

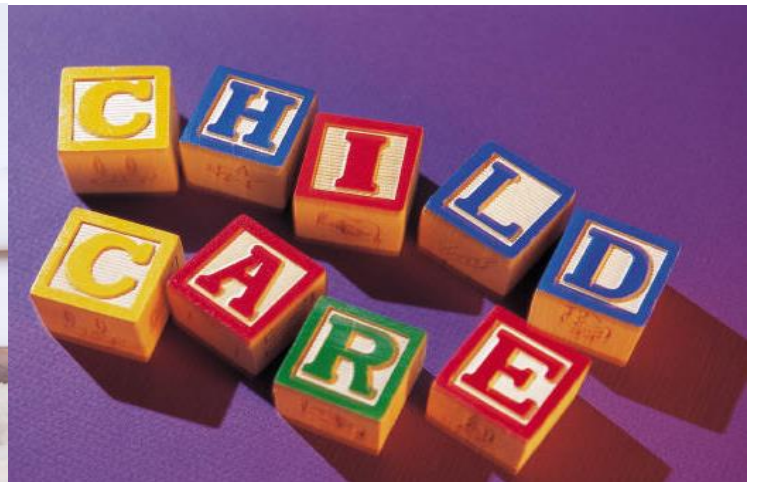
# Rising Star Family Childcare

家長手冊

Parent Handbook

優質托兒指南

A guide to quality care for your child



**Wu, Hiu Yim (Carol)**  
**License No. 384004242**  
**33 Seneca Ave, Unit 307, San Francisco, CA**  
**(415)984-0455**  
**risingstarfcc@gmail.com**

## ***Table of Content*** 目錄

|  |       |
|--|-------|
| Welcome Letter 歡迎信                                     | 3     |
| Mission 服務宗旨   | 4     |
| Philosophy 托兒理念  | 4     |
| Child Care 托兒計劃  | 5     |
| Statement of Non-Discrimination 不歧視聲明                  | 6     |
| Mandated reporters 必須的舉報                               | 6     |
| Positive Discipline 正面的紀律                              | 6     |
| Contract/Policies 托兒服務，政策及規定協議                         | 7     |
| -Hours of Operations 托兒服務時間                            | 8     |
| -Attendance 出席   | 8     |
| -Termination of services 終止服務                          | 9     |
| -Admission 托兒入學事宜                                      | 10    |
| -Written Notice 書面通知                                   | 10    |
| - Health of The Family Child Care Provider 家庭托兒者健康     | 10    |
| - Meals, food Allergies and special diets 膳食，食物過敏，特殊飲食 | 11-12 |
| - Field trips Permission Form 戶外旅行同意書                  | 13    |
| - Holidays 假期  | 14    |
| - Payments and Fees 付款及托兒費                             | 15-16 |
| - TOYS, NAP TIME, Items 玩具，午睡時間，用品                     | 17    |
| Contact Information 聯絡資料                               | 18    |
| <b>Attachments</b>                                     |       |
| Medication Administration Form 孩子生病及餵藥                 | 19-20 |
| Medication Administration Form 服藥處理表格                  | 21    |
| Incident of injury report 意外及受傷報告                      | 22    |
| Emergency plan 緊急逃生計劃                                  | 23    |
| Daily Schedule 每日時間表                                   | 24    |

## ***Welcome Letter*** 歡迎信

---

Welcome to Rising Star Family Childcare, it is a pleasure to open our family's home to your child and you. We are a San Francisco home based childcare facility licensed by the California Department of Social Services, Community Care Licensing. We are licensed to care for 8 children, between 0 months to 6 years of age.

This parent handbook is designed to acquaint parents with the program, policies and procedures at Rising Star Family Childcare. This handbook includes information about our business and childcare policies, fees and payment rules, holiday closure of our facility, program information, illness policies and other information. We believe in partnering with parents to raise healthy and confident children. Having a basis for communication will help us accomplish this. You are welcome to approach us should you have other questions not found in the handbook or need further clarification.

We look forward to providing your child with a positive early childhood development experience.

歡迎來到新星家庭托兒所。我們是舊金山以家庭為基礎的幼兒設施，持有加州社會服務部／社區護理發出之經營牌照。我們的托兒所可照顧 8 個年齡由 0 個月至 6 歲的孩子。

此家長手冊是為了讓家長更好的瞭解本托兒所，手冊的內容包括本托兒所提供的服務、托兒政策、收費和付費的規定，以及假期、生病照顧、服藥等。我們相信要培養健康和自信的孩子，必須與家長的緊密合作。

我們非常期望與家長共同合作，為你的孩子創造一個健康，美好的成長經驗。

謹此致安！

## ***Mission*** 服務宗旨

---

We believe in creating a safe environment where children can feel happy, where parents feel trust and where providers are responsible for helping children develop into well balanced individuals with a range of interests and a curiosity to continue learning. We promote respect and foster a creative environment where children are free to explore and learn in a fun manner.

我們相信，為孩子創造一個安全的環境，可以讓孩子們樂在其中，讓家長感到安心，而托兒者可以更盡責地幫助孩子在各方面的發展，更好地平衡小孩的興趣和學習的好奇心。我們提倡為孩子創造一個受尊重和培養創造性的環境，讓孩子用有趣的方式來探索和學習。

## ***Philosophy*** 托兒理念

---

We believe that children learn through exploring and we strive to create a fun learning environment where children are encouraged to engage in activities that help them learn and develop.

We partner with parents to raise healthy, happy children and emphasize two-way communication as essential to this partnership.

