



DKA PARENT & FAMILY HANDBOOK

SECTION 1

WELCOME & ABOUT DAVID'S KINGDOM ACADEMY

Welcome to David's Kingdom Academy

Dear Parent(s) and Guardian(s),

Welcome to David's Kingdom Academy.

Thank you for considering our program as a place for your child to learn, grow, play, rest, explore, and feel cared for.

David's Kingdom Academy is a Christian-based Family Child Care Home serving children from birth through age 12. Our goal is to provide families with dependable child care in a loving, safe, nurturing, and developmentally appropriate environment.

We recognize that choosing child care is a meaningful decision. Families are trusting us with someone incredibly important to them, and we take that responsibility seriously.

Our program is designed to support children academically, socially, emotionally, physically, and spiritually while recognizing that every child develops at their own pace and brings their own personality, strengths, experiences, needs, and interests into the program.

We want children to feel safe enough to be themselves, confident enough to explore, supported enough to make mistakes, and encouraged enough to keep growing.

We also believe that strong child care includes a strong partnership with families. Parents and guardians are encouraged to communicate openly with David's Kingdom Academy regarding their child's development, routines, health, interests, challenges, accomplishments, and individual needs.

Our goal is for families to feel informed, respected, supported, and confident in the care their child receives.

Welcome to our Kingdom family.

Learn • Love • Laughter

Deja Slaughter
Provider/Director
David's Kingdom Academy

About David's Kingdom Academy

David's Kingdom Academy is a licensed Christian Family Child Care Home located in Winnetka, California.

The program serves children from birth through age 12, subject to California Community Care Licensing capacity and age-mix requirements.

David's Kingdom Academy offers child care designed especially for families who may need care outside traditional daytime child care hours, including:

- Evening Child Care
- Weekend Child Care
- Extended Evening Care when available and approved
- Developmentally appropriate infant, preschool, and school-age care

Our environment combines play-based learning, family partnership, Christian values, age-appropriate routines, social-emotional development, creativity, outdoor experiences, and individualized care.

David's Kingdom Academy is intentionally designed to feel warm and personal while maintaining clear policies, routines, safety procedures, and professional standards.

Our Mission

The mission of David's Kingdom Academy is to provide safe, nurturing, developmentally appropriate, and family-centered child care where children are encouraged to learn, love, laugh, grow, and develop confidence in who they are.

Through play-based learning, positive relationships, Christian character development, family partnership, and meaningful experiences, we strive to support the whole child — academically, socially, emotionally, physically, and spiritually.

Our Vision

Our vision is to build a trusted child care community where children feel safe, valued, supported, and inspired to grow.

David's Kingdom Academy seeks to create an environment where families know their children are cared for with compassion, children are encouraged to become confident and curious learners, and strong relationships between families and caregivers are treated as an essential part of quality care.

As David's Kingdom Academy grows, our goal is to continue building programs and opportunities that support children, strengthen families, and positively impact our community.

Our Four Pillars

David's Kingdom Academy is built on four core pillars that guide our approach to child care.

Play-Based Learning

Children learn through play, exploration, movement, creativity, conversation, observation, and hands-on experiences.

Our program provides opportunities for children to explore ideas, practice skills, solve problems, make choices, use their imagination, and develop confidence through meaningful play.

Character & Faith

David's Kingdom Academy is a Christian-based program.

Children are introduced to age-appropriate Christian teachings and values that encourage kindness, compassion, honesty, gratitude, forgiveness, respect, self-control, love, and responsibility.

Faith-based activities may include prayer, Bible stories, worship music, Scripture-based lessons, and Christian holiday experiences.

Family Partnership

Parents and guardians are a child's first and most important teachers.

We value open communication and encourage families to share information that helps us better understand and support their child.

We believe children benefit when families and caregivers work together with respect, consistency, and shared goals.

Safe & Nurturing Environment

Children learn best when they feel secure, accepted, respected, and cared for.

David's Kingdom Academy is committed to maintaining a safe and welcoming environment where children are appropriately supervised, treated with dignity, and encouraged to develop positive relationships.

Our Core Values — FIGEC

The core values of David's Kingdom Academy are:

Faith

We seek to honor God through the way we care for children, interact with families, and operate our program.

Integrity

We believe in honesty, responsibility, accountability, and doing what is right even when no one is watching.

Growth

We encourage children to keep learning, developing, trying, and growing at their own pace.

We also believe caregivers and families continue learning and growing alongside children.

Excellence

We strive to provide thoughtful, high-quality care and continuously improve our environment, practices, and program.

Compassion

We approach children and families with patience, kindness, empathy, understanding, and respect.

Christian Program Philosophy

Christian faith and values are part of the identity and daily programming of David's Kingdom Academy.

