steps	Description	DueDate
Step 1	Complete required steps on Table 4 . Refer to Table 4 .	
Step 2	Email the following completed and signed documents to TikilandDaycare@gmail.com : + TL Registration Packet (2023) Put "TL Registration Packet (2023) Completed" in the email title.	At time of enrollment
Step 3	Email the following completed and signed documents to TikilandDaycare@gmail.com : + TL LIC Forms Packet + Picture of child's up to date immunization records Please put "TL LIC Forms Packet Completed" in the email title.	By the 1st day of care
Step 4	Submit hardcopy of the following forms to Tikiland Daycare & Preschool + TL Registration Packet (2023) + TL LIC forms Packet + Picture of child's up to date immunization records	

Step 5	Submit first quad-weekly tuition payment view.	Refer to the Invoice Schedule Policy
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Table 6: Enrollment & 1st Month Fees		
Fee	Due Date	Price
1st months tuition	Refer to the Invoice Schedule Policy	Refer to Table 1 & Table 2
Diaper wipe fee		

Everything you need to know regarding Tikiland Daycare & Preschool!	
Accepted Payments Policy	<p>Invoices will be sent via paypal to parents covering everything included and not limited to:</p> <ul style="list-style-type: none"> +<i>deposit fee</i>, +Tuition, +Drop-in care <p>+Extended Morning/Evening (for more info view Table 3) Only pay invoices sent via TikilandDaycare@gmail.com</p> <p><i>Self-Booking available for the following:</i></p> <ul style="list-style-type: none"> +Extended Day Options & Drop-in Care* (view Table 3) +Securing Spot Procedures (view Table 4)
Basic house rules	<ol style="list-style-type: none"> 1. No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting ourselves or others. 2. No breaking anything intentionally. 3. No running, jumping, wrestling, climbing, etc. in the house or on the furniture. 4. Children may play in the front yard after day care hours if there's adequate parental supervision. 5. Please return all borrowed items (books/toys/Face Masks/etc.) the following day in better or the same condition as they were lent out from Tikiland Daycare & Preschool. <p>Refer to the Discipline Policy Refer to the Health & Safety Policy</p>
Bilingual Education Program Components	<p>The Bilingual Education Program consists of 2 languages (English and Spanish) and 2 major learning components.</p> <ol style="list-style-type: none"> 1) English Language Arts (ELA) & English Language Development (ELD) 2) Spanish Language arts (SLA) & Spanish Language Development (SLD) <p>Reading, writing, thinking and comprehension in both Spanish and English are a heavy part of our bilingual curriculum at Tikiland Daycare & Preschool.</p>
Birthdays	<p>We honor all enrolled children's birthdays here at Tikiland Daycare & Preschool. Prior to your child's birthday celebration, send an email to Marielle the Tikiland Daycare & Preschool Administrator to discuss the celebration and arrangements. Please bring enough invitations, party favors, plates, napkins, utensils, milk, and cake/cupcakes for all children attending Tikiland Daycare & Preschool.</p>
Changes to Policies	<p>Changes may be made to these policies as needed with 2 weeks notice. The policies, contracts, consents, and forms will be reviewed and updated yearly in December for the following Year.</p> <p>Refer to the Policy Revisions Policy</p>

<p>Closures & Pay Policy</p>	<table border="1" data-bbox="420 235 1357 716"> <thead> <tr> <th data-bbox="423 239 735 291">Date(s)</th> <th data-bbox="735 239 932 291">Holiday</th> <th data-bbox="932 239 1354 711" rowspan="8"> <p>This table contains paid holidays and vacation days for Tikiland Daycare & Preschool. No childcare will be provided on the holiday and vacation days/dates in this table. Please note these closures in your personal calendar and allow yourself time to find back up care for these occasions. Tikiland Daycare & Preschool is not responsible for finding alternate care for your child.