我們相信孩子會通過探索學習，所以努力創造有趣的學習環境，鼓勵孩子們進行各種活動，幫助他們學習和發展。

我們期望與家長合作，共同培養健康快樂的孩子，我們同時強調互相溝通，這種合作關係對孩子的成长至關重要。

## **Childcare Program 托兒計劃**

---

We are a bilingual childcare. We speak Chinese (Cantonese & Mandarin) and English who can help your children expand their language ability and cultural diversity and support bilingual learning.

Our curriculum is play-based, and we offer children many kinds of learning experiences and opportunities through music, dramatic play, art/crafts, stories, science, senses, sports and field trips.

Program activities at our childcare support different areas of early childhood development such as physical, cognitive, language social, and emotional developments. To this end, we offer many age-appropriate activities to keep all children engaged and happy as they explore and learn.

We believe that children learn as they play, so we ensure that they play in a safe manner and a safe environment. Brain research shows that children who have opportunities for unstructured, self-selected play have significant gains; cognitive, physical, social and emotional. It turns out that play, exploration and creativity provide the best preparation for later academic learning! Additionally, children learn through various methods, but often their physical and social world teaches them the most. Even small infants learn this way.

我們是雙語托兒所。我們會說中文 (廣東話和普通話)和英語，可以幫助您的孩子提高語言能力和文化差異，並支持雙語學習。

我們實施以遊戲為基礎的教學課程，透過音樂、角色扮演、藝術、故事、自然科學、身體感官、運動和戶外旅行，為孩子們提供許多不同種類的學習經驗和機會。

我們的托兒計劃，為幫助兒童在不同領域的早期發展，如身體、認知、語言社交和情緒發展，設計及提供了許多與年齡適當的活動，讓所有兒童能快樂的參與其中，透過探索，親身經驗，從中學習。

我們相信，孩子們是透過玩樂和親身體驗來學習，因此為他們提供一個安全的環境，安全遊玩的方式極為重要。大腦研究表明，孩子們有機會在非結構性，自主選擇的環境中學習效果顯著，事實證明，遊戲，探索性和創造性的成長環境，為以後的學術學習，認知，生理，社交和情感的發展提供了最好的準備。此外，孩子們通過各種方式學習，但往往他們的身體和社交世界，對孩子的影響最大。即使是很小的嬰幼兒亦適合這種學習方法。

## **Statement of Non-Discrimination 不歧視聲明:**

---

Rising Star Family Childcare welcomes all families, regardless of race, national origin, color, religion, sexual orientation, gender, ancestry, marital or parental status, and physical, mental, emotional or learning disability.

新星家庭托兒所歡迎所有家庭，不分種族，國籍，膚色，宗教，性取向，性別，血統，婚姻或家長地位，和身體，心理，情緒或學習障礙。

## **Mandated Reporters 必須的舉報**

---

If provider suspects a child have been the victim of child abuse or neglect, we are required by law to report our suspicions. All child development teachers and family childcare providers in the State of California are mandated reporters.

法律規定，如果懷疑兒童受到虐待或忽視，所有加州托兒工作員工，兒童發展教師和家托托兒者都必須依法向有關機構舉報。

## **Positive Discipline 正面的紀律**

---

We believe in positive praise to encourage children to behave in a manner that promotes a healthy and learning environment for all. Our goals include helping children learn self-control and respect for themselves and others.

We use only constructive and positive techniques when disciplining. These include redirection, anticipation, modeling, natural consequences, elimination of potential problems and teaching children to resolve conflicts on their own in an appropriate way.

We will discipline all children in a respectful and consistent manner. We will also establish clear limits that are simple and consistent, explain rules, keep a positive outlook and keep children engaged in age appropriate play.

我們相信，正面地讚賞可以鼓勵孩子的行為表現，促進健康和學習性的環境。我們的目標包括幫助孩子學會自我控制和尊重自己及他人。

管教時，我們只使用引導式和正面鼓勵的方法。這些方式包括引導性，期望，大人以身示範，後果，消除潛在的問題和教孩子用適當的方式解決衝突。

我們對所有孩子的管教是基於尊重的，明確的和一致的方式。我們也建立簡單及貫徹性的規則解釋條例，保持一個正面的，積極的環境，讓孩子參與適合其年齡的活動。

## **Enrollment Contract & Policies 托兒服務、政策及規定協議**

Full Name of Child 孩子姓名: \_\_\_\_\_ Date of Birth 出生日期: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Enrollment 入托日期: \_\_\_\_/\_\_\_\_/\_\_\_\_

Father's/Guardian Full Name 父親/監護人姓名: \_\_\_\_\_

Address 地址: \_\_\_\_\_

Phone Number 電話: (\_\_\_\_) \_\_\_\_\_ E-Mail 電郵: \_\_\_\_\_

Work Address 工作地址: \_\_\_\_\_

Work Phone Number 工作電話: (\_\_\_\_) \_\_\_\_\_ Position of Employment 職位: \_\_\_\_\_

Mother's/Guardian Full Name 母親/監護人姓名: \_\_\_\_\_

Address 地址: \_\_\_\_\_

Phone Number 電話: (\_\_\_\_) \_\_\_\_\_ E-Mail 電郵: \_\_\_\_\_

Work Address 工作地址: \_\_\_\_\_

Work Phone Number 工作電話: (\_\_\_\_) \_\_\_\_\_ Position of Employment 職位: \_\_\_\_\_

If Child is not live with parents 如孩子不與家長同住

Guardian's Relationship to child 監護人與孩子的關係: \_\_\_\_\_

Guardian Full name 監護人姓名: \_\_\_\_\_ Address 地址: \_\_\_\_\_

Phone Number 電話: (\_\_\_\_) \_\_\_\_\_ E-Mail 電郵: \_\_\_\_\_

Name of responsible person(s) who can be contacted if parent / guardian cannot be reached and who are authorized to pick up child from the day care home.