Children may participate in:

- Prayer before meals
- Bible stories
- Scripture-based lessons

- Worship songs and praise music
- Christian character-development activities
- Christian holiday activities and celebrations

These experiences are presented in an age-appropriate and developmentally appropriate manner.

David's Kingdom Academy welcomes families from different cultures, backgrounds, and religious traditions.

Families are not required to personally share the Christian beliefs of David's Kingdom Academy. However, families choosing to enroll should understand that Christian faith and values are incorporated into the program.

A separate **Christian Program Acknowledgement** is included in the enrollment packet so families have the opportunity to clearly review and acknowledge this aspect of the program before enrollment.

Inclusive Welcome

David's Kingdom Academy is committed to providing a welcoming environment for children and families.

Children are valued as individuals and will be treated with dignity and respect.

We welcome families of different:

- Cultures
- Races
- Ethnic backgrounds
- National origins
- Languages
- Family structures
- Abilities
- Developmental needs
- Religious backgrounds

Enrollment and continued care remain subject to licensed capacity, age-mix requirements, available schedules, completion of required enrollment documentation, and David's Kingdom Academy's ability to safely meet the child's individual needs within the licensed Family Child Care Home environment.

Support For Immigrant & Non-Citizen Families

David's Kingdom Academy welcomes and supports children and families regardless of immigration or citizenship status. We understand that immigrant, non-citizen, undocumented, and mixed-status families may experience fear or uncertainty related to immigration enforcement.

Our goal is for every family to know that their child is welcome, their dignity will be respected, and their family will not be treated differently because of actual or perceived immigration or citizenship status.

Immigration Status Is Not a Condition of Enrollment

A child's or family member's immigration or citizenship status is not a condition of enrollment at David's Kingdom Academy.

DKA will not discriminate against a child or family because of actual or perceived:

- Immigration status
- Citizenship status
- National origin
- Country of birth
- Primary language
- Race or ethnicity
- Cultural background

DKA will not unnecessarily request or collect information or documentation regarding the citizenship or immigration status of a child or the child's family members.

DKA Does Not Report Families Because of Immigration Status

David's Kingdom Academy does not report a child, Parent/Guardian, or family member to immigration authorities simply because the individual is an immigrant, undocumented, a non-citizen, or is believed to have a particular immigration status.

California law generally restricts licensed child day care facilities from collecting information or documents regarding the citizenship or immigration status of children or their family members, except in circumstances permitted or required by law.

Our responsibility is to care for children—not to investigate the immigration status of their families.

What DKA Is Required to Report

It is important for families to understand the difference between reporting a family and reporting immigration-enforcement activity involving the childcare program.

Under applicable California law, including California Health and Safety Code § 1597.640, licensed child day care facilities have reporting responsibilities when law-enforcement personnel make certain requests for information or access to a childcare facility for immigration-enforcement purposes.

DKA IS REPORTING THE ENFORCEMENT REQUEST — NOT THE IMMIGRANT FAMILY.

When required by law, David's Kingdom Academy will report the applicable immigration-enforcement request or activity to the appropriate California authorities.

DKA will not use this reporting requirement as a reason to voluntarily report or disclose a family's immigration status.

Immigration Enforcement & Family Safety Plan

If an immigration-enforcement officer or other law-enforcement representative comes to David's Kingdom Academy for an immigration-enforcement purpose, DKA's first priority will remain the safety, supervision, privacy, and emotional well-being of the children in care.

The Provider will remain calm and maintain appropriate supervision of the children.

The Provider will request identification and ask the individual to explain the purpose of the visit.

When applicable, the Provider will request and review any warrant, subpoena, court order, or other legal documentation presented in support of a request for entry, information, records, or access to a child or family.

DKA will not voluntarily provide access to children, nonpublic areas of the childcare home, or confidential child or family information merely because access or information has been requested.

Any request will be handled according to applicable law and the legal authority presented.

DKA may seek appropriate legal, licensing, or governmental guidance before responding to a request when circumstances permit.

DKA will not physically obstruct or interfere with lawful government action. At the same time, DKA will not voluntarily provide access or confidential information when DKA is not legally required or authorized to do so.

When legally permitted and reasonably possible, DKA will attempt to notify the affected Parent/Guardian or appropriate emergency contact of a situation involving their child or family.

DKA will complete any reporting to California authorities required by applicable law.

Protecting Family Information

Information provided to David's Kingdom Academy will be handled with care and confidentiality in accordance with applicable law and childcare licensing requirements.

DKA will not voluntarily disclose private child or family information to unauthorized individuals merely because it is requested.

Parents/Guardians should provide only the information necessary for enrollment, licensing compliance, safe care, emergency response, authorized release, and applicable childcare services.

