

PARENT HANDBOOK & ENROLLMENT APPLICATION HOME DAYCARE



PARENT HANDBOOK & ENROLLMENT APPLICATION

Ages 6 months through 12 years

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Bear Cub Explorers | Tracy, CA | Facility #394501942
BEAR CUB EXPLORERS • PARENT HANDBOOK & APPLICATION

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PART I — PARENT HANDBOOK



Every little explorer belongs here.

WELCOME TO BEAR CUB EXPLORERS

Welcome! I'm Shay. Bear Cub Explorers is a caring home daycare where children feel safe, learn through play, and build confidence.

We welcome children ages 6 months–12 years with age-appropriate activities and support for school-age children.

Please review these policies and ask any questions before signing the enrollment agreement.

PROGRAM AT A GLANCE

Ages served	6 months–12 years
Regular hours	Monday–Friday, 6:00 a.m.–6:00 p.m.
Early drop-off	Starting at 5:00 a.m., by prior arrangement and additional fee
Extended evening care	Until 7:00 p.m., by prior arrangement and additional fee
Meals and snacks	Nutritious meals and snacks are included in tuition, subject to the child's schedule and age-appropriate feeding needs
Program highlights	Learning activities, arts and crafts, enrichment, homework support for school-age children, school transportation for enrolled school-age children when agreed, and care during school breaks and summer
Tours	Please schedule a tour in advance; this is a private residence as well as a licensed home daycare

1. ENROLLMENT & STARTING CARE

- To enroll, submit the application, emergency and pickup contacts, required health and immunization records, permissions, and signed care agreement.
- Your start date, days, arrival/pickup times, tuition, and payment terms will be written in the care agreement. Schedule changes require approval.
- Registration is \$75 per child (non-refundable). If enrolling more than two weeks early, a one-week advance payment may be required and credited to week three. Confirm details in writing; the advance is non-refundable if care ends before the credit is used.
- The first 14 calendar days are a trial period. Either party may end care during this time. Afterward, two weeks' written notice is expected unless immediate termination is necessary for serious concerns.
- Enrollment depends on space, children's ages, staffing, and licensing limits.

2. HOURS, SCHEDULE & ATTENDANCE

- Hours: Monday–Friday, 6 a.m.–6 p.m. Early care from 5 a.m. and evening care until 7 p.m. require advance approval and an extra fee.
- Follow your agreed schedule. Report absences by 7 a.m. and tell Shay promptly about pickup or school schedule changes.
- Tuition pays for your child's reserved spot, not attendance. Payment is still due for illness, vacations, and other absences.
- If you cancel a scheduled day, the space may be offered to another child. Give at least 48 hours' notice if you need it back; availability is not guaranteed.
- School transportation arrangements and early-release schedules must be confirmed in writing. Notify Shay of changes.
- Full-time: 30 hours or more weekly. Part-time: fewer than 30 hours weekly.

3. TUITION, FEES & PAYMENT

- Payment must be received before care is provided for the applicable period.

INFANTS (6–12 MONTHS)

Full-Time Weekly: \$420

Part-Time Weekly: \$260

Full-Time Monthly: \$1,450

Part-Time Monthly: \$900

TODDLERS (AGES 1–3)

Full-Time Weekly: \$330

Part-Time Weekly: \$205

Full-Time Monthly: \$1,150

Part-Time Monthly: \$715

PRESCHOOL (AGES 3–5)

Full-Time Weekly: \$280

Part-Time Weekly: \$175

Full-Time Monthly: \$1,050

Part-Time Monthly: \$650

SCHOOL-AGE (AGES 5–12)

Full-Time Weekly: \$200

Part-Time Weekly: \$130

Full-Time Monthly: \$725

Part-Time Monthly: \$475

- Accepted payments: cash, money order, Zelle, and Cash App. Keep your payment confirmation.

- Late payment may incur \$25 per day after the agreed deadline.
- Extra early/evening care rates listed in the draft: infants \$25, toddlers \$23, preschool \$21, school-age \$20. Confirm the charge unit and agreed amount in writing before use.
- Unscheduled early arrival or late pickup may cost \$10 per child per 5 minutes, due at pickup. Repeated lateness may result in termination.
- Tuition covers the reserved spot and designated paid closures. The annual closure calendar and signed agreement control specific dates and charges.
- Optional field trip or project fees require advance notice and family agreement.

4. HOLIDAYS & PROVIDER CLOSURES

- Paid closures listed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day; plus 5 provider sick days and 15 vacation days annually. Professional development may mean early closing.
- Unpaid closures listed: New Year's Eve, Good Friday, the day after Thanksgiving, and Christmas Eve. Training or maintenance closures may also occur. Exact dates and charges will be confirmed annually.
- Additional non-paid closures or illness beyond the allotted sick days will be credited or waived as specified in the signed agreement.

5. MEALS, SNACKS & FOOD ALLERGIES

- Meals and snacks are included. Breakfast is offered during breakfast hours; lunch is provided for younger children and for school-age children during breaks and summer. Morning and afternoon snacks are offered daily. Dinner may be available with approved evening care.
- If arriving after a meal, please feed your child first. Menus are available on request.
- For religious, medical, allergy, or other dietary restrictions, please send suitable meals and snacks from home. Discuss any serious allergy or medical feeding plan with Shay before care begins.
- Parents of infants must provide a written bottle, milk/formula, solid-food, texture, and feeding instructions. Update them as needs change.

