

# TL Registration Packet (2024)

## 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**)

If the area is highlighted like this ([Tikiland](#)) you can click on it and it will lead you to our website where the relevant information is available

Child Information	Childs Tuition Information
Child's Full Name	Tuition for:
Gender	Program Start Date:
Date of Birth (DOB)	Program Abbreviation: ( program abbreviations are on <a href="#">Table 1</a> or <a href="#">Table 2</a> or <a href="#">Table 3</a> )
Child's current age	Weekly Rate (USD):
Address of Child	Payment Frequency: <span style="float: right;">Quad-weekly</span>
Does your child still take naps?	Diaper wipe fee: (automatically applied to Infant/Toddler Program)
Has your child attended a daycare or a preschool before, If so, where?	15% sibling discount (Y/N)
Is your child potty trained?	Deposit Amount Submitted (view <a href="#">Deposit Fee</a> form)

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

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.

<b>Accepted Payments Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Accepted Payments Policy</b> , refer to the <b>Accepted Payments Policy</b> .	
<b>Annual Tuition Adjustment Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Closures &amp; Pay Policy</b> , refer to the <b>Annual Tuition Adjustment Policy</b> .	
<a href="#">Closures Pay Policy &amp; List of Closures</a>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <a href="#">Closures Pay Policy</a> & <a href="#">List of Closures</a> , refer to the <a href="#">Closures Pay Policy</a> & <a href="#">List of Closures</a> .	

<b>Contracted Schedule Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Contracted Schedule Policy</b> , refer to the <b>Contracted Schedule Policy</b> .	
<b>Delay in Enforcement Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Delay in Enforcement Policy</b> , refer to the <b>Delay in Enforcement Policy</b> .	
<b>Diaper Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Diaper Policy</b> , refer to the <b>Diaper Policy</b> .	
<b>Discipline Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Discipline Policy</b> , refer to the <b>Discipline Policy</b> .	
<b><a href="#">Drop-in Care Booking Policy</a> &amp; <a href="#">"Drop in Program Process"</a></b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <a href="#">Drop-in Care Booking Policy</a> , refer to the <a href="#">Drop-in Care Booking Policy</a> . By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <a href="#">"Drop in Program Process"</a> , refer to the <a href="#">"Drop in Program Process"</a> .	
<b>Drop-off &amp; Pick-up policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Drop-off &amp; Pick-up policy</b> , refer to the <b>Drop-off &amp; Pick-up policy</b> .	
<b>Failure to Pay Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Failure to Pay Policy</b> , refer to the <b>Failure to Pay Policy</b> .	
<b>Financial Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Financial Policy</b> , refer to the <b>Financial Policy</b> .	
<b>Three Steps of Enrollment Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Three Steps of Enrollment Policy</b> , refer to the <b>Three Steps of Enrollment Policy</b> .	
<b>Health &amp; Safety Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Health &amp; Safety Policy</b> , refer to the <b>Health &amp; Safety Policy</b> .	
<b>Illness Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Illness Policy</b> , refer to the <b>Illness Policy</b> .	
<b>Immunization Record Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Immunization Record Policy</b> , refer to the <b>Immunization Record Policy</b> .	
<b>Invoice Schedule Policy &amp; Invoice Schedule</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Invoice Schedule Policy &amp; Invoice Schedule</b> , refer to the <b>Invoice Schedule Policy &amp; Invoice Schedule</b> .	
<b>Late Payment Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Late Payment Policy</b> , refer to the <b>Late Payment Policy</b> .	
<b>Non-Discrimination Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Non-Discrimination Policy</b> , refer to the <b>Non-Discrimination Policy</b> .	
<b>Open door policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Open door policy</b> , refer to the <b>Open door policy</b> .	
<b>Policy Revisions Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Policy Revisions Policy</b> , refer to the <b>Policy Revisions Policy</b> .	
<b>Property Damages Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Property Damages Policy</b> , refer to the <b>Property Damages Policy</b> .	
<b>Refund policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Refund policy</b> , refer to the <b>Refund policy</b> .	

<b>Required Forms Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Required Forms Policy</b> , refer to the <b>Required Forms Policy</b> .	
<b><a href="#">Schedule Change Policy</a> and <a href="#">Schedule Change Form</a></b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <a href="#">Schedule Change Policy</a> , refer to the <a href="#">Schedule Change Policy</a> . By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <a href="#">Schedule Change Form</a> , refer to the <a href="#">Schedule Change Form</a> .	
<b>Securing Spot Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Securing Spot Policy</b> , refer to the <b>Securing Spot Policy</b> .	
<b>Sibling Discount</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Sibling Discount Policy</b> , refer to the <b>Sibling Discount Policy</b> .	
<b>Sign in/out Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Sign in/out Policy</b> , refer to the <b>Sign in/out Policy</b> .	
<b>Supplies Needed Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Supplies Needed Policy</b> , refer to the <b>Supplies Needed Policy</b> .	
<b>Unapproved Care Policy</b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Unapproved Care Policy</b> , refer to the <b>Unapproved Care Policy</b> .	
<b><a href="#">Weekly Photos Policy</a> and <a href="#">'Weekly Photos Process'</a></b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <a href="#">Weekly Photos Policy</a> , refer to the <a href="#">Weekly Photos Policy</a> . By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <a href="#">'Weekly Photos Process'</a> , refer to the <a href="#">'Weekly Photos Process'</a> .	
<b>Withdrawal Policy &amp; <a href="#">Withdrawal Form</a></b>	By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <b>Withdrawal Policy</b> , refer to the <b>Withdrawal Policy</b> . By providing my/our initials I/we am/are acknowledging and agreeing to Tikiland Daycare & Preschool's <a href="#">'Withdrawal Form'</a> , refer to the <a href="#">'Withdrawal Form'</a> .	

By signing below, you acknowledge and agree that you have fully read and understood the 'TL Registration Packet (2024)', including the links provided and referenced in this contract. 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](mailto:TikilandDaycare@gmail.com).