當無法聯繫到家長/監護人，請列明可聯繫的緊急聯絡人，而這緊急聯絡人是有權從托兒所接走孩子的。

Person 1 緊急聯絡人 1

Name 姓名: \_\_\_\_\_ Relationship to Child 與孩子的關係: \_\_\_\_\_

Phone Number 電話: (\_\_\_\_) \_\_\_\_\_

Person 2 緊急聯絡人 2

Name 姓名: \_\_\_\_\_ Relationship to Child 與孩子的關係: \_\_\_\_\_

Phone Number 電話: (\_\_\_\_) \_\_\_\_\_



## **Hours of Operations 托兒服務時間**

Our childcare regularly operates from 8:30 a.m. to 5:30 pm (From Monday through Friday.) You may use any or all these hours. Our childcare is CLOSED at 5:45 p.m. After 5:50 p.m. late charges will be added at the rate of \$10.00 for every fifteen minutes, added at the BEGINNING of each quarter-hour. All times in and out are taken from the clock at the childcare home.

Childcare hours for any given child are arranged between the family childcare provider and the parents and specified in the Payments and Fees section of this contract.

本托兒所之常規托兒時間由星期一至星期五 上午 8:30 開始，直至下午 5:30，您的孩子可以在托兒服務時間內使用托兒服務，托兒所會在下午 5:45 正式關閉。下午 5:50 後，每十五分鐘收取\$ 10.00 的附加費，每十五分鐘為一整個附加費的計算指標，不論這十五分鐘是否完結。所有進出托兒所的時間都是以托兒所之時鐘為準。

每個孩子的具體托兒服務時間將由家庭托兒者與家長之間確定，並列明在這協議的托兒費及付費項目中。

**Daily sign in and sign out are needed. 每天到達和離開時需要簽名。**

## **Attendance 出席**

Parents must notify the family childcare provider if the child is to be absent or late from care for any reason. Notice should be given before 9:00 a.m. in advance or as soon as possible. This helps us know how many students to plan for at lunch, activities etc.

Family should inform the Child Care Provider for vacation two weeks prior to the date of vacation.

如果您的孩子不能前來托兒所，家長或監護人必須在當天上午 9:00 之前盡快致電通知家庭托兒者，以便我們統計有多少孩子進食午餐和參與活動等。

如家庭自行休假仍需提前兩星期通知托兒所。



## **Termination of Services 終止服務**

Childcare services at Rising Star Family Childcare can be terminated by either parents or family childcare provider with written notice of 14 working days. Parents and family childcare provider need to arrange and decide the final date of childcare service and the final payment due date. Payment for childcare services is due for up to 14 days after written notice is given by the parents whether the child is left in care. Paid payment for childcare services except deposit will not be refund to parents.

Childcare services may be terminated by the family childcare provide for the following reasons:

- If the child does not become accustomed to the family child care provider, is continually sad, cries, or is unable to adjust to the child care environment.
- The child constantly hurts him/herself physically or hurts other children.
- Consistent difficult / disruptive behavior, as explained in the Positive Discipline section of this contract.
- Parents do not respect the hours of care, start and end time, as established in their contract.
- Parents are not punctual in paying child care fees.
- Parents do not work with family child care provider to provide a consistent discipline, potty training, provide for child's needs and/or attend appointments with family child care provider.
- Parents do not respect or abide by policies established for family child care business, including those in this contract, and other policies set by programs such as fee subsidy programs.

**At the time that the termination notice is given, both parties will agree on the last day of care and final payment for childcare services provided.**

新星家庭托兒或家長都有權終止這托兒服務協議。家庭托兒者或家長在決定終止協議時，提出方需要在 14 日工作天前以書面通知對方。家庭托兒者和家長需安排和決定最後托兒服務的日期和最後付款日期。當發出書面通知後，無論您的孩子是否使用托兒服務，家長必須支付這 14 日的托兒費，除了押金之外，已繳付的托兒費是不會退還給家長。

如果我們確定，我們的設施不適合您的孩子，我們將提供給家長其它托兒中心的資料和協助孩子在轉渡期裏適應。以下情況家庭托兒者可能終止托兒服務:

- 如果孩子不習慣家庭托兒環境，不斷傷心、哭泣或不適應家庭托兒者。
- 孩子持續地傷害他/她自己身體或其他孩子。
- 持續地表現挑戰和破壞性行為。
- 家長不尊重在協議成立的托兒接送時間。
- 家長不能準時支付托兒費。
- 家長不與家庭托兒者對孩子教育一致性，例如: 如廁訓練或處罰，或不參加為孩子需要而安排的會議。
- 家長不尊重或遵守家庭托兒規定的政策，包括那些在協議或家庭托兒設立的其它政策。

當終止服務已訂明後，雙方在同意的日期并繳付最後的托兒費，服務便告終止。

## **Admission 托兒入學事宜**

There are many childcare admission forms that are regulated by the California Department of Social Services Licensing. Parents must provide up-to-date information to family childcare providers and forms must be kept at our childcare. We also use Immunization records LIC701、ASQ-3(Ages and Stages Questionnaire) and ASQ-se(Social -Emotional Questionnaire) to evaluate the development of a child.

All children must have a complete health evaluation form and up-to-date immunizations records before enrollment in our day care. (See the Child Illnesses section of this contract)

有許多托兒入學表格是加州社會服務部牌照局規定，家長必須提供最新的資料給家庭托兒者，表格必須保留在托兒所。我們同時也會使用 701-Form，ASQ-3（年齡和階段問卷）和 ASQ-se(社交情感問卷) 來評估孩子的成長發育。

在加入我們的托兒所之前，所有兒童必須具有完整的健康評估表和已注射了最新的疫苗，並提供最新的疫苗注射記錄副本。(請參閱在這協議的孩子生病項目)

## **Written Notice 書面通知**

The following events are needed to give two weeks of written in of advance:

以下是兩個星期的書面通知要求:

(a) Any party terminates of childcare service

(a) 任何一方終止托兒服務協議

(b) Increase of childcare fees

(b) 增加托兒費

(c) Family Childcare provider or parents of any vacation

(c) 家庭托兒者或家長休假

## **Health of The Family Child Care Provider 家庭托兒者健康**

Each person working in our day care must be in good health with no communicable diseases.