</p> <p>There will be no tuition deductions or “makeup days” made for those days in which Tikiland Daycare & Preschool is closed due to holidays or vacations.</p> </th> </tr> </thead> <tbody> <tr> <td data-bbox="423 291 735 352">Feb. 20, 2023</td> <td data-bbox="735 291 932 352">PRS Day</td> </tr> <tr> <td data-bbox="423 352 735 413">Apr. 03, 2023 - Apr. 07, 2023</td> <td data-bbox="735 352 932 413">Spring Break</td> </tr> <tr> <td data-bbox="423 413 735 474">May 29, 2023</td> <td data-bbox="735 413 932 474">MEM Day</td> </tr> <tr> <td data-bbox="423 474 735 535">Jun. 30, 2023 - Jul. 14, 2023</td> <td data-bbox="735 474 932 535">Summer Break</td> </tr> <tr> <td data-bbox="423 535 735 596">Sep. 04, 2023</td> <td data-bbox="735 535 932 596">LAB Day</td> </tr> <tr> <td data-bbox="423 596 735 657">Nov. 23, 2023 - Nov. 24, 2023</td> <td data-bbox="735 596 932 657">THK Break</td> </tr> <tr> <td data-bbox="423 657 735 716">Dec. 18, 2023 - Jan. 01, 2024</td> <td data-bbox="735 657 932 716">CHR Holidays</td> </tr> </tbody> </table>	Date(s)	Holiday	<p>This table contains paid holidays and vacation days for Tikiland Daycare & Preschool. No childcare will be provided on the holiday and vacation days/dates in this table. Please note these closures in your personal calendar and allow yourself time to find back up care for these occasions. Tikiland Daycare & Preschool is not responsible for finding alternate care for your child.</p> <p>There will be no tuition deductions or “makeup days” made for those days in which Tikiland Daycare & Preschool is closed due to holidays or vacations.</p>	Feb. 20, 2023	PRS Day	Apr. 03, 2023 - Apr. 07, 2023	Spring Break	May 29, 2023	MEM Day	Jun. 30, 2023 - Jul. 14, 2023	Summer Break	Sep. 04, 2023	LAB Day	Nov. 23, 2023 - Nov. 24, 2023	THK Break	Dec. 18, 2023 - Jan. 01, 2024	CHR Holidays
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<p>Confidentiality</p>	<p>The information you supply to Tikiland Daycare & Preschool will be kept confidential. I will, at all times, respect your privacy. Before any of the information is released to outside persons, the parents will be asked to sign a release form.</p>																	
<p>Contracted Schedule Policy</p>	<p>It is your responsibility to know the days and hours your child is scheduled to attend Tikiland Daycare & Preschool. A child’s schedule at Tikiland Daycare & Preschool is based on the individual contract signed and specific program chosen. If the chosen schedule no longer matches a family’s need(s) you can follow the instructions in the Schedule Change Process. Refer to the “Schedule Change Process”, unapproved care, and unscheduled care fee.</p>																	
<p>Daily Communication</p>	<p>Honesty & Trust includes being honest about how you believe the arrangement is working. Show trust by asking questions rather than jumping to conclusions when apparent problems develop.</p> <p>Topics discussed during drop off & pick up times:</p> <ul style="list-style-type: none"> ● Food & Eating patterns ● Sleep ● Diaper changes & potty train progress ● Comments about general mood for the day ● Activities & lessons your little one liked ● Time outs <p>For the following, please send a text message to 408-475-6102:</p> <ul style="list-style-type: none"> ● Questions that you do not want to ask with other families around (private matters) ● If your little one is: <ul style="list-style-type: none"> ○ Going to be absent or if he/she needs to be picked up early ○ Going to arrive later than their usual drop off time ○ Transitioning to solid food ○ Transitioning out of diapers <p>For unusual changes in a child’s behavior, eating, or sleeping patterns you will most likely receive a text message earlier in the day.</p> <p>For anything related to admin duties, please send a text message or email to Tikiland Admin at 408-475-6102 or TikilandDaycare@gmail.com :</p> <ul style="list-style-type: none"> ● Payments and invoices, ● Contracts, ● Programs, and scheduling. 																	