<b>Parent/Guardian #1 Signature</b>		<b>Date</b>	
<b>Parent/Guardian #2 Signature</b>		<b>Date</b>	
<b>Tikiland Daycare &amp; Preschool Staff Signature</b>		<b>Date</b>	

**Table 1: [Infant & Toddler Program](#) & Tuition Table\*** view [Inf/Toddler Program](#) page

Days Covered & Program Abbrev.	Times	Supplies and activities Included***	Weekly Rate (\$)
		***Supplies included in tuition must be kept and used at Tikiland Daycare & Preschool only.	
M-F ( <i>InfPrg1</i> )	8:00am to 5:00pm  (Also see <b>Table 3:</b> Extended Day Options & Drop-in Care*.)**	<b>Bedding Supplies:</b> <a href="#">Century Travel Playard</a> + <a href="#">Fitted Sheet</a> + Blanket ( <i>toddlers only</i> ) <b>Clothing &amp; Accessories:</b> Rain jacket, Winter hat, crocs, Summer Hat, spare clothing shirts/pants/sweaters/socks (to be used as needed) <b>Infant/Toddler activities:</b> Please view our <a href="#">Inf/Toddler Program</a> page for details. <b>Enrichment program:</b> Please view our <a href="#">Enrichment</a> page for details. <b>Bilingual Education:</b> Please view our <a href="#">Enrichment</a> page and refer to the "Bilingual Education" <i>tab</i> for details. <b>Weekly Photos:</b> Please view our <a href="#">Weekly Photos</a> page for details.	817
M-TH ( <i>InfPrg2</i> )			791
M+W ( <i>InfPrg3</i> ) Or T+TH ( <i>InfPrg4</i> )			607

\*A diaper wipe fee will be added automatically to the quad-weekly tuition. Refer to **Table 6**

**Table 2: [Preschool Program](#) & Tuition Table\*** view [Pre-K Program](#) page

Days Covered & Program Abbr.	Times	Supplies and activities Included in Tuition***	Weekly Rate (\$)
		***Supplies Included must be kept and used at Tikiland Daycare & Preschool only.	
M-F (PkPrg1)	8:00am to 5:00pm  (Also see <b>Table 3:</b> Extended Day Options & Drop-in Care*.)**	<b>Art Supplies:</b> Art Apron, paintbrushes/papers, art project materials, seasonal crafts <b>Clothing &amp; Accessories:</b> Rain jacket, Winter hat, crocs, Summer Hat, spare clothing shirts/pants/sweaters/socks (to be used as needed) <b>Bedding Supplies:</b> <a href="#">pre-k cot</a> with sheet & sleeping bag <b>Or</b> <a href="#">Century Travel Playard</a> with Sheet & Blanket <b>Pre-K Activities:</b> Please view our <a href="#">Pre-K Program</a> page for details <b>Enrichment program:</b> Please view our <a href="#">Enrichment</a> page for details. <b>Bilingual Education:</b> Please view our <a href="#">Enrichment</a> page and refer to the "Bilingual Education" <i>tab</i> for details. <b>Weekly Photos:</b> Please view our <a href="#">Weekly Photos</a> page for details <b>Potty Training:</b> Please view our <a href="#">Pre-K Program</a> page and click on the 'Potty Training' <i>tab</i> in the "Activity List" for details.	669
M-TH (PkPrg2)			651
M+W (PkPrg3) Or T+TH (PkPrg4)			441

\*A *diaper wipe fee* will be added to the quad-weekly tuition for all preschoolers who are not yet potty trained. Please refer to **Table 6** for details.

**Table 3: Extended Day Options & Drop-in Care\***

Available Options**	Times Covered	How much notice? When is payment due?***	Where to pay?	Hourly Cost (USD)****
<a href="#">Drop-in Care</a> (Enrolled/Registered)	Drop-in care is available at Tikiland Daycare & Preschool. Please view our <a href="#">Drop-in Program</a> page and click on the "Drop in Program Process" <i>tab</i> for details on our <b>Drop in Program</b> and availability which is subject to <i>change</i> .			
<a href="#">Extended Morning</a> (1hr)	Please view our <a href="#">Extended Day (1hr)</a> page ( <a href="https://www.tikilanddaycare.com/extendedday1hr">https://www.tikilanddaycare.com/extendedday1hr</a> ) "Self Book Extended Day (1HR)" <i>Form</i> for details on our <a href="#">Extended Morning (1hr)</a> and <a href="#">Extended Evening (1hr)</a> . <i>Availability subject to change</i>			
<a href="#">Extended Evening</a> (1hr)				
<a href="#">Extended Morning</a> (½hr)	Please view our <a href="#">Extended Day (30 min)</a> page ( <a href="https://www.tikilanddaycare.com/extendedday30min">https://www.tikilanddaycare.com/extendedday30min</a> ) "Self Book Extended Day (30min.)" for details on our <a href="#">Extended Morning (½hr)</a> and <a href="#">Extended Evening (½hr)</a> . <i>Availability subject to change</i>			
<a href="#">Extended Evening</a> (½hr)				

\*All "Extended Day Options & Drop-in Care" are optional.  
 \*\*Available options can be added to the quad-weekly invoice if requested.  
 \*\*\*Failure to follow the rules, procedures and payment guidelines on this table 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*.

Table 4: Securing Spot Procedures (in order to secure a spot at Tikiland Daycare & Preschool the following steps are required)*			
Step	Description	What is this fee?	Where to submit
Step 1	Submit completed " <a href="#">Placement Form</a> " + pay <b>program placement fee</b>	This is a non-refundable <b>program placement fee</b> for new families enrolling in a program	<a href="https://www.tikilanddaycare.com/placementform">https://www.tikilanddaycare.com/placementform</a>
Step 2	Submit completed " <a href="#">Deposit Fee Form</a> " + pay <b>deposit Fee</b> . Follow instructions noted for the <b>deposit fee</b> .**	The <b>deposit fee</b> will be applied towards the last 4 weeks of your child's attendance as long as the <a href="#">Withdrawal Policy</a> and ' <a href="#">Withdrawal Form</a> ' and <b>Financial Policy</b> are followed.	<a href="https://www.tikilanddaycare.com/deposit">https://www.tikilanddaycare.com/deposit</a>

\*Use the links provided to complete each step.  
 \*\*The **deposit fee** is one of the steps required to secure a child's spot at Tikiland Daycare & Preschool.