6. HEALTH, ILLNESS & MEDICATION

- Keep children home for fever, vomiting, diarrhea, unexplained rash, draining eyes, or suspected contagious illness. Some symptoms require at least 24 hours symptom-free; longer exclusions may apply.
- For unclear symptoms, contact Shay before arrival. If your child becomes sick at daycare, arrange prompt pickup when contacted.
- Tell Shay about communicable illness or exposure. Return must meet applicable health guidance.
- Medication requires written authorization and any required documents. Provide it in the original labeled container with instructions; hand it directly to Shay.
- Keep health and immunization records current, including legally valid exemptions and documentation where applicable.
- Report changes in allergies, medication, health conditions, or emergency plans promptly.

7. INFANT & TODDLER CARE; SLEEP; DIAPERING

- Parents share written feeding, nap, soothing, and developmental instructions for infants and toddlers.
- Infants sleep on their backs in approved, clear sleep spaces without loose blankets, pillows, or toys, following safe-sleep rules.
- Provide diapers, wipes, creams if needed, and spare clothing. Discuss toilet training with Shay. Children are not bathed or showered at daycare.
- Label bottles, breast milk, formula, food, and feeding supplies.

8. ARRIVAL, DEPARTURE & AUTHORIZED PICKUP

- Bring children clean and ready for the day. Keep drop-off calm and brief. At pickup, come to the front door and notify Shay.
- Parents supervise children during arrival and departure. Children may not go to vehicles alone.
- Children are released only to parents/guardians or people authorized in writing. Photo ID may be requested. Tell Shay ahead of pickup changes; safety concerns will be handled according to law.
- If delayed, contact Shay immediately and arrange an authorized alternate.

9. LEARNING, PLAY & BEHAVIOR GUIDANCE

- Activities include play, reading, art, science, cooking, outdoor time, and school-age homework support, adapted for age and ability.
- Children are expected to be kind, use gentle hands, follow safety rules, and respect others and property. Hitting, biting, bullying, and unsafe behavior are not allowed.
- Guidance uses redirection, reminders, appropriate consequences, and family conversations—not shame.
- Physical punishment, humiliation, or withholding food, rest, or basic care are never allowed.
- For ongoing serious safety concerns, Shay will work with families on a plan. Care may end if safety cannot be maintained. Documented damage charges apply only where lawful.

10. CLOTHING, SUPPLIES, TOYS & ELECTRONICS

- Send labeled spare clothes, socks, and underwear. Replace items after soiled clothing is sent home.
- Leave toys, valuables, and personal electronics at home unless approved. Unapproved items may be stored until pickup.
- School-age children should bring homework materials. School devices are allowed with program rules.

11. TRANSPORTATION, FIELD TRIPS & WATER PLAY

- School transportation is offered only when agreed in writing, including schools, times, destinations, and any fees.
- Off-site trips and vehicle transportation require written permission. Appropriate child safety restraints are required.
- Water play or swimming requires separate permission, advance notice, and appropriate supervision. It may not always be offered.

12. EMERGENCIES, SAFETY & MANDATED REPORTING

- Shay provides first aid and notifies families of significant incidents. In emergencies, 911 may be called and medical care arranged. Families are responsible for uncovered medical costs.
- Keep emergency contacts and medical information current. Emergency medical authorization is included in the application.

- Required emergency drills are practiced. Follow evacuation and reunification instructions during an emergency.
- No smoking or vaping on the premises during childcare.
- Childcare providers must report suspected abuse or neglect when required by law.

13. FAMILY COMMUNICATION & HOME DAYCARE VISITS

- Call/text Shay at (209) 650-3978 or email shaysbearcubs@gmail.com. Responses may be delayed while children are supervised.
- This is a private residence. Schedule tours and meetings ahead of time. Knock and follow entry procedures.
- Tell Shay immediately if your contact, work, emergency, or authorized-pickup information changes.
- Photo permissions are optional and selected separately in the application.

14. BIRTHDAYS, SPECIAL ACTIVITIES & REFERRALS

- Formal birthday parties are not part of the program. Ask in advance about a simple celebration; food and activities require approval.
- A referral thank-you of one free care day may be offered after a referred child attends for three weeks. Confirm eligibility in writing; no cash value.

15. WITHDRAWAL, TERMINATION & POLICY CHANGES

- After the trial period, give two weeks' written notice to withdraw or end care. Two weeks' tuition may replace notice if agreed. Serious safety concerns, nonpayment, or major breaches may require immediate termination.
- Shay will give two weeks' notice of fee or policy changes when possible, unless urgent legal or safety requirements apply.
- Contract changes must be in writing. Applicable law and licensing requirements take priority over handbook language.

PARENT HANDBOOK AGREEMENT

Please read and sign this page. Return the signed agreement to Bear Cub Explorers for your child's enrollment records.

Parent/Guardian Acknowledgment

I confirm that I have received and read the Bear Cub Explorers Parent Handbook and have had the opportunity to ask questions.

I understand and agree to follow the policies described in the handbook, including those covering schedules, tuition and payments, absences, health and safety, authorized pickup, and withdrawal.

I understand that tuition reserves my child's contracted space and that the specific tuition rate, payment dates, additional fees, and care schedule are established in the signed Tuition & Schedule Agreement.

I understand that any changes to the handbook or my child's care agreement will be communicated as described in the handbook and that applicable licensing requirements take precedence.

I agree to keep my child's enrollment, emergency contact, health, and authorized pickup information current.

By signing below, I acknowledge and agree to the terms of the Parent Handbook and my child's signed care agreement.

Child's full name: _____

Parent/Guardian printed name: _____

Parent/Guardian signature: _____ Date: _____

Second Parent/Guardian (if applicable): _____

Second Parent/Guardian signature: _____ Date: _____

Provider signature: _____ Date: _____