<p>Delay in Enforcement Policy</p>	<p>TikiLand Daycare & Preschool can delay enforcing any of its rights or remedies under this Agreement without losing any of the rights or remedies under this agreement.</p>																	

deposit fee	The deposit fee is one of three steps required to secure a child's spot at Tikiland Daycare & Preschool. Refer to Table 4 . Refer to the Financial Policy .
Diaper Policy	It is a family's responsibility to provide diapers for their child. Please replenish monthly, or as needed, and label with a child's name. Refer to the Supplies Needed Policy .
diaper wipe fee	A diaper wipe fee will be applied to children who are not yet potty trained. This fee is \$10.00 each month and we will stop charging it when your child is fully potty trained. To remove the diaper wipe fee from the invoice send an email to TikilandDaycare@gmail.com when your child is fully potty trained.
Discipline Policy	Younger children, babies and toddlers, will be redirected to another activity. Older children will be given time outs depending on the severity of the offense. If a child becomes a persistent behavior problem, we will address it with you to try and resolve the problem. If the bad behavior persists the Health & Safety Policy may be enforced. Refer to the Health & Safety Policy .
Drop-in Care	Drop-in care is available at Tikiland Daycare & Preschool. Refer to Table 3 .
Drop-in Care Booking Policy	To book drop-in care please follow the booking and payment guidelines on Table 3 to avoid unscheduled care fees .
Drop-in Program No Refunds Policy	Tikiland Daycare & Preschool adopts a strict "No Refunds" policy for the Drop-In Program. Once a participant has paid for a drop-in session, the fee is non-refundable, regardless of whether the participant attends the session or not.
Drop-off & Pick-up Policy	<p>Tikiland Daycare & Preschool assumes responsibility for your child only while he/she is on property for the hours contracted and the parent(s)/guardian(s) are not present. No child will be allowed to leave with anyone except the guardian(s)/ person(s) indicated on the emergency form. Anyone unfamiliar will be required to show proof of Identification. Please be in control of your child during drop-off and pick-up times.</p> <p>Due to covid-19, at this time and until further notice, families will not be allowed into the facility. Child(ren) drop-off & pick-up will take place at the front door entrance. Refer to the Sign in/out Policy. In addition, all children 2 years of age and older are required to wear a mask prior to entering Tikiland Daycare & Preschool.</p> <p>Court Order: If there is a court order keeping one parent/guardian away from the child, we must have a written note from the custodial parent or guardian on file to that effect. Otherwise, we cannot prevent the non- custodial parent from picking up the child.</p>
Enrollment Procedures	It is important for you to know all of the steps required in the Enrollment process. Refer to Table 4 . Please read through and become familiar with the Policies. You will be required to initial, and sign forms that indicate you have read, understand, and agree to ALL the Policies as outlined.
Extended Morning/Evening	To book Extended Morning or Extended Evening please follow the booking and payment guidelines on Table 3 to avoid unscheduled care fees .
Failure to Pay Policy	If a period of 1 week passes without receiving your Child's Tuition Payment, the contract will be terminated and the collection process will begin. You will be liable for all collection fees, late fees, loss of wages, incurred costs, and attorney fees incurred by Tikiland Daycare & Preschool to enforce the terms and conditions of this contract if there is a small claims case. Refer to the Late Payment Policy and Financial Policy .