Table 5: Three Steps of the Enrollment Process (Paperwork procedure)*				
Steps	Description**	Electronic Copy & where to submit***	Hardcopy & where to submit	DueDate ***
Step 1	Complete required steps on <b>Table 4</b> . Refer to <b>Table 4</b> .			
Step 2	+ TL Registration Packet (2024) +optional Model Release Form	Email <a href="mailto:TikilandDaycare@gmail.com">TikilandDaycare@gmail.com</a> the completed and signed documents to the "Deposit Fee Submission" thread of enrolling children. We <i>require</i> a digital copy of all the paperwork listed on these two steps.	N/A	At time of enrollment
Step 3	+ TL LIC forms Packet & +Picture of child's up to date immunization records		Submit a hardcopy of the following forms to Tikiland Daycare & Preschool. We <i>require</i> a printed copy of all the paperwork listed on step 3.	By the 1st day of care

\*Please view our [Admissions](#) page and click on the '**Admissions Process**' tab for details & required paperwork  
 \*\*Tikiland Daycare & Preschool is required by law to have the following documents on hand and completed from all attending families: **TL LIC Forms Packet (2024)**  
 \*\*\* All paperwork and payments mentioned on this table must be provided based on the given Due Dates.

Table 6: 1st Month Fees				
Fee	Description	Price	Due Date	
1st months tuition payment (Quad-weekly tuition)	Please do not forget to pay your first invoice by the due date. Refer to the <b>Invoice Schedule Policy &amp; Invoice Schedule</b> .	Refer to <b>Table 1 &amp; Table 2</b> .	Refer to the <b>Invoice Schedule Policy &amp; Invoice Schedule</b>	
Diaper wipe fee	*A <b>diaper wipe fee</b> is automatically included for the <a href="#">Inf/Toddler Program</a> and for non-potty trained children in the <a href="#">Pre-K Program</a> . To remove this fee once your child is fully potty trained, please email <a href="mailto:TikilandDaycare@gmail.com">TikilandDaycare@gmail.com</a> . There's no need to start a new email thread; simply reply within your child's existing 'Deposit Fee' Submission thread.	This fee is \$10.00 each month and we will stop charging it when your child is fully potty trained.	<b>Invoice Schedule</b>	

Everything you need to know regarding Tikiland Daycare & Preschool!

