

Mama Vic's Home Daycare

Hand Book

ABOUT US

I am a mama and grandmother who has a HUGE heart for kids of all ages. 25 years worked with underprivileged populations (Addiction specialist, HIV, Mental Health. I worked with mother of tox + babies alongside the reunification process.) My career was mainly in San Francisco County although I have worked in this community and it has always been a passion of mine. My grandkids all call me Nana and child care children call me mama Vic. If your kids call me by that name, don't be concerned; it's just my name. 😊 My husband is Lorenzo AKA known as "Papa" around here. He is self-employed. He's a third-generation painting contractor (Lorenzo Moreno Martinez, LLM Painting is name of our contractor business. I have 6 children (Rico, Joey, Gabriella, Destina, Lorenzo Jr. and Mateo. I have raised and are all either married or in college. I have 13 grandchildren I cherish. Ms. Dezi is my assistant and she has been a part of our family for over 20 years. She is a doll. She is a wonderful mother and wife. Davina and Crixus are her children and also enrolled in our daycare as well.

ATTENDANCE

Please let me know as soon as possible if your child is going to arrive earlier or later than scheduled, be picked up later than scheduled, or not attending for the day via text 707 205-9805

and call to 707 843-7258 land line. I will make necessary changes to the day.

ARRIVAL AND DEPARTURE

Drop-off time can be stressful for both parent and child. Although I encourage parents to be actively involved in the program, I have found that children do best when goodbyes are kept brief. A hug, a kiss, and reassurance that you'll be back soon is the best way you can help make an easy transition from home to childcare. I understand this can be hard, so feel free to call and "check in" during the day. I will also text pictures throughout the day. I will check text messages and I will return as time permits. In case of emergency please call land line at 707 843-7258 so that your call is answered immediately and also 707 205-9805 Cell

Please have your child dressed and ready for the day and weather when you arrive, if possible. I understand some days just "happen," and we'll be glad to assist on occasion.

Remember to sign your child in and out every day on the laptop. Children on programs (Sonoma Works, 4Cs, etc.), must be signed in and out on their appropriate attendance sheet every day.

I will not release a child, without advance notice from you, to any person not listed on your Emergency and Identification Form. If you have made arrangements for someone new (to me) to pick up your child, please let me know in advance. Also remind them that they must have a car seat and proper identification.

If there is a custody order in place, please provide us with a copy of the court order stating when the

non-custodial parent is allowed to pick up the child.

Just a note: When infants start daycare, the transition can be difficult on everyone, including us. We are very good with babies, but we are not miracle workers. Remember they're not our only baby like they may be at home. What works for you at home as a calming method, may not work here since we have multiple babies. We will do our best to calm your baby, but there may be times within the first month or so of daycare that we'll have to call you to come get them early when there is just nothing else we can do for your little one. So, plan to be on standby during the transition period **and warn your boss!**

COMMUNICATION

Daily communication is very important when caring for your child. [Please check cubbies for a daily Teddy Gram](#), this will give you a glimpse of how their day went, but feel free to ask questions.

WHAT TO BRING

Each child should have extra diapers and at least 2 sets of clothing on hand. I will let you know when we are running low. Also, if you are particular about diaper rash creams or sun lotion, please provide. (if not, particular I will provide) Please bring baby wipes, when child has runny nose I use your wipes also. Bring bottles and pacifiers if needed. "Special" items such as blankets and stuffed animals are always welcome for naptime.

MEALS

Mama Vic's Home Daycare is part of the 4Cs Food Healthy Food for Kids Program. A requirement of this program is breakfast is served to all children arriving by 9:00 am. You will be given the form to sign your child up for the program. Through this food program, we will serve nutritious meals and snacks. During a full day, your child will receive

two meals and two snacks. **Please do not bring outside food for children.** Children who are restricted from milk products require a note from their doctor to be placed in the child's file.

Birthdays and holidays are important, so we will celebrate as appropriate per the child's age.

ILLNESSES (5/1/2024 update)

I would like to keep a "healthy home" and ask that you do not bring your child with any of the following symptoms: This policy will be enforced. In the past I have tried to be understanding of the parents although I also need to be mindful of other parents whom will need to stay home if their child is sick because I did not follow my policy. I also do not have the ability to have a child who may no longer be contagious although is needing rest and is unable to follow our routine. Walks, games and outdoor playtime. **I will enforce this as health department states in licensing responsibilities due diligence in coming year 2024.**

- Fever (100 degrees or higher). Children must be fever free for 24 hours before returning
- Excess coughing
- Excess runny nose
- Rash (with fever and behavior changes)
- Diarrhea (more than 3 loose bowel movements in 1 day)
- Vomiting - Please do not bring them if they have vomited in the last 12 hours
- Communicable disease (chicken pox, pink eye, lice etc.)