Financial Policy	<p>In order to secure a spot at Tikiland Daycare & Preschool, parents (guardians) must pay all fees mentioned on Table 4. Please do not forget to pay your first quad-weekly invoice. Refer to the Invoice Schedule Policy.</p> <p>Tuition/Rates (view Table 1 & Table 2) Tuition rate depends on your personal contract with Tikiland Daycare & Preschool. In order to abide by Tikiland's Financial Policy the Invoice Schedule Policy must also be followed. Refer to the Invoice Schedule Policy.</p> <p>Deposit fee (https://www.tikilanddaycare.com/deposit) Failure to comply with Tikiland Daycare & Preschool's Withdrawal Policy will result in a forfeited deposit fee. Otherwise, the deposit fee will be applied towards the last 4 weeks of your child's attendance. Refer to the Withdrawal Policy and also refer to the "deposit fee". No Payment:</p>

	<p>If payment is not made within 5 days of drop-off, your child will not be accepted into care until full payment is received, including all late fees. Refer to the Failure to Pay Policy</p> <p>Also refer to the Late Payment Policy.</p> <p>You will be responsible for any costs related to collection of the childcare fees. These costs will include late fees, day(s) of loss wages, cost fees and childcare fees.</p>
Fire	<p>There are 2 fire extinguishers located in Tikiland Daycare & Preschool. One is located outside the kitchen behind the door going to the indoor Patio/Playroom. The other is located just to the right of the hallway near the bathroom. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire. The fire evacuation plan is located on file as well as at every main doorway and you are free to view it at any time.</p>
Five Steps of Enrollment Policy	<p>All paperwork and payments detailed and mentioned on Table 5 must be submitted based on the given instructions and deadlines. Refer to Table 5</p>
Goals	<p>While in our care your child will have the opportunity to participate in a wide variety of activities, which promote all aspects of development. Family child care provides for the comfort and experience of belonging to an extended family to children.</p>
Governing Law & Serviceability	<p>Tikiland Daycare & Preschool is licensed through the California Department of Social Services (CDSS). The agreement and information in this packet shall be interpreted in accordance with local & state laws.</p>
Health & Safety Policy	<p>Tikiland Daycare & Preschool has the right to exclude any child from attendance temporarily or permanently who is deemed to be interfering with the health and or safety of any other child or staff attending Tikiland Daycare & Preschool. Also refer to the Illness Policy.</p>
Holiday Celebrations	<p>We honor major holidays at Tikiland Daycare & Preschool. Please keep an eye out for emails containing information regarding celebrations at Tikiland Daycare & Preschool.</p>
Hours of Operation	<p>Tikiland Daycare & Preschool is open from 7:00 AM until 6:00 PM Monday through Friday.</p>
Illness Policy	<p>Children who exhibit any of the following symptoms should remain at home: (Examples of associated symptoms include, but are not limited to:</p> <ul style="list-style-type: none"> ● Fever of 100°F measured orally. ● Nausea, vomiting, or diarrhea. ● Sore throat and/or loss of voice. ● Hacking or continuous coughing. ● Yellow/green running nose (mucus). ● Draining eyes or ears, rash. ● Head lice. <p>Parents of children who become ill during the day will be promptly notified and are expected to arrange to pick up their child immediately. The sick child will, if possible, be isolated from the other daycare children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified.</p> <p>No child will be given any medication, prescription, or over the counter medication. Again, the children should remain at home if ill so they can have a speedy recovery. <i>If your child is sent home for the symptoms above please keep them home for a minimum of 2 days (including the day they are being sent home) to avoid spreading sickness to others.</i></p> <p>If your child will be absent due to illness, please send a text to (408-475-6102) or /email to TikilandDaycare@gmail.com Also refer to the Health & Safety Policy.</p>
Immunization Record Policy	<p>Refer to Table 5. Tikiland Daycare & Preschool is required by law to have the following documents on hand and completed from all attending families:</p> <ul style="list-style-type: none"> ● TL LIC Forms Packet (2023) <p>All children attending licensed daycares and preschools are required to have up-to-date immunization records. It is your responsibility to ensure all child's immunizations are up to date and Tikiland Daycare & Preschool has the picture of the updated records <i>on file at all times</i>.</p>