<p><b>Accepted Payments Policy</b></p>	<p>Invoices will be issued to parents/guardians via PayPal by Tikiland Daycare. These invoices will cover charges including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Tuition Fees</li> <li>• Drop-in Care Charges</li> <li>• Annual Deposit Adjustment</li> <li>• Deposit Fee</li> <li>• Extended Morning/Evening Care (For additional details, please refer to <b>Table 3</b>).</li> </ul> <p>Payments should be made in response to invoices sent exclusively from the email address <a href="mailto:TikilandDaycare@gmail.com">TikilandDaycare@gmail.com</a>. Parents/guardians are advised to disregard any requests for payment that do not originate from this email address to prevent fraudulent activities.</p> <p><i>Self-Service Submission Forms and Self-Booking options available:</i></p> <ul style="list-style-type: none"> <li>• <a href="https://www.tikilanddaycare.com/gift-card">Gift Card</a> at <a href="https://www.tikilanddaycare.com/gift-card">https://www.tikilanddaycare.com/gift-card</a></li> <li>• <a href="https://www.tikilanddaycare.com/extendedday30min">Extended Day(30min)</a> at <a href="https://www.tikilanddaycare.com/extendedday30min">https://www.tikilanddaycare.com/extendedday30min</a></li> <li>• <a href="https://www.tikilanddaycare.com/extendedday1hr">Extended Day(1hr)</a> at <a href="https://www.tikilanddaycare.com/extendedday1hr">https://www.tikilanddaycare.com/extendedday1hr</a></li> <li>• <a href="#">Drop-in Care*</a> (view <b>Table 3</b>)</li> <li>• <a href="https://www.tikilanddaycare.com/schedule-change-form">Schedule Change Fee</a> at <a href="https://www.tikilanddaycare.com/schedule-change-form">https://www.tikilanddaycare.com/schedule-change-form</a></li> <li>• <a href="https://www.tikilanddaycare.com/program-change-form">Program Change Fee</a> at <a href="https://www.tikilanddaycare.com/program-change-form">https://www.tikilanddaycare.com/program-change-form</a></li> <li>• <a href="https://www.tikilanddaycare.com/placementform">Program Placement Fee</a> at <a href="https://www.tikilanddaycare.com/placementform">https://www.tikilanddaycare.com/placementform</a></li> <li>• <a href="https://www.tikilanddaycare.com/deposit">Deposit Fee</a> at <a href="https://www.tikilanddaycare.com/deposit">https://www.tikilanddaycare.com/deposit</a></li> <li>• <a href="#">Securing Spot Procedures</a> (view <b>Table 4</b> and view <a href="https://www.tikilanddaycare.com/admissions">Admissions Page</a> at <a href="https://www.tikilanddaycare.com/admissions">https://www.tikilanddaycare.com/admissions</a> )</li> </ul>																				
<p><b>Annual Tuition Adjustment Policy</b></p>	<p>In alignment with our commitment to providing quality care and education, Tikiland Daycare &amp; Preschool will implement an Annual Tuition Adjustment. Effective from the first week of January each year, tuition fees will increase by 5%. This policy ensures the continual enhancement of our services and facilities to benefit our students and their families.</p>																				
<p><b>Birthdays</b></p>	<p>Please view our <a href="#">News and Events</a> page "<b>Birthdays</b>" for details.</p>																				
<p><b>Blog</b></p>	<p>Discover engaging tips, activities, and local insights for families on Tikiland's <a href="#">blog</a>.</p>																				
<p><b>Changes to Policies</b></p>	<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. Refer to the <b>Policy Revisions Policy</b></p>																				
<p><a href="#">Closures Pay Policy &amp; List of Closures</a></p>	<table border="1"> <thead> <tr> <th colspan="2">List of Closures</th> <th rowspan="2">Closures &amp; Pay Policy</th> </tr> <tr> <th>Date(s)</th> <th>Holiday</th> </tr> </thead> <tbody> <tr> <td>Jan. 02, 2024 - Jan. 04, 2024</td> <td>New Year Holidays</td> <td rowspan="8">                     This table contains paid holidays and vacation days for Tikiland Daycare &amp; Preschool. You can also find the list of closures on our <a href="#">Website Calendar</a>. Please mark these closures on your personal calendar and plan to arrange alternate care during these times. No childcare services will be available on the holiday and vacation dates listed in the table. It is the responsibility of each family to secure backup care, as Tikiland Daycare &amp; Preschool cannot provide assistance in finding alternative childcare solutions.                       Tuition will not be reduced nor will "makeup" days be provided for closures due to holidays or vacations as outlined in the '<b>List of Closures</b>'. Review details in this <b>Closure &amp; Pay Policy &amp; List of closures</b>. Holidays and closures are to be addressed with the Tikiland Admin directly via email at <a href="mailto:TikilandDaycare@gmail.com">TikilandDaycare@gmail.com</a> or text (408-475-6102).                 </td> </tr> <tr> <td>Feb. 19, 2024</td> <td>PRS Day</td> </tr> <tr> <td>May 13, 2024 - May 29, 2024</td> <td>Summer Break</td> </tr> <tr> <td>Jul.04, 2024</td> <td>IND Day</td> </tr> <tr> <td>Sep. 02, 2024</td> <td>LAB Day</td> </tr> <tr> <td>Nov. 28, 2024 - Nov. 29, 2024</td> <td>THK Break</td> </tr> <tr> <td>Dec. 18, 2024 - Jan. 01, 2025</td> <td>CHR Holidays</td> </tr> </tbody> </table>	List of Closures		Closures & Pay Policy	Date(s)	Holiday	Jan. 02, 2024 - Jan. 04, 2024	New Year Holidays	This table contains paid holidays and vacation days for Tikiland Daycare & Preschool. You can also find the list of closures on our <a href="#">Website Calendar</a> . Please mark these closures on your personal calendar and plan to arrange alternate care during these times. No childcare services will be available on the holiday and vacation dates listed in the table. It is the responsibility of each family to secure backup care, as Tikiland Daycare & Preschool cannot provide assistance in finding alternative childcare solutions.  Tuition will not be reduced nor will "makeup" days be provided for closures due to holidays or vacations as outlined in the ' <b>List of Closures</b> '. Review details in this <b>Closure &amp; Pay Policy &amp; List of closures</b> . Holidays and closures are to be addressed with the Tikiland Admin directly via email at <a href="mailto:TikilandDaycare@gmail.com">TikilandDaycare@gmail.com</a> or text (408-475-6102).	Feb. 19, 2024	PRS Day	May 13, 2024 - May 29, 2024	Summer Break	Jul.04, 2024	IND Day	Sep. 02, 2024	LAB Day	Nov. 28, 2024 - Nov. 29, 2024	THK Break	Dec. 18, 2024 - Jan. 01, 2025	CHR Holidays
List of Closures		Closures & Pay Policy																			
Date(s)	Holiday																				
Jan. 02, 2024 - Jan. 04, 2024	New Year Holidays	This table contains paid holidays and vacation days for Tikiland Daycare & Preschool. You can also find the list of closures on our <a href="#">Website Calendar</a> . Please mark these closures on your personal calendar and plan to arrange alternate care during these times. No childcare services will be available on the holiday and vacation dates listed in the table. It is the responsibility of each family to secure backup care, as Tikiland Daycare & Preschool cannot provide assistance in finding alternative childcare solutions.  Tuition will not be reduced nor will "makeup" days be provided for closures due to holidays or vacations as outlined in the ' <b>List of Closures</b> '. Review details in this <b>Closure &amp; Pay Policy &amp; List of closures</b> . Holidays and closures are to be addressed with the Tikiland Admin directly via email at <a href="mailto:TikilandDaycare@gmail.com">TikilandDaycare@gmail.com</a> or text (408-475-6102).																			
Feb. 19, 2024	PRS Day																				
May 13, 2024 - May 29, 2024	Summer Break																				
Jul.04, 2024	IND Day																				
Sep. 02, 2024	LAB Day																				
Nov. 28, 2024 - Nov. 29, 2024	THK Break																				
Dec. 18, 2024 - Jan. 01, 2025	CHR Holidays																				
<p><b>Confidentiality</b></p>	<p>The information you supply to Tikiland Daycare &amp; 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><b>Contracted Schedule Policy</b></p>	<p>It is your responsibility to know the days and hours your child is scheduled to attend Tikiland Daycare &amp; Preschool. A child's schedule at Tikiland Daycare &amp; 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 "<a href="#">Schedule Change Policy and Schedule Change Form</a>", <b>unapproved care</b>, and <b>unscheduled care fee</b>.</p>																				