If the family childcare provider cannot take care of child due to the illnesses, the family childcare provider will provide the substitute teacher to take care of the child.

在托兒所工作的每個人必須身體健康，不得染有任何傳染病。如家庭托兒者在生病的情況下不能提供托兒服務，家庭托兒者將會提供代課老師來照顧孩子。

## Meals 膳食

We provide healthy, nutritious, and well-balanced homemade meals. We follow guidelines set forth by the US Department of Agriculture and the California State Department of Education for the Child Care Food Program (CCFP). This program supports childcare providers and schools in offering healthy meals that promote healthy development in children. A parent or guardian may be asked to help to complete a Meal Benefit Form for their child's meals. This is a form that is required by CCFP and the childcare provider for reimbursement of meals and there is no extra fee for meals at our day care.

We will serve meals each day: AM snack/ Lunch/ Afternoon snack/ Dinner

For infants under 12 months of age:

- Infants will be fed according to family's instruction. Please update and notify the family child care provider of any changes in feeding schedules, formulas and additional foods.
- Parents are required to provide the appropriate baby foods, formula power, clean with labeled (child's name) bottles, clean bibs for their infants.
- Breast-fed infants need to have an adequate supply of expressed milk in labeled (child's name) bottles.

我們致力於提供有營養的、均衡家庭健康膳食幫助孩子健康成長。所有的膳食符合美國農業部的兒童護理食物計劃(CCFP) 設定營養和食物安全規定。CCFP 報銷就讀孩童的所有膳食，家長必須填交參加該計劃的申請而無須繳交額外膳食費。

家庭托兒者每日將提供膳食: 上午小點/ 午餐/ 下午小點 / 晚餐

適用於 12 個月以下的嬰兒:

- 嬰兒的膳食將按照家長所提供的指示來給予嬰兒進食。如果膳食時間表，配方份量和和其他食物有任何改變，請及時通知家庭托兒者以便跟隨。
- 家長必須為嬰兒提供適當的嬰兒食品，配方奶粉，乾淨的奶瓶附有嬰兒姓名的標籤及乾淨的圍兜。
- 如以母乳給予嬰兒，家長需要提供足夠的母乳給予嬰兒及放於附有嬰兒姓名的標籤的奶瓶。

Please explain if the child has special dietary needs: 請列明孩子是否有特殊的飲食需求:

---

Our program believes it is a high priority to provide nutritiously safe food for children in our care. We would prefer for families NOT to bring food from home since this practice creates a situation where children may want each other's food (except appropriate baby foods for infants under 12 months of age

我們的計劃相信，為孩童提供有營養的、安全的食物是最應優先考慮的。除了為 12 個月以下的嬰兒所準備的適當的嬰兒食品外，我們不主張家長提供任何外帶的食物，避免引發孩童彼此分享的要求。

### **Food Allergies & Special Diets Form 食物過敏及特殊食物表格**

If your child requires special foods due to food allergies, please speak to the family childcare provider and make special arrangements for your child's meals. If your child requires special foods, parents need to provide them. Parents are required to provide all breast milk, formula and bottle accessories for children who need them.

如您知道您的孩子有食物過敏或需要特殊食物，在報名時請提供由您孩子的醫生或健康護理者供給有關食物過敏的證明。讓家庭托兒者知道那些食物是您孩子不能吃。讓家庭托兒者為您的孩子膳食安排。但如果您孩子需要特殊的食物比如母乳，奶粉，奶瓶，奶嘴，家長需要自己提供。

1. Foods that are not to be served in any quantity: 不可供應任何份量的食物:

---

2. Foods that can be served in small amounts (please specify what amount): 可供應少量食物 (請註明多少份量):

---

3. Familiar foods that contain the basic foods not to be serve: 不可供應與基本過敏相同的食物:

---

4. Is the child now being, or has the child ever been, treated by a physician for an allergy? When and for how long? 孩子，現在或以前有沒有被醫生處理任何過敏，何時及多久?

---

5. What reactions does the child have when these foods are eaten? 如孩子吃這些過敏食物有何反應?

---

## Field Trips 戶外旅行

We occasionally take children out of our day care as part of their learning opportunities. Many trips are simply walking in the neighborhood, please read and sign Field Trip Permission Form acknowledging that you consent to these outdoor activities outside the home.

家庭托兒者偶爾與兒童旅行或在托兒附近散步，作為他們學習的機會。請閱讀並簽署“戶外旅行同意書” 確認你同意這些戶外活動。

As part of Rising Star Family Childcare Program, we will take the children in our care on some field trips away from home. The typical destinations of these field trips may include, but is not limited to:

- Walks through the neighborhood
- Walks to the local park
- Walks to the local school playground
- walks to Library for children's activities
- Other \_\_\_\_\_

在新星家庭托兒所計劃中，我們會帶受托孩子戶外旅行。一般此類戶外旅行包括，但不限於下列：

- 在附近散步
- 步行到附近公園
- 步行到附近學校遊樂場
- 步行到附近圖書館參與所提供的兒童活動
- 其他 \_\_\_\_\_

Field Trip Permission Form 戶外旅行准許表格:

Father 父親/Mother 母親/Guardian 監護人姓名: \_\_\_\_\_

Date 日期: \_\_\_\_\_ Signature 簽名: \_\_\_\_\_

## Holidays 假期

Our program is closed with pay on the following holidays:

We are followed the SFUSD's school holidays. No discounts are given for closure of the childcare facility during these holidays. We will remind parents of closure as needed.