<p>Invoice Schedule Policy</p>	<p>Payments are due on the <i>1st Monday</i> of the quad-weekly invoice. Invoices are sent out on Wednesday every 4 weeks. They are due by 5:00 pm on the following Monday. After 5:00 pm, late payment fees apply and continue to accumulate after 5:00 pm each day until the balance is paid in full.</p> <p>Prorated tuition will be provided for new families enrolling that are not starting on the first week of the quad-weekly invoice at Tikiland Daycare & Preschool.</p> <p>Please view and familiarize yourself with this invoice schedule. It shows when invoices are sent out, when they are due, and which weeks of care are covered for each invoice.</p> <p><i>Review Invoices for Accuracy:</i> Please review invoices for accuracy and address discrepancies no more than 30 days from the date the invoice was issued.</p> <table border="1" data-bbox="407 516 1214 915"> <thead> <tr> <th>Invoice date</th> <th>Due date:</th> <th>Dates Covered:</th> </tr> </thead> <tbody> <tr> <td>Wed. Jul. 19, 2023</td> <td>Mon. Jul. 24, 2023</td> <td>(Jul. 24, 2023 - Aug. 18, 2023)</td> </tr> <tr> <td>Wed. Aug. 16, 2023</td> <td>Mon. Aug. 21, 2023</td> <td>(Aug. 21, 2023 - Sep. 15, 2023)</td> </tr> <tr> <td>Wed. Sep. 13, 2023</td> <td>Mon. Sep. 18, 2023</td> <td>(Sep. 18, 2023 - Oct. 13, 2023)</td> </tr> <tr> <td>Wed. Oct. 11, 2023</td> <td>Mon. Oct. 16, 2023</td> <td>(Oct. 16, 2023 - Nov. 10, 2023)</td> </tr> <tr> <td>Wed. Nov. 08, 2023</td> <td>Mon. Nov. 13, 2023</td> <td>(Nov. 13, 2023 - Dec. 08, 2023)</td> </tr> <tr> <td>Wed. Dec. 06, 2023</td> <td>Mon. Dec. 11, 2023</td> <td>(Dec. 11, 2023 - Jan. 05, 2024)</td> </tr> </tbody> </table>	Invoice date	Due date:	Dates Covered:	Wed. Jul. 19, 2023	Mon. Jul. 24, 2023	(Jul. 24, 2023 - Aug. 18, 2023)	Wed. Aug. 16, 2023	Mon. Aug. 21, 2023	(Aug. 21, 2023 - Sep. 15, 2023)	Wed. Sep. 13, 2023	Mon. Sep. 18, 2023	(Sep. 18, 2023 - Oct. 13, 2023)	Wed. Oct. 11, 2023	Mon. Oct. 16, 2023	(Oct. 16, 2023 - Nov. 10, 2023)	Wed. Nov. 08, 2023	Mon. Nov. 13, 2023	(Nov. 13, 2023 - Dec. 08, 2023)	Wed. Dec. 06, 2023	Mon. Dec. 11, 2023	(Dec. 11, 2023 - Jan. 05, 2024)
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<p>late payment fee</p>	<p>Late payment fees result when payments are not paid on time by 5:00 pm on the due date. Late payment fees are \$50.00 per day and continue to accumulate after 5:00 pm each day until the balance is paid in full. Refer to the Invoice Schedule Policy.</p>																					
<p>Late Payment Policy</p>	<p>Failure to pay a tuition balance within one week may result in a canceled registration and a forfeited deposit fee. Failure to pay on time will also result in late payment fee(s). Refer to the late payment fee.</p>																					
<p>Late Pick Up</p>	<p>For extra time needed after contracted hours please refer to Table 3. Unscheduled late pick ups will result in unscheduled care fee(s).</p>																					
<p>Medical Emergencies</p>	<p>Although supervision is constantly given, Tikiland Staff cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If the child is injured in a non life-threatening way, I will assess the child and provide home first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctors office. (I.e. needs stitches, broken arm, or dislocation, etc.) All costs associated with injuries to the child will be the responsibility of the parent. In case of a medical emergency, I will attempt to contact you immediately. If I am unable to reach you, I will start calling the people designated as your emergency contacts. If immediate intervention is required, I am certified in pediatric and First Aid and will take appropriate action including calling 911 and having your child transported to Stanford Hospital. You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in childcare.</p>																					
<p>Non-Discrimination Policy</p>	<p>Tikiland Daycare & Preschool will not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex.</p>																					
<p>Open door policy</p>	<p>Parents & legal guardians have the right to visit their enrolled child(ren) during the child's contracted hours. Due to covid-19, at this time and until further notice, families will not be allowed into the facility.</p>																					
<p>Policy Revisions Policy</p>	<p>Throughout the year, policies, contracts, and forms will be reviewed periodically and updated, if necessary. There will also be a yearly revision to the "TL Registration Packet (2023)." You will be required to sign and initial an updated contract each year. Tikiland Daycare & Preschool reserves the right to make changes to the policies and procedures, as they deem necessary. All changes will take place immediately unless otherwise noted.</p>																					

Potty Training	We will assist you in potty training your child with the understanding that it will be successful only if we work together. Send your child ONLY in easy-on/easy-off clothing until they are able to completely undress and dress themselves and have gone at least one month without an accident. We do not launder soiled items and will send them home in a plastic bag. Please replace any clothing items sent home by the next day.