<b>Daily Communication</b>	<p>For general information on Daily Communication view the <a href="#">Inf/Toddler Program</a> page and the <a href="#">Pre-K Program</a> page (please click on the "Daily Communication" <i>tab</i> in the 'Program Overview').</p> <p>For administrative inquiries, including contracts, programs, scheduling, payments &amp; invoicing, please contact the Tikiland Admin via our <a href="#">Contact Page</a>, email <a href="mailto:TikilandDaycare@gmail.com">TikilandDaycare@gmail.com</a> or text (408-475-6102). Also refer to the <b>Drop-off &amp; Pick-up Policy</b> for details regarding Late Drop offs/Early Pick ups and absences.</p>
<b>Delay in Enforcement Policy</b>	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.
<b><a href="#">deposit fee</a></b>	Refer to <b>Table 4</b> and <b>Financial Policy</b> .
<b>Diaper Policy</b>	Refer to the <b>Supplies Needed Policy</b> .
<b><a href="#">diaper wipe fee</a></b>	Refer to <b>Table 6</b> for details.
<b>Discipline Policy</b>	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 <b>Health &amp; Safety Policy</b> may be enforced. Refer to the <b>Health &amp; Safety Policy</b> .
<b><a href="#">Drop-in Care</a></b>	Refer to <b>Table 3</b> .
<b><a href="#">Drop-in Care Booking Policy &amp; "Drop in Program Process"</a></b>	To book drop-in care please follow the booking and payment guidelines on <b>Table 3</b> (detailed in this contract) and the " <b><a href="#">Drop-in Program Process</a></b> " as outlined on the <a href="#">Drop in Program</a> page (please click on the " <b><a href="#">Drop-in Program Process</a></b> " tab at <a href="https://www.tikilanddaycare.com/drop-inprogram">https://www.tikilanddaycare.com/drop-inprogram</a> ) to avoid <b>unscheduled care fees</b> .
<b><a href="#">Drop-in Program No Refunds Policy</a></b>	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.
<b>Drop-off &amp; Pick-up Policy</b>	<p>Tikiland Daycare &amp; Preschool responsibility for your child begins once they are on the property for their contracted hours, in the absence of the parent(s)/guardian(s). To ensure a smooth transition, parents/guardians must maintain control of their child during drop-off and pick-up times. For safety, no child will be released to anyone other than those designated on the emergency form, with required proof of identification for any unfamiliar person. Should there be a court order restricting a parent/guardian from accessing the child, we must have a written note from the custodial parent/guardian on file; without this, we cannot prevent the non-custodial parent from picking up the child. Also refer to the <b>Health &amp; Safety Policy</b>.</p> <p>Currently, and until further notice, family members are not permitted inside the facility. Child(ren)'s drop-off and pick-up will be conducted at the front door entrance only. For details on this procedure, please refer to the <b>Sign in/out Policy</b>. This ensures the safety and security of all children under our care, aligning with our commitment to provide a secure environment for every child at Tikiland Daycare &amp; Preschool. For absences, <i>early</i> pickups, or <i>late</i> arrivals please text the Tikiland Admin at <b>408-475-6102</b>.</p>
<b>Enrollment Procedures</b>	It is important for you to know all of the steps required in the Enrollment process. Refer to <b>Table 4</b> . 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.
<b>Extended Morning/Evening</b>	To book Extended Morning or Extended Evening please follow the booking and payment guidelines on <b>Table 3</b> to avoid <b>unscheduled care fees</b> .
<b>Failure to Pay Policy</b>	If a period of 1 week passes without receiving your Child's Tuition Payment, the contract will be <i>terminated</i> 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. Also refer to the <b>Late Payment Policy</b> and <b>Financial Policy</b> .
<b>Financial Policy</b>	<p>In order to secure a spot at Tikiland Daycare &amp; Preschool, parents (guardians) must pay all fees and follow the rules mentioned on <b>Table 4</b>. For details on the <b><a href="#">Deposit fee</a></b> view <b>Table 4</b>. Failure to comply with Tikiland Daycare &amp; Preschool's <b>Withdrawal Policy &amp; <a href="#">Withdrawal Form</a></b> will result in a forfeited <b>deposit fee</b>. Refer to the <b><a href="#">Withdrawal Policy</a></b>, '<b><a href="#">Withdrawal Form</a></b>' and <b>deposit fee</b>.</p> <p>In order to abide by Tikiland's <b>Financial Policy</b> the <b>Invoice Schedule Policy &amp; Invoice Schedule</b> must also be followed. 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>

<b>Fire</b>	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 practice monthly fire drills 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.
<b>Three Steps of Enrollment Policy</b>	All paperwork detailed and mentioned on <b>Table 5</b> must be submitted based on the given instructions and deadlines.
<b>Goals</b>	View the “Essential Development Goals” in the <a href="#">Inf/Toddler Program</a> & <a href="#">Pre-K Program</a> page for details.
<b>Governing Law &amp; Serviceability</b>	The agreement and information in this packet shall be interpreted in accordance with local & state laws. Refer to the <a href="#">About US</a> page.
<b>Health &amp; Safety Policy</b>	<p><b>Basic Rules</b></p> <ol style="list-style-type: none"> <li>1. No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting ourselves or others.</li> <li>2. No breaking anything intentionally.</li> <li>3. No running, jumping, wrestling, climbing, etc. in the house or on the furniture.</li> <li>4. Children may play in the front yard after day care hours if there’s <i>adequate</i> parental supervision to prevent injury.</li> </ol> <p><b>Medical Emergency:</b> Despite constant supervision at Tikiland Daycare &amp; Preschool, it’s not always possible to prevent every fall, trip, or minor injury from interactions with other children. In the event of a non-life-threatening injury, our staff will administer basic first aid. For more serious injuries requiring medical attention, we will immediately contact parents for hospital or doctor’s office transportation. The financial responsibility for any injury-related costs falls to the parent. In medical emergencies, if we can’t reach you, we’ll contact your emergency designees. Necessary first aid will be provided, and if critical, we’ll call 911 and arrange for your child’s transport to Stanford Hospital. Please note, any medical expenses incurred during care are covered by the child’s family or insurance.</p> <p>Tikiland Daycare &amp; 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 &amp; Preschool. Also refer to the <b>Illness Policy</b> &amp; the <b>Discipline Policy</b>.</p>
<b>Holiday Celebrations</b>	Refer to our <a href="#">News and Events</a> page for details.
<b>Hours of Operation</b>	Tikiland Daycare & Preschool is open from 7:00am to 6:00pm Monday through Friday.
<b>Illness Policy</b>	<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"> <li>• Fever of 100°F measured orally.</li> <li>• Nausea, vomiting, or diarrhea.</li> <li>• Sore throat and/or loss of voice OR Hacking or continuous coughing.</li> <li>• Yellow/green running nose (mucus) OR Draining eyes or ears, rash.</li> <li>• Head lice.</li> </ul> <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. 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> Also refer to the <b>Health &amp; Safety Policy</b>.</p> <p>If your child will be absent due to illness, please send a text to (408-475-6102) or /email to <a href="mailto:TikilandDaycare@gmail.com">TikilandDaycare@gmail.com</a></p>
<b>Immunization Record Policy</b>	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 <u><i>on file at all times</i></u> . Refer to <b>Table 5</b> .