- New Year's Day (January 1).
- Birthday of Martin Luther King, Jr. (Third Monday in January).
- Lunar New Year
- Presidents Day / Washington's Birthday (Third Monday in February).
- Cesar Chavez Day (March 31 or following Monday or preceding Friday of that date).
- Memorial Day (Last Monday in May).
- Independence Day (July 4).
- Labor Day (First Monday in September).
- Columbus Day / Indigenous Peoples Day (Second Monday in October).
- Veterans Day (November 11).
- Thanksgiving Day (Fourth Thursday in November).
- Day after Thanksgiving
- Christmas Day (December 25).

本家庭托兒計劃在以下假期關閉:

我們會緊隨 SFUSD 的學校假期。托兒費將不會被調整。我們將會通告及提醒放假日期。

- 元旦(1月1日)。
- 小馬丁·路德·金誕辰(1月的第三個星期一)。
- 農曆新年
- 總統日/華盛頓誕辰(2月的第三個星期一)。
- 塞薩爾·查韋斯日(3月31日或該日之後的星期一或星期五之前)。
- 陣亡將士紀念日(5月的最後一個星期一)。
- 獨立日(7月4日)。
- 勞動節(9月的第一個星期一)。
- 哥倫布日/土著人民日(10月的第二個星期一)。
- 退伍軍人節(11月11日)。
- 感恩節(11月的第四個星期四)。
- 感恩節後的第二天
- 聖誕節(12月25日)。

Besides the SFUSD's school holidays, **two weeks of Pay vacation each year**, we will notify one-month advance.

If a parent plans on taking a vacation and the child will not be in care, parents are expected to pay during their scheduled vacations.

Other Closures: Our day care need to be closed in case of any emergency. Parents do not need to pay. Parents are responsible to have back-up care available in case of these closings.

除了 SFUSD 的學校假期外，**每年兩週有薪假期**，我們將提前一個月通知。如果家長計劃休假而孩子沒有使用我們的托兒服務，家長仍須繳付托兒費，已付的托兒費是不會退還給家長。

其他關閉:如果在緊急情況下托兒所需要休假，則家長不須付款。在這些休假期間，家長有責任安排孩子到後備托兒所。

## Payments and Fees 付款及托兒費

Childcare fees will be discussed and specified in a signed contract before childcare services begin. An advance deposit of \$500.00 must be paid at the time of enrollment, except parents are from a subsidy program with full payment. This amount will be returned when services are terminated. It will not be refunded if the parents fail to start on the agreed time and date. Fees are subject to change annually.

Parents are responsible for:

- Paying the fee for childcare as specified in their contract for childcare services.
- Paying holidays, vacations and child illnesses at the rate stipulated in the Policies section of the contract.
- Paying Late fees incurred for picking up children beyond the agreed-upon time is due and payable when the child is picked up or before he/she returns to care. The rate for this care is set at \$10.00 per every 15 minute(s).
- Paying parent fees not paid for by a subsidy program is due on a schedule to agree between the parent and provider. They are due on the first of the month. All fees must be paid for in advance of care. Partial payment is not acceptable. There is a late fee of \$10.00 per day added for each day that payment is late (up to 30 days), All childcare service will be terminated.
- Parents are responsible for filling out all paperwork so that subsidy programs pay the family childcare provider. Failure to do so commits the parent to pay directly for the childcare services from his/her pocket.
- All bounced check payments will be assessed a \$35.00 fee the first and second time. After the second time that a parent bounces a check, the family childcare provider will only accept cash from that family.

All past due fees must be paid to the family childcare provider before the child returns to care. Non-Payment of childcare fees will result in the suspension of childcare services until all fees are paid in full. The family childcare provider will seek payment of any unpaid childcare fees through small claims court and through a collection agency if needed.

在開始托兒服務前，家長須簽署托兒協議及繳付托兒費。除了在補貼計劃中獲得全額補助，家長必須支付 \$500 元的預繳費。服務終止時將退還該金額。如果家長未能在約定的時間和日期開始托兒服務，預繳費將不會退款。每年托兒費可能會調整。



**家長負責:**

- 依托兒合約支付托兒費
- 依協議訂定條例的假期收費。(如您的孩子生病，假期或其他原因而缺席，托兒費將不會被調整。
- 家長在協議訂定接孩子時間後遲到，遲到費在接走孩子或重返托兒前支付，遲接費每 15 分鐘 10.00 元。
- 部份補助托兒費和家長自付託兒費須在每月第一日支付，不接受部分付款。遲付托兒費須繳付額外費用每天 \$10.00 (30 天為上限)。如不按時繳納托兒費，托兒服務將被停止。
- 家長負責填妥補助托兒費表格，使補助托兒費機構能支付托兒費，如家長不填妥表格，家長須自付托兒費給家庭托兒者。
- 所有第一和第二次退回支票需付 35 元的費用。第二次退回支票後，家庭托兒者只接受現金。

所有欠支付遲交托兒費必須在孩子重返托兒前支付家庭托兒者。如不交托兒費便終止托兒服務，家庭托兒者可向小額錢債法庭追收托兒費。

Fees for your child will be as follows, please check one: 您的孩子托兒費是:

- \$ \_\_\_\_\_ per month full-time care, from \_\_ am to \_\_ pm (每星期 5 天，從早上 \_\_ 至下午 \_\_)
- \$ \_\_\_\_\_ 4 days per week part-time care. (每星期 4 天)
- \$ \_\_\_\_\_ 3 days per week part-time care. (每星期 3 天)
- \$ \_\_\_\_\_ 2 days per week part-time care. (每星期 2 天)