Power outage	There are flashlights located in the kitchen. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat.
program change fee	A Program Change Fee applies when an infant transitions from the toddler program to the preschool program. The fee is a one-time fee of \$50.00 on the invoice that falls on the month of a child's birthday. (This is a one-time fee, since a toddler only turns 2 years old once!)
Program change Process	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">How does the Program Change Process work?</p> <p>Step #1 Prior to receiving your child's invoice covering his/her 2nd birthday, your family will receive an enrollment packet to be filled out for your child's transition out of the infant program into the preschool program.</p> <p>If you are interested in changing your child's schedule, please submit "Schedule Change Form" & pay schedule change fee. Schedule changes still require an 8-week notice but this will still be a good window of opportunity for your family to change the days/hours to days/hours currently needed to meet your family/child's needs.</p> <p>Step #2 On the invoice that falls on your child's 2nd birthday, you will notice three different prices: 1) First portion of the invoice will cover the price and payment for the infant program (Prorated). 2) The second portion will cover the rate for the preschool program (Prorated). 3) The program change fee will be applied on this invoice.</p> <p>We will not honor the preschool rate if your family has not completed the daycare registration packet. You are required to fill out the portion of the TL Registration Packet (2023) that covers "Program Change". Maintaining up to date records is of utmost importance at Tikiland Daycare & Preschool.</p> <p>Step #3 Unless your family noted otherwise with 8 weeks notice to change schedule, your child will transition into the same hours and days as he or she was previously enrolled in.</p> </div>
Program placement fee	This is a non-refundable Program Placement Fee for new families enrolling in a program - https://www.tikilanddaycare.com/placementform
Property Damages Policy	Normal wear and tear at Tikiland Daycare & Preschool is expected. However, parents accept full responsibility for willful property damages caused by your child(ren). Should the child deliberately destroy Tikiland Daycare & Preschool's toys or property through misuse or willfulness, the parent will be required to replace it, or the replacement cost of the toy will be deducted from the deposit at double the toy's value to account for time taken to acquire the toy. Refer to the Delay in Enforcement Policy .
Refund policy	Tuition and fees are not subject to adjustments, negotiations, or refunds and must be paid in full regardless of the child's absence due to illness, maternity leave, family emergencies and/or vacation. Regular payment of the weekly rate will be charged for any extended leave. Childcare fees are due regardless of whether or not your child attends. No refunds or "makeups" are given for late arrivals, early departures and missed days. Tuition deductions are not offered for Tikiland Daycare & Preschool closures listed on the Closure & Pay Policy . Refer to the Closure & Pay Policy . All fees noted on Table 4 are not refundable, this is not negotiable.
Required Forms Policy	We require an electronic and printed copy of all the paperwork listed on Table 5 . All paperwork and payments mentioned on Table 5 must be provided based on the given Due Dates. Refer to Table 5 .

