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Orange County Association for the Education of Young Children

PARENT & FAMILY HANDBOOK

OCAEYC's *Little Learners*

A guide for parents and families

FICTIONAL SAMPLE • OCTOBER 26

Program name, contacts, license and policies are illustrative only. This document does not represent an operating OCAEYC program.

This fictional Family Child Care Handbook is provided as an example only and is not intended to replace a personalized, program-specific Family Handbook.

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Program at a glance

Provider: Maya Rivera, owner and primary caregiver (fictional)

License number: SAMPLE ONLY — insert an actual California license number before use

Address: 123 Learning Lane, Sampletown, CA 90000 (fictional)

Phone: (555) 010-2026 | Email: hello@example.org (fictional)

Hours: Monday–Friday, 7:30 a.m.–5:30 p.m. | Ages: 18 months–5 years

Family contact: Text for routine updates; call for urgent matters.

1 Welcome and our approach

Welcome to OCAEYC's Little Learners. We offer a small, relationship centered home setting where children play, explore books and art, spend time outdoors and practice caring for one another. We invite families to share their languages, traditions, interests and hopes for their children. We send a brief daily update and offer a conversation about progress at least twice a year.

2 Enrollment and admission

Starting care

Families tour the home, discuss the schedule and their child's needs, and receive an enrollment packet. A place is confirmed after the contract is signed, required forms are complete and the $75 registration fee is paid. Families may arrange two short transition visits before the first full day. If no space is available, we keep an inquiry list and contact families in the order space becomes available, considering the ages we can safely serve.

Required information

Before the first day, families provide emergency contacts, authorized pickup names, health and immunization information and all applicable licensing forms and notices. Please update telephone numbers, custody documentation, allergies and pickup permissions as soon as they change. We discuss a written care plan with the family when a child needs medication, allergy support or an accommodation.

3 Schedule attendance and pickup

Hours and arrival

The agreed schedule is recorded in each family's contract. Please sign your child in and out every day using the attendance sheet at the entry. A parent or authorized adult must hand the child directly to the provider. Schedule changes require two weeks' written notice and depend on available space.

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Absences

Please text by 8:00 a.m. when your child will be absent, and tell us in advance about planned travel. Tuition reserves your child's place and remains due during child absences, including vacations and illness.

Pickup

We release children only to people listed in the enrollment record, subject to any applicable court order. We ask unfamiliar authorized adults for photo identification. If you will be late, call immediately. Pickup after 5:30 p.m. is charged $10 for the first 10 minutes and $1 for each additional minute. If we cannot reach a parent, we call the emergency contacts; if no authorized adult can be reached, we follow our emergency procedure and applicable requirements.

4 Tuition and payments

Sample rates

Full time care, Monday–Friday: $325 per week. Part time care, three fixed days: $225 per week. Tuition is due each Monday by 9:00 a.m. through electronic payment or check. A $75 nonrefundable registration fee is due when the place is accepted. There is no separate supply fee. The signed contract identifies the child's rate and days.

Late and returned payments

A payment not received by Tuesday at 9:00 a.m. incurs a $15 late fee. A returned payment incurs a $25 fee. We discuss any unpaid balance promptly and provide written notice before suspending care under the contract. Families should contact the provider before the due date if a payment problem arises.

Closures and subsidies

Tuition remains due for the six program holidays on the annual calendar and for child absences. Tuition is not charged when the provider closes for an unplanned full day or for the provider's five announced vacation days. Families receive at least 30 days' notice of planned vacation. For subsidized care, family copayments and charges outside the authorization are explained in the individual contract. Rate changes receive 30 days' written notice.

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5 Daily care and learning

Typical day

Arrival and free play begin at 7:30 a.m.; morning snack is at 9:00; outdoor exploration and small group activities follow; lunch is at 11:30; rest is from about 12:30 to 2:30; afternoon play and snack lead into pickup. We adjust this rhythm for children's development and individual needs. Families receive a daily note about meals, rest and activities.

Food and supplies

We provide a morning snack, lunch and afternoon snack. Families send a labeled water bottle, spare clothes and weather appropriate outdoor clothing. Families supply diapers and wipes. Please tell us about allergies and dietary needs before enrollment; we agree on a written plan when needed. We support toilet learning collaboratively without punishment or pressure.

Rest

Children have a quiet rest opportunity. Toddlers and preschoolers who do not sleep may use quiet books or activities after resting. If an infant is enrolled under an applicable program arrangement, individualized feeding and safe sleep practices will follow current licensing rules and a family care plan.