Invoice Schedule & Invoice Schedule Policy	Invoice date	Due date	Dates Covered	Invoice Schedule Policy
	Wed. Jan. 03, 2024	Mon. Jan. 08, 2024	(01/08/24 - 02/02/24)	<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. 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, <b>late payment fees</b> apply and continue to accumulate after 5:00 pm each day until the balance is paid in full.</p> <p><b>Late payment fees</b> result when payments are not paid on time by 5:00 pm on the due date. <b>Late payment fees</b> 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 due dates.</p> <p><b>No Payment:</b> 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. Also refer to the <b>Failure to Pay Policy</b>, the <b>Late Payment Policy</b> &amp; the <b>Financial Policy</b>.</p> <p><b>Tuition/Rates</b> (view <b>Table 1</b> &amp; <b>Table 2</b>): Tuition rate depends on your personal contract with Tikiland Daycare &amp; Preschool.</p> <p><b>Annual Tuition Adjustment Policy:</b> In alignment with our commitment to providing quality care and education, Tikiland Daycare &amp; Preschool will implement an Annual Tuition Adjustment. Effective from the first week of January each year, tuition fees will increase by 5%. This policy ensures the continual enhancement of our services and facilities to benefit our students and their families.</p> <p><b>Review Invoices for Accuracy:</b> Please review invoices for accuracy and address discrepancies no more than 30 days from the date the invoice was issued. For anything related to Payments and invoices please send a text message or email to Tikiland Admin at <a href="mailto:TikilandDaycare@gmail.com">TikilandDaycare@gmail.com</a> or text(408-475-6102)</p>
	Wed. Jan. 31, 2024	Mon. Feb. 05, 2024	(02/05/24 - 03/01/24)	
	Wed. Feb. 28, 2024	Mon. Mar. 04, 2024	(03/04/24 - 03/29/24)	
	Wed. Mar. 27, 2024	Mon. Apr. 01, 2024	(04/01/24 - 04/26/24)	
	Wed. Apr. 24, 2024	Mon. Apr. 29, 2024	(04/29/24 - 05/24/24)	
	Wed. May 22, 2024	Mon. May 27, 2024	(05/27/24 - 06/21/24)	
	Wed. Jun. 19, 2024	Mon. Jun. 24, 2024	(06/24/24 - 07/19/24)	
	Wed. Jul. 17, 2024	Mon. Jul. 22, 2024	(07/22/24 - 08/16/24)	
	Wed. Aug. 14, 2024	Mon. Aug. 19, 2024	(08/19/24 - 09/13/24)	
	Wed. Sep. 11, 2024	Mon. Sep. 16, 2024	(09/16/24 - 10/11/24)	
	Wed. Oct. 09, 2024	Mon. Oct. 14, 2024	(10/14/24 - 11/08/24)	
	Wed. Nov. 06, 2024	Mon. Nov. 11, 2024	(11/11/24 - 12/06/24)	
	Wed. Dec. 04, 2024	Mon. Dec. 09, 2024	(12/09/24 - 01/03/25)	
	Wed. Jan. 01, 2025	Mon. Jan. 06, 2025	(01/06/25 - 01/31/25)	
	Wed. Jan. 29, 2025	Mon. Feb. 03, 2025	(02/03/25 - 02/28/25)	
<b>late payment fee</b>	Refer to the <b>Invoice Schedule &amp; Invoice Schedule Policy</b> .			
<b>Late Payment Policy</b>	Failure to pay a tuition balance within one week may result in a canceled registration and a forfeited <b>deposit fee</b> . Failure to pay on time will also result in <b>late payment fee(s)</b> . Refer to the <b>Invoice Schedule &amp; Invoice Schedule Policy</b> .			
<b>Late Pick Up</b>	For extra time needed after contracted hours refer to <b>Table 3</b> . <b>Unscheduled</b> late pick ups will result in <b>unscheduled care fee(s)</b> .			
<b>Non-Discrimination Policy</b>	Tikiland Daycare & Preschool will not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex.			
<b>Open door policy</b>	Parents & legal guardians have the right to visit their enrolled child(ren) during the child's contracted hours. At this time and until further notice, families will not be allowed into the facility. Please be respectful of Tikiland's <b>rest period</b>			
<b>Policy Revisions Policy</b>	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 (2024)." 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.			
<b>power outage</b>	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.			
<a href="#"><u>program change fee</u></a>	Refer to the <b>Program Change Process</b> .			

<a href="#">Program change Process</a>	<p>How does the <a href="#">Program Change Process</a> work?</p> <p>Please view our <a href="#">Program Change</a> page (<a href="https://www.tikilanddaycare.com/program-change-form">https://www.tikilanddaycare.com/program-change-form</a>) and click on the “<b>Program Change Process</b>” <i>tab</i> for details on our ‘Program Change Process’ and “Program Change Form”.</p> <p>A <b>program change fee</b> applies when an infant transitions from the <a href="#">Infant/Toddler Program</a> to the <a href="#">Preschool Program</a>. The fee is a one-time fee of \$50.00 and is due alongside the <a href="#">Program Change Form</a>.</p>
<b>program placement fee</b>	Refer to <b>TABLE 4</b>
<b>Property Damages Policy</b>	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 <b>Delay in Enforcement Policy</b> .
<b>Refund policy</b>	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. All fees noted on <b>Table 4</b> are not refundable, this is not negotiable.
<b>Required Forms Policy</b>	Please adhere to the submission deadlines and methods for paperwork as outlined in <b>Table 5</b> .
<b>rest period</b>	<p>All children will participate in a rest period. Please try not to schedule pick-ups or visits during this time to lessen disturbance to the resting children. We include most rest period supplies please view: <b>Table 1: Infant &amp; Toddler Program &amp; Tuition Table*</b> &amp; <b>Table 2: Preschool Program &amp; Tuition Table*</b> (*Supplies provided by us are laundered 1x - 2x per week.)</p> <p>Please view our <a href="#">Inf/Toddler Program</a> page (<a href="https://www.tikilanddaycare.com/inf-toddlerprogram">https://www.tikilanddaycare.com/inf-toddlerprogram</a>) and click on the “<b>Nap Time List</b>” <i>tab</i> for details <i>and</i> our <a href="#">Pre-K Program</a> page (<a href="https://www.tikilanddaycare.com/pre-k-program">https://www.tikilanddaycare.com/pre-k-program</a>) and click on the “<b>Daily Schedule</b>” <i>tab</i> for details.</p>
<a href="#">schedule change fee</a>	Refer to <a href="#">Schedule Change Policy</a> and <a href="#">Schedule Change Form</a> .
<a href="#">schedule change process</a>	Refer to <a href="#">Schedule Change Policy</a> and <a href="#">Schedule Change Form</a> .
<a href="#">Schedule Change Policy and Schedule Change Form</a>	<p>To change schedule(Schedule change process) follow the steps below:</p> <ol style="list-style-type: none"> <li>1. Go to the <a href="#">Schedule Change Form</a> (<a href="https://www.tikilanddaycare.com/schedule-change-form">https://www.tikilanddaycare.com/schedule-change-form</a>) and see if your new desired program is available on the drop down menu under “My Child’s New Program Schedule.”</li> <li>2. If your desired schedule is available fill out all the required fields on the <b>Schedule Change Form</b> and pay <b>schedule change fee(\$100)</b>.</li> </ol> <p>Please refer to our <a href="#">Schedule Change Form</a> and view the “Schedule Change Form” for details on our <b>Schedule Change Policy</b>. If you are wishing to increase hours of care <i>sooner than 8 weeks</i>, please send an email to <a href="mailto:TikilandDaycare@gmail.com">TikilandDaycare@gmail.com</a> 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 <a href="#">Schedule Change Form</a> and <b>schedule change fee</b>.</p>
<b>Securing Spot Policy</b>	To secure a spot at Tikiland Daycare & Preschool, all steps in <b>Table 4</b> must be completed. Refer to <b>Table 4</b>
<b>Sibling Discount Policy</b>	This applies to families who have more than one child enrolled. We offer a 15% discount for the sibling(s) with the <i>lower</i> quad-monthly tuition; however, you must pay full tuition for the child with the higher tuition.
<b>Sign in/out Policy</b>	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. Parents are <i>required</i> to sign their child(ren) in and out daily as they drop-off (enter) & pick-up (leave) their child(ren) from Tikiland Daycare & Preschool. If your child will be absent due to illness/travel/special occasion please send a message to 408-475-6102.