Rest Period	<p>All children will participate in a rest period. Children who wake early, will participate in a quiet activity until Rest Time is over. Please try not to schedule pick-ups or visits during this time to lessen disturbance to the resting children.</p> <p>We include most rest period supplies. Please view Table 1: Infant & Toddler Program & Tuition Table* Table 2: Preschool Program & Tuition Table*</p> <p>*Supplies provided by us are laundered 1x - 2x per week.</p>
schedule change fee	<p>A schedule change fee will be applied for any schedule changes resulting in different days or number of hours. The total amount for the fee is \$100.00 for each schedule change. The fee must be paid and submitted on the Schedule Change Form visit - https://www.tikilanddaycare.com/schedule-change-form.</p>
Schedule Change Process	<p>Refer to Schedule Change Policy.</p>
Schedule Change Policy	<p>To change schedule, follow the steps below:</p> <ol style="list-style-type: none"> 1. Go to the Schedule Change Form (https://www.tikilanddaycare.com/schedule-change-form) and see if your new desired program is available on the drop down menu under "My Child's New Program Schedule." 2. If your desired schedule is available fill out all the required fields on the Schedule Change Form and pay schedule change fee. Refer to the schedule change fee. <p>If you are wishing to increase hours of care <i>sooner than 8 weeks</i>, please send an email to TikilandDaycare@gmail.com to see if the hours are available sooner. If you request a reduction in care you are required to pay the original tuition for 8 weeks after submitting the Schedule Change Form and paying the schedule change fee.</p>
Securing Spot Policy	<p>To secure a spot at Tikiland Daycare & Preschool, all steps in Table 4 must be completed. Refer to Table 4</p>
Sibling Discount Policy	<p>This applies to families who have more than one child enrolled. We offer a 15% discount for the sibling(s) with the lower quad-monthly tuition; however, you must pay full tuition for the child with the higher tuition. This does not apply to other charges.</p>
Sign in/out Policy	<p>All enrolled families will be assigned a personalized key code for the door entrance. By punching in your families key code, you are signing your child(ren) in/out of Tikiland Daycare & Preschool. This is our state mandated daily roster. All families must use their own personalized key code to sign in and sign out each day.</p> <p>Parents are required to sign their child(ren) in and out daily as they drop-off (enter) & pick-up (leave) their child(ren) from Tikiland Daycare & Preschool.</p> <p>If your child will be absent due to illness/travel/special occasion please send a message to 408-475-6102.</p>
Staff	<p>Pilar (pily): The primary care provider of Tiki-Land in charge of child care. Pily can address any questions pertaining to your child such as:</p> <ul style="list-style-type: none"> • Your child's sleep schedule. • Your child's eating and bathroom habits. • Your child's social skills, vocabulary, areas of strength and weaknesses, etc. • Daily/weekly curriculum/Activities • Milestones <p>Marielle: In charge of accounting, administration, maintenance, and additions. All questions regarding:</p> <ul style="list-style-type: none"> • Payments and invoices, • Contracts, • Programs, and scheduling • Extra hours (drop-in care, extended morning, extended evening) • Holidays and closures are to be addressed with her directly via email at TikilandDaycare@gmail.com or text (408-475-6102).

<p>Supplies Needed Policy</p>	<p><i>New Requirement: Face Masks are now required for children ages 2 years of age and older.</i></p> <p>Meals are not provided for children. All families are required to pack a Morning Snack, Afternoon Snack, & Lunch meal for their child(ren) on all days attending Tikiland Daycare & Preschool.</p> <p>Please dress your child appropriately - activities will be held both indoors and outdoors and can be messy.</p> <p>The table below lists supplies that parents/guardians need to provide for their child. Some items can be left in your child's locker: A) All clothing items must be labeled with your child's name. This includes: shirts, pants, jackets, hats, and any clothing item/accessory. Please write your child's name on clothing tags. B) All shoes must be labeled with your child's name. You may use sticker labels to put your child's name on and stick them to the inside of both shoes (Left and Right).</p> <p>Please leave a swimsuit in your child's locker during the summer time to allow for water play.