Children with a mild cold or cough can attend daycare. If we're wiping their nose every few minutes, that's NOT mild!! If you're unsure whether or not to bring them to daycare, please don't be upset if we decide to turn them away or give you a call to pick them up early. 😊 **When any symptoms reach the point where they do not want to participate in their usual routine/play time, or require more care than staff is able to provide (such as wanting to be held more than**

usual), the parents will be called. Please arrange to have them picked up as soon as possible. If you cannot be reached, your alternate care numbers from the emergency form will be called. Your child will only be released to those persons authorized by you in writing. Please keep this information current. I may ask for a doctor's note before a child can return after an illness.

See the "Keep Me Home If..." flyer.

Mary had a little cold, but didn't stay at home. And everywhere that Mary went, the cold was sure to roam. It wandered into Molly's eyes and filled them full of tears. It jumped from there to Bobby's nose and onto Jimmy's ears. It painted Annie's throat bright red and swelled poor Johnny's head. Dora had a fever, and a cough put Jack to bed. The moral of this little tale is very quickly said. Mary could have saved a lot of pain with just one day in bed!

No over-the-counter medication will be given without parent's prior written consent.

Prescriptions must be in their original container, labeled with the child's name and dose instructions. (If necessary, ask the Pharmacist to split the medication into two containers.)

A signed consent form for the medication (LIC9221) must be completed.

DISCIPLINE

Positive discipline is used at Mama Vic's Home Daycare. If a problem arises, we first try explanations, and yes, your child will learn the word "no." although most of the time we can redirect. We have soothing Sammy our lil stuffed puppy who tries to support you in emotional regulation, we have sensory swings to hug you when they are unsure of what they are feeling 😊 As a last resort, children over 16 months of age

will receive age-appropriate calm outs (1 minute per year of age), **This is usually continued hitting or taking toys, pushing of other children** depending on their level of understanding. Children under 16 months will be redirected or we will walk into play room to interact with other toys. We LOVE our babies in daycare, so we'll do our best to give love and understanding over "NO" discipline.

OUTSIDE PLAY

We do outside play on the covered porch. During the warmer months, please bring sunscreen and appropriate cloths for play and weather for your child. **As of 05/01/2024 we have been approved to turn our back yard into a natural habitat. I am working on front yard to give us a place to play while the back yard is under construction.**

VACATION, HOLIDAYS, and CLOSURES

If you have a scheduled vacation, please let me know as soon as possible, but **full payment is required during your time away to hold your child's spot in daycare.**

Holidays 2024

New Years Day January 1

Double Scrub January 2, Cheers to fresh New Year

Martine Luther King Jr. Day January 15

Presidents Day February 19

Personal Vacation May 01-08

Memorial Day May 27

Independence Day July 4

Double Scrub Midyear July 5

Labor Day September 2

Indigenous Peoples Day October 14

Personal Bereavement Days November 07-08

Veterans Day November 11

Thanksgiving Day November 27-29

Christmas Holiday December 23-30

My sick days paid unless prolonged illness

Any daycare closures will be communicated to you with appropriate notice when possible. In the event of daycare provider's family or personal sick days, you will be notified as soon as possible. **Please be prepared with a backup provider, and see HOLIDAY schedule on bulletin board outside front door for year 2024.**

HOURS AND FEES

Mama Vic's home Daycare provides full time care from 7:30 a.m. to 5:30 p.m. Monday through Friday. Our fee is \$85 per day up to 9 hours. Each hour over 9 is an additional \$10. WE DO NOT DO HALF DAYS.

Overnight Cared Provided: 5:30 pm to 6am same fees apply.

Missed days cannot be made up. Additional days may be added if there is space. Payment for additional time will be added to your monthly fee. Sick days and holidays that your child would normally be in care, and no-show days, will be charged at your regular rate.

Fees are subject to change with 30-days' notice.

To give you a better picture of the true cost of childcare, the rate you pay will buy quality childcare, nutritious meals, and a nurturing, loving environment for your child. Your fees will also

provide myself and my assistant's income, including taxes. Beyond that, your fees pay for special childcare insurance, training, food, toys, equipment, art supplies, etc.