6 Health and safety

When children are ill

Please keep a child home with fever, repeated vomiting or diarrhea, or symptoms that prevent comfortable participation. A child may return after being fever free for 24 hours without fever reducing medicine, with vomiting or diarrhea resolved for 24 hours, and when able to participate in care. We may request guidance for a condition that needs a specific exclusion period. We call families if a child becomes ill and ask for pickup within one hour when exclusion is needed.

Medication and emergencies

We administer medication only with appropriate written authorization, original labeling and instructions. We store it securely and document doses. In an emergency, we call 911 when needed, contact the family, and follow the child's care plan. Our evacuation meeting place is the front gate of the neighborhood park on Learning Lane; if that area is unsafe, we contact families with the alternate location. Emergency contact details must remain current.

Supervision and guidance

We supervise children indoors and outdoors and use calm redirection, clear limits and problem solving. We do not use corporal punishment, humiliation or withholding food. Families and the provider develop a shared support plan when a child needs more help. We report incidents and

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notify families as required. We do not transport children or conduct off site field trips in this sample program.

7 Family rights and communication

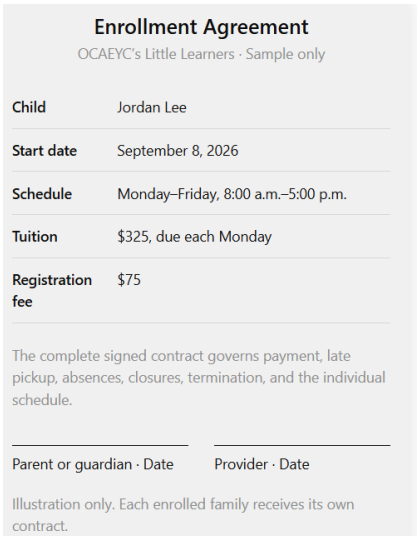
Families are welcome to discuss their child's care with Maya at drop off or pickup, or schedule a private conversation. Routine messages receive a response by the next business day. Concerns may be raised directly with the provider; required parent rights and licensing contact information are provided in the enrollment packet. We protect family information and share child photos only with a separate written permission. Families may decline public photo use without affecting enrollment.

8 Calendar changes and leaving care

The annual calendar lists holidays and planned closures. We text and email families as soon as possible if an unexpected closure occurs. We give 30 days' written notice of ordinary handbook changes. Families may end care with two weeks' written notice; tuition is due through that period. The provider ordinarily gives two weeks' written notice, but may act sooner when a serious safety concern requires it. We discuss concerns with families when possible and provide a final invoice within five business days. These terms also appear in the signed contract.

9 Example parent contract summary

Child: Jordan Lee | Start date: September 8, 2026 | Schedule: Monday–Friday, 8:00 a.m.–5:00 p.m. | Tuition: $325 each Monday | Registration fee: $75. The complete signed contract states payment, late pickup, absence, closure and termination terms and controls the individual schedule. This entry is an illustration only; every enrolled family would receive its own contract.



Enrollment Agreement

OCAEYC's Little Learners · Sample only

Child	Jordan Lee
Start date	September 8, 2026
Schedule	Monday–Friday, 8:00 a.m.–5:00 p.m.
Tuition	$325, due each Monday
Registration fee	$75

The complete signed contract governs payment, late pickup, absences, closures, termination, and the individual schedule.

Parent or guardian · Date _____ Provider · Date _____

Illustration only. Each enrolled family receives its own contract.

10 Acknowledgment example

I received the OCAEYC's Little Learners Parent and Family Handbook dated September 1, 2026. I understand the program policies and know I may ask questions at any time.

Parent or authorized representative: Taylor Lee | Signature: [sample signature] | Date: September 1, 2026

Provider: Maya Rivera | Signature: [sample signature] | Date: September 1, 2026

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Attachments for a real program

Forms and Documents for Your Family

The next section contains examples and tools to help you assemble an enrollment packet for your family child care program. Use the annual calendar to identify your operating days, holidays, and planned closures. Complete the fee schedule with your tuition rates, payment deadlines, and any additional charges. Adapt the enrollment and emergency forms to collect the information you need to care for each child and contact their family.

Include the required parent rights and licensing notices in the form required for your program. When a child needs medication or individualized support, work with the family to complete the applicable authorizations and care plans. Finally, prepare a parent contract for each family that states their child's schedule, tuition, and other agreed terms, and obtain signatures before care begins.

The completed examples are for reference. Replace all fictional information, check that your documents agree with one another, and review current licensing requirements before giving your packet to families.

Source basis: California Department of Social Services, Family Child Care Homes, Title 22 Division 12 Chapter 3, including §§102416.5, 102417–102419, 102421, 102423 and 102425. Review current requirements before adapting this fictional example.