</p> <table border="1" data-bbox="407 680 1401 1178"> <thead> <tr> <th>Program</th> <th>Face Mask</th> <th>3-4 changes of clothes</th> <th>Sleep Sack</th> <th>Diapers</th> <th>Morning Snack</th> <th>Lunch</th> <th>Afternoon Snack</th> <th>Baby Bottle</th> <th>Milk (breast milk, cow's milk, or formula)</th> </tr> </thead> <tbody> <tr> <td>Infant</td> <td></td> <td>X</td> <td>X</td> <td>X</td> <td>x</td> <td>x</td> <td>x</td> <td>X</td> <td>X</td> </tr> <tr> <td>Toddler</td> <td></td> <td>X</td> <td>X (optional)</td> <td>X (if needed)</td> <td>x</td> <td>x</td> <td>x</td> <td></td> <td>X</td> </tr> <tr> <td>Pre-K</td> <td>X</td> <td>X</td> <td></td> <td>X (if needed)</td> <td>x</td> <td>x</td> <td>x</td> <td></td> <td>X (optional)</td> </tr> </tbody> </table> <p>Please do NOT send any toys from home with your child. Tiki-Land Daycare assumes NO responsibility for lost, stolen, or broken toys from home. Also refer to the Property Damage Policy</p>	Program	Face Mask	3-4 changes of clothes	Sleep Sack	Diapers	Morning Snack	Lunch	Afternoon Snack	Baby Bottle	Milk (breast milk, cow's milk, or formula)	Infant		X	X	X	x	x	x	X	X	Toddler		X	X (optional)	X (if needed)	x	x	x		X	Pre-K	X	X		X (if needed)	x	x	x		X (optional)
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<p>Termination of Care</p>	<p>For more information regarding Termination of Care please view Tikiland Daycare & Preschool's Withdrawal Policy.</p>																																								
<p>Unapproved Care Policy</p>	<p>Parents can request an early drop-off, late pick-up, or additional hours of care that are outside of a child's contracted hours. However, failure to follow the steps and guidelines listed on Table 3 will result in an unapproved early drop-off, unapproved late pick-up, and/or unapproved care. All unapproved care is subjected to unscheduled care fee(s). Refer to unscheduled care fee. To avoid these penalties refer to Table 3.</p>																																								
<p>Understanding TL Registration (2023) packet</p>	<p>It is your duty and requirement to carefully read and fully understand the TL Registration Packet (2023) and abide by the policies and procedures therein which may be amended as needed.</p>																																								
<p>unscheduled care fee</p>	<p>A penalty fee of \$1.00 per minute results from unapproved care. Refer to the Unapproved Care Policy.</p>																																								
<p>Weekly Photos Policy</p>	<p>We are now providing weekly photos for the families to view on our private Facebook Subgroup. Photos are updated 1 to 2 times per week and include photos of the kids doing solo/group activities at Tikiland throughout the week. Photos also include daily outings or trips to the park. The weekly photos are entirely optional, families can choose to opt in or opt out of the weekly photos. However, please keep in mind that the purpose of the photos is to provide a platform for parents to view photos of their child(ren) at Tikiland in order to give the families an opportunity to be more involved in their child(ren's) week. To have your little one participate in the weekly photos parent(s)'guardian(s) must sign a model release form (the release form will be provided separately,</p>																																								

Withdrawal Policy	<p>In order to withdraw your child from Tikiland Daycare & Preschool you must complete and submit a "Withdrawal Form" (https://www.tikilanddaycare.com/withdrawal-form) 8 weeks prior to your intended departure. If you provide more than 8-week notice before your child's intended start date (with the intent of withdrawing before attending), the deposit fee will not be refunded. Failure to comply with the 8-week notice period will result in the forfeiture of the deposit fee. Thereafter, parents or guardians will be obligated (required) to pay the full tuition amount for the remaining 4 weeks.</p> <p>Failure to return your child/children to Tikiland Daycare & Preschool after an absence, for any reason, shall not constitute notification of withdrawal and may result in legal action. Failure to respect the Tikiland Daycare & Preschool community, property, and policies can result in immediate termination of care. *The Provider has the right to terminate a contract without notice in the case of harm to other children or a dangerous situation due to that child having caused intentionally or otherwise.</p> <p>Refer to Health & Safety Policy.</p>
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<p>By signing below you acknowledge and agree that you have fully read and understood the "TL Registration Packet (2023)." I understand that if I have any questions or concerns about this policy, it is my responsibility to email the admin at TikilandDaycare@gmail.com.</p>			
Parent/Guardian #1 Signature		Date	
Parent/Guardian #2 Signature		Date	
Tikiland Daycare & Preschool Staff Signature		Date	