Payment Method 付款方法:

- Paid by Parents 家長自付托兒費:
- Check 支票  Cash 現金
- Paid by Subsidy Program 托兒補助計劃:
- 全額補助  部份補助 (需自付\$\_\_\_\_\_  Check 支票  Cash 現金)

Checks make payable to **Hiu Yim Wu**. 支票抬頭: **Hiu Yim Wu**

## **TOYS 玩具**

The children are free to bring toys to day care if they wish. However, our rule is, "If you bring it, you share it". The child must be prepared to share the items they bring and let the other children play with them. If the toy is delicate or of great sentimental value, please do not bring it to daycare. We will not be held responsible for toys that get broken when brought to daycare. The children are supervised consistently, but accidents happen and toys break. Children bring toys at their own risk.

孩子們可以自由攜帶玩具來托兒所。但是，我們的規則是“如果您帶玩具來，您應與其他孩子共享它”。孩子必須準備好分享他們帶來的物品，並讓其他孩子玩耍。如果玩具精緻或具有很高的情感價值，請不要攜帶它來托兒所。對於在托兒所中損壞的玩具，我們將不承擔任何責任。對孩子們進行持續的監督，但發生意外並損壞玩具的風險，家長須自負。

## **NAP TIME 午睡時間**

Nap time is after lunch. ALL children are expected to respect this "quiet time". The children need this rest time and we need the quiet time to be able to clean up and prepare for the afternoon's activities, catch up on paperwork etc. Please be reminded that we do not get "breaks" and "lunch breaks" as in other jobs! Nap time is our only time to relax a little in a 12+ hour workday! Parents are discouraged from visiting during nap time unless the child is being picked up for the day. It is very disruptive to the other resting children. They do not understand why one child can get up and play and yet others must have quiet time.

午睡時間是指午飯後，希望所有孩子們都尊重這段“安靜時間”。孩子們需要在這段時間盡量休息，而我們需要在這段安靜時間來整理和準備下午的活動，趕上文書工作等。請注意，我們不會像其他人那樣有“休息”和“午餐休息”等！午睡時間是我們在每天工作 12 小時內的唯一休息時間，在這段時間才可放鬆少許！除非家長須在這段時間內接孩子離開，否則我們不鼓勵父母在午睡時探訪。這對其他靜息的孩子非常有害。他們不明白為什麼一個孩子可以起身玩耍，而其他孩子卻不得不安靜地度過。

## **Items 用品**

Label your child clothing and other items with his/her name and bring it in some type of storage bag. Parents need to provide children's items such as: at least two complete sets of play clothes and outdoor clothing, water bottles, bibs, diapers, wet wipes, blankets, sleep sack and plastic bags for dirty items. For infants under 12 months of age, please also read the Meal section in this contract.

家長需要在所有帶來的用品上貼上他/她的名字，然後將其放入某種類型的儲物袋中。家長需要提供孩子的用品：至少兩套完整的衣服和戶外衣服、水杯、圍兜、尿片、濕巾、睡袋和塑料袋(用於放髒物品)等。12 個月以下的嬰兒，請同時閱讀本協議中的“用餐”項目。

## **Contact Information 聯絡資料**

---

All contact information must be kept up to date. Please give the family childcare provider any new telephone number you have due to a move or a number change. Emergency and identification contact information must be updated. Please indicate on your emergency card all persons authorized to pick your child up.

If someone comes to pick up the child who is not on the emergency card or without the parent's permission, family childcare provider will not release the child.

聯絡的所有資料必須是最新的，如果家庭，工作或緊急接送人的聯絡電話及地址資料有更改，家長必須立刻通知家庭托兒者。請在“緊急聯絡”表格註明更新所有您授權來接您孩子的人的姓名和聯絡資料。

如有人接您孩子，而在“緊急聯絡”表格內沒有經家長或監護人所授權他/她姓名或未經家長准許，家庭托兒者將不會讓孩子被接離開。

I HAVE READ AND ACCEPT THE POLICIES AND PROCEDURES OF RISING STAR FAMILY CHILDCARE. THEY ARE PART OF MY CONTRACT. I UNDERSTAND THAT THIS CONTRACT MAY BE REVEIWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISIONS/CHANGES AT LEAST 30 DAYS PRIOR TO ANY CHANGES/REVISIONS TO THIS AGREEMENT.

我已閱讀並接受新星家庭托兒的政策及規定協議。這是我的協議及責任的一部分。我明白如要對本協議作出變更及修訂，我必須在至少 30 天之前以書面通知家庭托兒者提出有關任何對此協議變更及修訂。

Father / Guardian Signature 父親/監護人簽名 \_\_\_\_\_ Date 日期 \_\_\_\_\_

Mother / Guardian Signature 母親/監護人簽名 \_\_\_\_\_ Date 日期 \_\_\_\_\_

## **Child Illnesses 孩子生病**

Parents need to keep children at home if they are ill, not feeling well, or if they might be contagious to other children. Please call the family childcare provider if the child is not coming to care due to illness. **The family childcare provider reserves the right to deny care to any child that in her judgment is ill and/or contagious to other children.**

If the child becomes ill during care the family childcare provider will notify parents/guardians and they must pick up child as soon as possible. If your child becomes ill or injured at the family childcare home and you cannot be reached, the physician on the emergency form will be called. Parents should leave a signed consent form with the child's physician to proceed with the emergency treatment.

Children must remain at home at least 24 hours after all symptoms have cleared. A signed doctors note might be required declaring the child healthy enough to return to care.

Scratched and scrapes are inevitable when children playing together, any minor injury will be treated with antiseptic and Band-Aid, for more serious you will be notified.