Like other self-employed workers, family daycare providers don't receive paid personal days, worker's comp, paid vacations, flex time off, etc. These benefits often amount to as much as 35% of an employee's wages. Unlike other forms of self-employment, family daycare is very restrictive and there is no room for growth. The State dictates the size of my business. To protect my income, you will find that a guaranteed wage is a necessary part of my contract. Most people have a 40-hour work week. Mine is 55 hours plus, and that doesn't include my training, preparation, bookkeeping, paperwork, shopping, and cleaning time. Thank you for understanding what goes in to caring for your babies, in addition to lots of love.



BUMPS AND BRUISES

Unfortunately, these are bound to happen. For normal scrapes and bumps, we will administer first aid. Besides making a note on their daily report (Teddy Gram), we will notify you by phone and communicate with you at the end of the day.

ANIMALS

Our family, and thus our daycare, has three puppies 17 months old Joey & Kala females and Koa male, A 4-year-old-Guapo and our 12lbs ball of fire Lucci 4 years ols) although they can see doggies once in a while they are fenced in away from children. They are all current on vaccinations, in good health, consistent grooming appointments, Besides Lucci other dogs are never in contact physically with children. although I like to share about everyone in our house hold.

SAFETY

Our home/daycare is a warm, loving, and safe environment where your child can explore, learn, and experience many different things. We'll love your babies as if they are our own and our home is their home.

I do not use anything toxic in my house. All my supplies are natural and plant-based.

Children are never unsupervised, either inside or out!

Provider and assistants are CPR and First Aid certified and continue continued education. We are mandated reporters and will share concerns if any always with the parents.

INFANT SLEEP ARRANGEMENTS

Mama Vic's Home Daycare follows the guidelines for "Safe Sleep" (previously known as "Back to Sleep"). All recommendations by the SIDS Safe Sleep Program are followed when caring for a sleeping infant. Back positioning is recommended for sleeping only, until your baby starts to roll over. Your infant will receive tummy time during their waking hours with us.

PARENT PARTICIPATION

Please feel free to visit us in daycare. If you have a few minutes when dropping off or picking up your child, feel free to hang out. We just suggest not every day due to comfort handoffs.

We have an open-door policy that makes morning drop offs and afternoon pickups easy. Just come on in! You never need to knock if I have your child in care. Parking in front of the house, makes it easy to come right in.

You can also call or text to check on your child during the day. Please keep in mind that there may be times when it's not convenient for us to pick up the phone or answer a text right away (such as diaper changing, bottle feeding, meal times, etc.). If we don't answer, don't be alarmed. Just leave us a voicemail or text and we'll get back to you as soon as possible.

TERMINATION OF AGREEMENT

We hope this does not happen, but one of us may find it necessary to say goodbye and terminate our childcare relationship. Children grow up, work arrangements change, people move away, and children's needs change. Regardless of the reason, should we need to terminate our contract, we need to agree in advance that the transition will be kept as loving and comfortable for your child as possible. I require 30-day notice for termination. All final charges and payments are to be paid by the last day of care. Your initial two-week prepaid deposit will be applied to any balance due.

Provider retains the right to enforce these policies at will. Lack of enforcement of a certain policy, at any given time does not indicate that a particular policy is no longer in effect. I will ask all parents to please keep handbook available to review when unsure regarding illness of children, payment and notice.

QUESTIONS AND COMMENTS

Please notify us at any time with concerns, questions, comments, or suggestions you may have to help us maintain good communication and a positive, open relationship.

Victoria Lino Martinez, Owner

Licensed Provider

Mamavicshomedaycare.com

Desiree Fernandez, Assistant

License #493010001

707 205-9805

HANDBOOK AGREEMENT

I/We have read the Daycare Policy Handbook and contract and will comply with all the provisions contained herein. At this time, I/we will enter into contract with Mama Vic's Home Daycare for care of the child listed in the contract, with the understanding that we will work together on behalf of our child/children.

This contract and agreement are in effect until a change is mutually agreed upon in writing or upon termination of care. Both parties agree to cooperate and work together on behalf of the child and accept this agreement as a binding contract.

Mother: _____
Signature Date

Legal address of mother:

City State Zip

Father: _____
Signature Date

Legal address of father:

City State Zip

I have discussed and reviewed this contract and policy handbook with the parent(s)/legal guardians. I agree to provide care for the child(ren) indicated on the contract to be placed in my home daycare as long as the terms of this contract are upheld.

Provider Signature Date

Legal Address of Provider:
1000 Borden Villa Dr., Santa Rosa, CA 95401

Contract terminated on _____ Reason for termination _____