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Annual Calendar

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Sample Annual Calendar 2026–2027

September 1, 2026–August 31, 2027 | Monday–Friday, 7:30 a.m.–5:30 p.m.

This is a fictional example for the sample family handbook. All dates and financial terms should be customized before use.

Program closure dates

DATE	DAY	CLOSURE	TYPE
September 7, 2026	Monday	Labor Day	Holiday
November 26, 2026	Thursday	Thanksgiving Day	Holiday
December 25, 2026	Friday	Christmas Day	Holiday
January 1, 2027	Friday	New Year's Day	Holiday
May 31, 2027	Monday	Memorial Day	Holiday
July 5, 2027	Monday	Independence Day observed	Holiday
August 2–6, 2027	Monday–Friday	Provider vacation	Vacation

Tuition during closures

Tuition remains due for the six listed holidays. Tuition is not charged for the five provider vacation days (August 2–6) or for an unplanned full day provider closure. The individual signed contract controls each family's payment terms.

Family reminders

- Report child absences by 8:00 a.m. by text.
- Share schedule change requests at least two weeks in advance; approval depends on space.
- The provider gives at least 30 days' notice of planned vacation and communicates unexpected closures as soon as possible.
- Keep emergency contacts current throughout the year.

Sample only • Revised September 2026

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Current Fee Schedule

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Sample Current Fee Schedule

Effective September 1, 2026 | Fictional example for the sample parent handbook

Care is available Monday–Friday, 7:30 a.m.–5:30 p.m. Each family's contracted days and hours appear in its signed parent contract.

Weekly tuition

CARE OPTION	CONTRACTED SCHEDULE	WEEKLY RATE
Full time	Monday–Friday, five days	$325
Part time	Three fixed days per week	$225

Fees and payment terms

Registration fee: $75, nonrefundable; due when the enrollment place is accepted.

Payment due: Tuition is due every Monday by 9:00 a.m. by electronic payment or check.

Late payment: $15 if tuition has not been received by Tuesday at 9:00 a.m.

Returned payment: $25 per returned payment.

Late pickup: After 5:30 p.m.: $10 for the first 10 minutes, then $1 for each additional minute.

Supply fee: None.

Tuition during absences and closures

- Tuition remains due during child illness, family vacations and the six program holidays listed on the annual calendar.
- Tuition is not charged for an unplanned full day provider closure or the five announced provider vacation days.
- For subsidized care, the individual contract specifies any family copayment and charges outside the authorization.

Families receive at least 30 days' written notice of rate changes. The signed parent contract controls the child's individual schedule and financial terms.

Sample only • Customize all amounts and terms before use

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Enrollment and Emergency Forms

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Sample Enrollment Form

FICTIONAL COMPLETED EXAMPLE • Jordan Lee • September 2026

Child and family information

Child's legal name	**Jordan Avery Lee**
Name used / pronouns	Jordan / they, them
Date of birth	March 14, 2022
Home address	123 Example Avenue, Sampletown, CA 90000 (fictional)
Parent or guardian 1	Taylor Lee | (555) 010-1101 | taylor@example.org
Parent or guardian 2	Morgan Lee | (555) 010-1102 | morgan@example.org
Primary language(s)	English and Spanish

Care arrangement

Start date	**September 8, 2026**
Contracted days	Monday–Friday
Contracted hours	8:00 a.m.–5:00 p.m.
Weekly tuition	$325, due each Monday by 9:00 a.m.
Registration fee	$75, nonrefundable; sample payment received September 1, 2026
Preferred routine contact	Text Taylor first; call either parent for urgent matters

Child's routines and needs

Allergies and dietary needs	**None reported in this fictional example**
Medication or care plan	None reported; update provider if needs change
Rest and comfort	Usually rests after lunch; comfort item is a small blanket
Interests and strengths	Books, building, outdoor exploration
Toileting and supplies	Independent toileting; family supplies spare clothes

Parent acknowledgment (sample): I confirm the information is current and will notify the provider of changes. This record does not replace required licensing documents or the individualized signed parent contract.

Taylor Lee | [sample signature] | September 1, 2026

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Sample Emergency Information Form

FICTIONAL COMPLETED EXAMPLE • Jordan Lee • September 2026

Child and immediate contacts

Child	**Jordan Avery Lee | Date of birth: March 14, 2022**
Parent or guardian 1	Taylor Lee | Mobile: (555) 010-1101 | Work: (555) 010-1103
Parent or guardian 2	Morgan Lee | Mobile: (555) 010-1102 | Work: (555) 010-1104
Home address	123 Example Avenue, Sampletown, CA 90000 (fictional)

Emergency contacts and pickup

Contact parents first. If they cannot be reached, call the following people in order. Both are authorized for pickup in this sample record.