In case of serious injury, we will notify you and call emergency medical service 911. Parents are required to pay for emergency medical expenses. An injury report from the California Department of Social Services Licensing will be submitted to you and the California Licensing Authority.

如果孩子生病，不舒服，或可能生傳染病，家長需留孩子在家裡，以免傳染其他孩子。如果孩子生病或缺席請盡快致電通知家庭托兒者。如家庭托兒者判斷孩子是生病或有傳染病可能傳染給其他兒童，家庭托兒者有權拒絕照顧孩子。

如您的孩子在托兒時間內生病，家庭托兒者將通知家長/監護人必須盡快接孩子離開。如您的孩子在托兒時間內生病或受傷而無法聯絡到家長，家庭托兒者將會致電在“緊急聯絡”表格註明的醫生進行緊急治療。家長應與孩子的醫生簽署一份緊急治療同意書。

如您的孩子生病，孩子必須留在家中直至所有症狀已清除和至少 24 小時後。可能需要醫生簽署證明孩子健康才可回家托兒。

當孩子們一起玩耍時，擦傷和刮擦是不可避免的，任何輕傷都將用消毒劑和膠布治療，如果較嚴重的，家庭托兒者將會告知您。

如在嚴重受傷的情況，我們將通知你和撥打急救醫療電話 911。家長需支付緊急醫療費用。一份加州社會服務部牌照局規定的受傷報告會提交給你和加州牌照局。

## **Medication Administration 餵服藥物**

Family childcare provider will administer medication to children using the following guidelines only after the Medication Administration Form is completed:

- Medication must be prescribed by a doctor must be current to the child to whom it will be administered,
- Medication must be in the original container, and labeled with child's name, the doctor's name, expiration date with instructions clearly indicated (dose and frequency) and
- No home remedies will be administered under any circumstances.

家庭托兒者只餵食有由醫生為孩子簽署的藥物。藥物要有標籤，沒有過期。家長必須簽署授權用藥表，並提供書面的餵藥指示，家庭托兒者才會依照指示餵藥：

- 醫生開的處方藥物必須是最近的註明服藥的孩子姓名，
- 藥物裝在原装瓶子裏，並且在標籤上註明孩子姓名、醫生姓名、有效日期及服用指引(劑量和次數)
- 在任何情況下，不能喂食家中非處方的藥物。

## Medication Administration Form 服藥處理表格

---

This medication Administration form must be filled out by the child's doctor and the parent/guardian. This form must be completed to enable the childcare provider to administer prescription medication to the child.

此服務處理表格，必須由孩子醫生處方簽名及家長／監護人簽名，托兒者才可幫孩子服藥。

### Physician's Orders for Prescription Medication 醫生處方藥物

Name of child 孩子姓名: \_\_\_\_\_

Medication 藥物: \_\_\_\_\_ Dosage 份量: \_\_\_\_\_

Condition for which prescribed 病況: \_\_\_\_\_

Time of administration 服藥時間: \_\_\_\_\_

Dates of administration (check one box and fill in the information): 服藥日期:

- For \_\_\_\_\_ days, starting immediately. 現在開始, 多少日
- From \_\_\_\_\_ until \_\_\_\_\_ (insert dates) 開始及終止日期
- Administer the medication as directed until it runs out. 至藥物服完為止

Possible side effects 可能副作用: \_\_\_\_\_

Other notes 其他注意事項: \_\_\_\_\_

Physician's Name 醫生姓名 \_\_\_\_\_ Signature 簽名 \_\_\_\_\_ Date 日期 \_\_\_\_\_

Physician's address 醫生地址 \_\_\_\_\_

Physician's phone number 醫生電話 \_\_\_\_\_

Parent's name 家長姓名 \_\_\_\_\_ Signature 簽名 \_\_\_\_\_ Date 日期 \_\_\_\_\_

## **Incident and Injury Report 意外及受傷報告**

|   |                      |
|---|----------------------|
| Name of child 孩子姓名:                           |                      |
| Date of injury 受傷日期:                          | Time of injury 受傷時間: |
| Injury description 受傷情況:                      |                      |
| Action taken 處理行動:                            |                      |
| Person (s) who observe the incident 誰人看到受傷情景: |                      |

|  |                       |
|--|-----------------------|
| <b>Parent Notification 家長通知</b>                                  |                       |
| Name of parent guardian notified 通知家長／監護人姓名:                     |                       |
| Date of notification 通知日期:                                       | Time of notification: |
| The notification was delivered by 通知方式:                          |                       |
| Parent instructions and/or comments to the provider 家長給托兒者指示及意見: |                       |



**EMERGENCY DISASTER PLAN FOR FAMILY CHILD CARE HOMES**

Type or print clearly. Post next to phone. Keep current - Return a copy to the licensing office.

|                               |                   |
|-------------------------------|-------------------|
| LICENSEE NAME:<br>Wu, Hiu Yim | DATE:<br>12/20/19 |
|-------------------------------|-------------------|

**1. EMERGENCIES - LIFE THREATENING** - Call 9-1-1 - Tell them: Number Calling from:

|  |
|--|
| HOME ADDRESS:<br>33 Seneca Ave, #307 San Francisco, California,94112 |
|--|

|   |
|---|
| MAJOR CROSSROAD:<br>Mission St and Alemany Blvd |
|---|

|  |
|--|
| HOME DIRECTION FROM CROSSROAD:<br>Right turn on Mission St to Seneca Ave |
|--|