<b>Staff</b>	<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"> <li>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</li> </ul> <p>Marielle: In charge of accounting, administration, maintenance, and additions. All questions regarding:</p> <ul style="list-style-type: none"> <li>Payments and invoices, Contracts, Programs, and scheduling, Extra hours (drop-in care, extended morning, extended evening)</li> </ul>		
<b>Supplies Needed Policy</b>	<p>Please dress your child appropriately - activities will be held both indoors and outdoors and can be messy.</p> <table border="1" data-bbox="279 394 1583 955"> <tr> <td data-bbox="279 394 1166 955"> <p><b><a href="#">Inf/Toddler Program</a> Supplies Needed:</b></p> <p>Feeding and Care:</p> <p><input type="checkbox"/> <b>Bottles:</b> 1 to 2, with inserts (<i>label Child's name with a Sharpie or with <a href="#">Waterproof sticker</a></i>)</p> <p><input type="checkbox"/> <b>Milk:</b> 1-3 bottles (formula, breast, cow, or soy milk) 🍼</p> <p>Health and Safety:</p> <p><input type="checkbox"/> <b>Diaper Rash Cream:</b> Over-the-counter only, no prescription, (<i>store in a Ziploc bag, and label Child's name with a Sharpie</i>)</p> <p><input type="checkbox"/> <b>Diapers:</b> A box or bag replenished monthly and as needed (<i>label Child's name with a Sharpie</i>)</p> <p>Sleeping</p> <p><input type="checkbox"/> <b>Sleep sacks</b> are required for Infants 0 to 12 months (optional for toddlers) they will be stored in child's locker unless they are sent home to get washed (<i>label Child's name with a <a href="#">Waterproof sticker</a></i>)</p> <p><input type="checkbox"/> <b>Bedding</b> *optional: For parents who wish to provide their own bedding, we only accept these sheets <a href="#">Century Travel Sheets on Amazon</a> (<i>label Child's name with a <a href="#">Waterproof sticker</a></i>)</p> </td> <td data-bbox="1166 394 1583 955"> <p><b><a href="#">Pre-K Program</a> Supplies Needed:</b></p> <p>Feeding:</p> <p><input type="checkbox"/> <b>Milk</b>*optional: 1 milk container or sippy cup of formula, breast, cow, or soy milk 🍼 (<i>label Child's name with a Sharpie</i>)</p> <p>Health &amp; Safety</p> <p><input type="checkbox"/> <b>Diapers:</b> A box or bag replenished monthly and as needed- Only required for non-potty trained children or for nap time for those not fully potty trained (<i>label Child's name with a Sharpie</i>)</p> </td> </tr> </table> <p style="text-align: center;"><b>BOTH PROGRAMS</b></p> <p><input type="checkbox"/> <b>Clothing and Accessories*</b> (Items): 3 pants, 3 shirts, 3 pairs of socks 🧦👕👖 (<i>label Child's name with a <a href="#">Waterproof sticker</a></i>)</p> <p><input type="checkbox"/> <b>Lunch and 2 Snacks:</b> Parents are required to bring a lunch and two snacks for their child. Simple and yummy leftovers are a great choice. We will refrigerate and reheat as needed. 🍱</p> <p><input type="checkbox"/> <b>Winter Wear</b> (Nov-Feb): A sweater or jacket ❄️🧥 (<i>label Child's name with a <a href="#">Waterproof sticker</a></i>)</p> <p><input type="checkbox"/> <b>Summer Wear</b> (Jun-Aug) *optional: Swimsuit or swim shorts 🏊 (<i>label Child's name with a <a href="#">Waterproof sticker</a></i>)</p> <p><input type="checkbox"/> <b>Shoes</b> *optional: Extra pair to leave in locker 👟 (<i>label both shoes with Child's name using a <a href="#">Waterproof sticker</a></i>)</p> <p><input type="checkbox"/> <b>Sunscreen</b> *optional: 1 bottle per year (<i>store in a Ziploc bag, and label Child's name with a Sharpie</i>) ☀️</p> <p>*<b>Clothing &amp; Accessories:</b> All clothing items must be <a href="#">labeled</a> with the child's name. They will be stored in the child's locker unless stated otherwise.</p> <p>Please return any borrowed clothing items (shirts/sweaters/hats etc) for your child after laundering them. Please return all borrowed items (books/toys/etc.) the following day in better or the same condition as they were lent out from Tikiland Daycare &amp; Preschool. Unless it is an absolute must or a comfort toy please <i>don't</i> send any toys from home with your child. Tikiland Daycare assumes <i>no</i> responsibility for lost, stolen, or broken toys from home. Also refer to the <b>Property Damage Policy</b></p>	<p><b><a href="#">Inf/Toddler Program</a> Supplies Needed:</b></p> <p>Feeding and Care:</p> <p><input type="checkbox"/> <b>Bottles:</b> 1 to 2, with inserts (<i>label Child's name with a Sharpie or with <a href="#">Waterproof sticker</a></i>)</p> <p><input type="checkbox"/> <b>Milk:</b> 1-3 bottles (formula, breast, cow, or soy milk) 🍼</p> <p>Health and Safety:</p> <p><input type="checkbox"/> <b>Diaper Rash Cream:</b> Over-the-counter only, no prescription, (<i>store in a Ziploc bag, and label Child's name with a Sharpie</i>)</p> <p><input