1 Casey Lee	**Aunt | (555) 010-2201 | Authorized pickup: Yes**
2 Dana Ortiz	Family friend | (555) 010-2202 | Authorized pickup: Yes
Identification	Request photo identification from an adult unfamiliar to the provider
Custody or release limitations	None reported in this fictional example; file any applicable orders

Health and emergency care details

Allergies	**None reported**
Medical conditions	None reported
Medication at program	None
Primary care provider	Dr. Alex Kim | Sample Pediatrics | (555) 010-3301 (fictional)
Preferred hospital	Sample Community Hospital | (555) 010-4401 (fictional)
Health coverage	Sample Health Plan | Member ID: SAMPLE ONLY

Emergency procedure: The provider calls 911 when needed, follows the child's individual care plan, contacts a parent or guardian, and then calls listed emergency contacts. The provider documents the incident and follows applicable reporting requirements.

Parent confirmation (sample): Taylor Lee | [sample signature] | September 1, 2026

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Individualized Signed Parent Contract

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Sample Individualized Parent Contract

FICTIONAL COMPLETED AND SAMPLE SIGNED EXAMPLE | Effective September 8, 2026

This example shows how one family's agreement can reflect the handbook, annual calendar and fee schedule. The program and signatures are fictional. A real provider should complete and review its own agreement with each family.

1 Parties and child

Provider	Maya Rivera, OCAEYC's Little Learners (fictional)
Parent or guardian	Taylor Lee and Morgan Lee (fictional)
Child	Jordan Avery Lee | Date of birth: March 14, 2022
Care begins	Tuesday, September 8, 2026
Program contact	(555) 010-2026 | hello@example.org (fictional)

2 Reserved schedule

Care is reserved Monday–Friday, 8:00 a.m.–5:00 p.m. within program hours of 7:30 a.m.–5:30 p.m. A family may request a schedule change in writing at least two weeks in advance. Changes require provider approval and an updated agreement. The family signs the child in and out each day and releases the child directly to the provider at arrival.

3 Tuition and payment

Weekly tuition	$325 for the five day reserved schedule
Payment due	Each Monday by 9:00 a.m. by electronic payment or check
Registration fee	$75, nonrefundable; sample paid September 1, 2026
Late payment	$15 when payment has not arrived by Tuesday at 9:00 a.m.
Returned payment	$25 per returned payment
Supply fee	None

Tuition reserves the contracted space. The provider will contact the family about an unpaid balance and provide written notice before care is suspended. Any rate change will receive at least 30 days' written notice.

4 Absences holidays and closures

The family texts the provider by 8:00 a.m. when Jordan will be absent. Tuition remains due during child illness, family vacations and the six holidays listed in the September 2026–August 2027 annual calendar. Tuition is not charged for an unplanned full day provider closure or the five provider vacation days listed for

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August 2–6, 2027. The provider gives at least 30 days' notice of planned vacation and communicates unexpected closures as soon as possible.

5 Pickup and late charges

Jordan is released only to a parent or an adult authorized in the enrollment record, subject to applicable court orders. An unfamiliar authorized adult must present photo identification. The family calls immediately if pickup will be late. Pickup after 5:30 p.m. incurs $10 for the first 10 minutes and $1 for each additional minute. If the family cannot be reached, the provider contacts the listed emergency adults and follows the emergency procedure.

6 Health records and family information

The family provides complete enrollment and emergency information, applicable health records and required licensing forms before care begins. The family promptly updates contacts, pickup permissions, health needs and any relevant legal documents. Medication or individual care plans are completed separately when applicable.

7 Ending care and policy changes

The family gives two weeks' written notice to end care; tuition remains due through that notice period. The provider ordinarily gives two weeks' written notice, but may act sooner when a serious safety concern requires it. The provider discusses concerns when possible and provides a final invoice within five business days. Ordinary handbook changes receive 30 days' written notice. This contract and its written amendments state Jordan's individual terms; the handbook explains general program practices.

8 Sample signatures and acknowledgment

We have reviewed this individualized agreement, the sample parent handbook, current fee schedule and annual calendar. We understand the schedule and charges above and will keep enrollment and emergency information current.

Parent or guardian	Taylor Lee | [fictional sample signature] | September 1, 2026
Additional parent	Morgan Lee | [fictional sample signature] | September 1, 2026
Provider	Maya Rivera | [fictional sample signature] | September 1, 2026

SAMPLE ONLY • No actual agreement or signature is represented

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