**2. EMERGENCY NAMES AND TELEPHONE NUMBERS** (In addition to 9-1-1)

|  |   |   |   |
|--|---|---|---|
| Fire/Paramedics:<br>SF Fire Department Station 43 (415) 558-3200 | Office of Emergency Services:<br>(415) 404-4000 |   |   |
| Red Cross:<br>1(800)427-8000                                     | Licensing:<br>(650)266-8800                     | Ambulance:<br>1(415)931-3900                | Other:<br>Wu Yee Children's Services<br>(415)677-0100 |
| Hospital:<br>SF General Hospital<br>(628) 206-8000               | Police/Sheriff:<br>Ingleside (415)4044000       | Child Protective Services:<br>(415)558 2650 |   |
|  | Poison Control:<br>1 (800) 222-1222             | 1(800)8565553                               |   |

**3. FACILITY EVACUATION** - Some disasters require evacuation of the building. Using a copy of the Facility Sketch (LIC 999A), show arrows for the safest way to exit rooms. Be sure that exit doors are not locked from the inside. In the event of a fire, get everyone out, follow the escape routes, meet at a prearranged location, account for everyone, do not let anyone return to the building and call the fire department.**4. TEMPORARY RELOCATION SITE(S)** - Some disasters require moving to a safe location. When relocating, determine whether you need food, water, blankets and flashlight and meet at a prearranged easily accessible location. Be sure to obtain permission from the property owner.

|                                 |                          |
|---------------------------------|--------------------------|
| NAME:<br>Leadership High School | PHONE:<br>(415) 841-8910 |
|---------------------------------|--------------------------|

|  |
|--|
| ADDRESS:<br>350 Seneca Ave, SF, CA 94112 |
|--|

|                             |                          |
|-----------------------------|--------------------------|
| NAME:<br>Balboa High School | PHONE:<br>(415) 469-4090 |
|-----------------------------|--------------------------|

|   |
|---|
| ADDRESS:<br>1000 Cayuga Ave, SF, CA 94112 |
|---|

**5. UTILITY SHUT OFF** -Indicate locations on the Facility Sketch (LIC 999A) with the exit routes.

|   |                                       |
|---|---------------------------------------|
| GAS:<br>N/A                             | GAS CO. PHONE:<br>1(800)893-9555      |
| ELECTRIC:<br>As shown on the floor plan | ELECTRIC CO. PHONE:<br>1(800)893-9555 |
| WATER:<br>N/A                           | WATER CO. PHONE:<br>(415)554-3444     |

**6. EQUIPMENT LOCATION** - The fire department may help you with installation information.

|  |   |
|--|---|
| FIRE EXTINGUISHER LOCATION:<br>on the corner of the Hall way | SMOKE DETECTOR LOCATION:<br>On the ceiling as shown on the floor plan |
|--|---|

|  |                  |
|--|------------------|
| FIRE ALARM LOCATION ( IF YOU HAVE ONE):<br>on the living room's wall | TYPE:<br>2A:10BC |
|--|------------------|

**7. OTHER EMERGENCY EQUIPMENT** - Where appropriate identify location of first aid kit, blankets, food and water, flashlight, radio and other emergency equipment.

|  |
|--|
| LOCATION:<br>All the required materials are packed and kept in the storage as shown on the floor plan. |
|--|

## Daily Schedule

|                   |  |  |
|-------------------|--|--|
| 8:30am - 9:10am   | Arrival & Sign in<br>Hand washing<br>Free Play (Art / Craft, Dramatic Play, Blocks etc.) | 到達 & 簽到<br>洗手<br>自由活動(小手工 / 畫畫, 扮演遊戲, 積木等) |
| 9:10am - 9:40am   | Clean up<br>Am snack / Free Play   | 收拾 / 清理<br>小食 / 自由活動                       |
| 9:40am - 9:50am   | Circle time / Free Play<br>(Sing Songs, Story Telling, Bulletin Board Learning etc.)     | 團體時間 / 自由活動<br>(唱歌, 講故事, 學習等)              |
| 9:50am - 11:30am  | Outdoor play (Park, Library, Drill, Field trip) OR<br>Gross Motor Activities             | 戶外活動 (公園, 圖書館, 演習, 戶外旅行)<br>或<br>大肌肉活動     |
| 11:30am - 12:10pm | Lunch / Free Play  | 午餐 / 自由活動                                  |
| 12:10pm - 12:30pm | Quiet activities (Reading, Soft music etc.)  | 靜態活動 (看故事, 聽柔和音樂等)                         |
| 12:30pm - 2:40pm  | Nap Time / Quiet Time  | 午睡時間 / 安靜時間                                |
| 2:40pm - 3:10pm   | Pm Snack   | 小食   |
| 3:10pm - 4:00pm   | Free play (Art / Craft, Dramatic Play, Blocks etc.)                                      | 自由活動(小手工 / 畫畫, 扮演遊戲, 積木等)                  |
| 4:00pm - 4:10pm   | Clean up   | 收拾 / 清理                                    |
| 4:10pm - 4:20pm   | Circle time / Free Play<br>(Sing Songs, Story Telling, Bulletin Board Learning etc.)     | 團體時間 / 自由活動<br>(唱歌, 講故事, 學習等)              |
| 4:20pm - 5:00pm   | Dinner / Free Play   | 晚餐 / 自由活動                                  |
| 5:00pm - 5:30pm   | Free Play / Quiet Activities<br>(Reading, Soft music etc.)<br>Sign out & Go Home         | 自由活動 / 靜態活動<br>(看故事, 聽柔和音樂等)<br>簽出 & 回家    |

\*Daily schedule will vary according to the weather conditions, special activities and field trips.

\*每日時間表會根據當日的天氣情況，特別活動及戶外旅行而有所不同。

\*Potty / Diapering changing occurs as needed.

\*當有需要時，會進行洗手間 / 換片。

\*Infants will follow their own schedule based on their individual needs.

\*嬰兒將根據自己的需要遵循自己的時間表\*。