type="checkbox"/> <b>Diapers:</b> A box or bag replenished monthly and as needed (<i>label Child's name with a Sharpie</i>)</p> <p>Sleeping</p> <p><input type="checkbox"/> <b>Sleep sacks</b> are required for Infants 0 to 12 months (optional for toddlers) they will be stored in child's locker unless they are sent home to get washed (<i>label Child's name with a <a href="#">Waterproof sticker</a></i>)</p> <p><input type="checkbox"/> <b>Bedding</b> *optional: For parents who wish to provide their own bedding, we only accept these sheets <a href="#">Century Travel Sheets on Amazon</a> (<i>label Child's name with a <a href="#">Waterproof sticker</a></i>)</p>	<p><b><a href="#">Pre-K Program</a> Supplies Needed:</b></p> <p>Feeding:</p> <p><input type="checkbox"/> <b>Milk</b>*optional: 1 milk container or sippy cup of formula, breast, cow, or soy milk 🍼 (<i>label Child's name with a Sharpie</i>)</p> <p>Health &amp; Safety</p> <p><input type="checkbox"/> <b>Diapers:</b> A box or bag replenished monthly and as needed- Only required for non-potty trained children or for nap time for those not fully potty trained (<i>label Child's name with a Sharpie</i>)</p>
<p><b><a href="#">Inf/Toddler Program</a> Supplies Needed:</b></p> <p>Feeding and Care:</p> <p><input type="checkbox"/> <b>Bottles:</b> 1 to 2, with inserts (<i>label Child's name with a Sharpie or with <a href="#">Waterproof sticker</a></i>)</p> <p><input type="checkbox"/> <b>Milk:</b> 1-3 bottles (formula, breast, cow, or soy milk) 🍼</p> <p>Health and Safety:</p> <p><input type="checkbox"/> <b>Diaper Rash Cream:</b> Over-the-counter only, no prescription, (<i>store in a Ziploc bag, and label Child's name with a Sharpie</i>)</p> <p><input type="checkbox"/> <b>Diapers:</b> A box or bag replenished monthly and as needed (<i>label Child's name with a Sharpie</i>)</p> <p>Sleeping</p> <p><input type="checkbox"/> <b>Sleep sacks</b> are required for Infants 0 to 12 months (optional for toddlers) they will be stored in child's locker unless they are sent home to get washed (<i>label Child's name with a <a href="#">Waterproof sticker</a></i>)</p> <p><input type="checkbox"/> <b>Bedding</b> *optional: For parents who wish to provide their own bedding, we only accept these sheets <a href="#">Century Travel Sheets on Amazon</a> (<i>label Child's name with a <a href="#">Waterproof sticker</a></i>)</p>	<p><b><a href="#">Pre-K Program</a> Supplies Needed:</b></p> <p>Feeding:</p> <p><input type="checkbox"/> <b>Milk</b>*optional: 1 milk container or sippy cup of formula, breast, cow, or soy milk 🍼 (<i>label Child's name with a Sharpie</i>)</p> <p>Health &amp; Safety</p> <p><input type="checkbox"/> <b>Diapers:</b> A box or bag replenished monthly and as needed- Only required for non-potty trained children or for nap time for those not fully potty trained (<i>label Child's name with a Sharpie</i>)</p>		
<b>Termination of Care</b>	Refer to <a href="#">Withdrawal Policy</a> and ' <a href="#">Withdrawal Form</a> '.		
<b>Unapproved Care Policy</b>	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 <b>Table 3</b> will result in an unapproved early drop-off, unapproved late pick-up, and/or unapproved care. All unapproved care is subjected to <b>unscheduled care fee(s)</b> . The <i>unscheduled care fee</i> is a penalty fee of \$1.00 per minute resulting from <b>unapproved care</b> . To avoid these penalties refer to <b>Table 3</b> .		
<b>Understanding TL Registration (2024) packet</b>	It is your duty and requirement to carefully read and fully understand the TL Registration Packet (2024) and abide by the policies and procedures therein which may be amended as needed.		
<b>unscheduled care fee</b>	Refer to the <b>Unapproved Care Policy</b> .		
<b><a href="#">Weekly Photos Policy</a> &amp; 'Weekly Photos Process'</b>	Please view our <a href="#">Weekly Photos</a> page for details on our ' <b>Weekly Photos Policy</b> ' and click on the " <b>Weekly Photos Process</b> " tab for details.		

**Withdrawal Policy & Withdrawal Form**

In order to withdraw your child from Tikiland Daycare & Preschool you must complete and submit a "[Withdrawal Form](https://www.tikilanddaycare.com/withdrawal-form)" (<https://www.tikilanddaycare.com/withdrawal-form>) 8 weeks prior to your intended departure. Failure to comply with 8 weeks notice to terminate care will result in a forfeited **deposit fee**. Thereafter, you will still be required to pay the full tuition amount for the *remaining 4 weeks*. Failure to return to Tikiland Daycare & Preschool does not constitute notification of withdrawal and may be subject to legal actions. Please be sure to review and understand the "**Withdrawal Form**" details outlined on the [Withdrawal Form](#) page.

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. Refer to **Health & Safety Policy**.