If a Parent or Guardian Becomes Unavailable

DKA understands that a Parent/Guardian could unexpectedly become unavailable because of immigration enforcement or another emergency.

A child will continue to be safely supervised and cared for while DKA follows the child's authorized emergency and release procedures.

DKA will attempt to follow the Parent/Guardian's instructions contained in the child's records and contact the appropriate:

- Other Parent/Guardian
- Emergency contacts
- Authorized pick-up persons
- Other individuals legally authorized to assume responsibility for the child

A child will only be released in accordance with DKA's authorized-release procedures and applicable law.

Family Emergency Preparedness

All families—and particularly families concerned about the possibility of an unexpected separation—are strongly encouraged to maintain a family emergency plan.

Parents/Guardians should make sure DKA always has:

- Current Parent/Guardian telephone numbers
- More than one trusted emergency contact whenever possible
- Current authorized pick-up persons
- Contact information for trusted adults who could assist the child
- Applicable custody, guardianship, or court documentation
- Any other information necessary to safely care for and release the child during an emergency

Parents/Guardians should notify DKA promptly whenever this information changes.

Having additional trusted adults authorized to pick up the child can help ensure continuity of care if a Parent/Guardian unexpectedly cannot return to DKA.

Supporting Children During an Immigration-Related Emergency

Adult immigration matters will be handled as privately and calmly as reasonably possible.

Children will not be unnecessarily involved in conversations regarding a family's immigration circumstances or immigration-enforcement activity.

Whenever safely possible, DKA will maintain the child's familiar routine and environment.

Children who become frightened, upset, or confused will receive developmentally appropriate reassurance, comfort, and emotional support.

A child will never be blamed, shamed, singled out, embarrassed, or treated differently because of the actual or perceived immigration or citizenship status of the child or the child's family.

Our Commitment to Families

David's Kingdom Academy believes every child entrusted to our care deserves to feel safe, valued, respected, and cared for.

Immigrant families are welcome.

Non-citizen families are welcome.

Undocumented families are welcome.

Mixed-status families are welcome.

Citizen families are welcome.

Our responsibility is to care for children and support families while complying with applicable law.

David's Kingdom Academy will continue to provide a safe, nurturing, respectful, inclusive, and confidential childcare environment for every family we serve.

What Makes David's Kingdom Academy Different

David's Kingdom Academy is designed to provide more than supervision.

Our program focuses on creating a thoughtful child care experience that recognizes the whole child and the realities of modern family schedules.

Families may value David's Kingdom Academy for:

- Evening and weekend child care options
- Small Family Child Care Home environment
- Smaller group experience
- Christian values and character development
- Play-based learning
- Outdoor learning opportunities
- Individualized routines
- Homework support for school-age children during care
- Calm evening and rest routines
- Family communication through Brightwheel
- Inclusive support for children with individual needs when appropriate
- Meals and snacks during applicable program hours
- A strong focus on safety, nurturing relationships, and family partnership

We want children to experience David's Kingdom Academy as a place where they are known, cared for, encouraged, and given room to grow.

Our Prayer for Every Child

Our prayer is that every child who enters David's Kingdom Academy feels loved, protected, valued, encouraged, and supported.

We pray that children grow in confidence, kindness, wisdom, curiosity, compassion, self-control, and courage.

We pray that they learn to treat others with respect, recognize their own strengths, develop a love for learning, and understand that their lives have value and purpose.

Most importantly, we pray that each child leaves David's Kingdom Academy knowing they were cared for with love.

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SECTION 2

PROGRAMS & DAILY ROUTINES

David's Kingdom Academy provides care for children from infancy through school age. Daily routines are designed to be predictable enough to help children feel secure while remaining flexible enough to accommodate individual ages, developmental needs, school schedules, sleep needs, and family routines.

Activities and schedules may be adjusted based on the ages of children in care, weather, children's interests, individual needs, special activities, and other program circumstances.

Evening Child Care Program

David's Kingdom Academy's Evening Child Care Program is designed for families who need dependable care outside traditional daytime childcare hours.

Standard Evening Care Hours

Monday–Friday: 5:00 PM–12:00 AM

Extended Evening Care

12:00 AM–2:00 AM

Extended Evening Care is available only when arranged and approved in advance. Availability and applicable fees are provided on the current **Tuition & Rate Sheet**.

Children attending Evening Care may eat dinner, participate in activities, complete homework, prepare for bedtime, and sleep while awaiting parent pick-up.

A Typical Evening at David's Kingdom Academy

A typical evening may include:

Arrival & Welcome

Children are welcomed into the program and given time to transition from school, home, or their previous activity.

Dinner & Conversation

Children are served an age-appropriate meal consistent with David's Kingdom Academy's food program and applicable CACFP meal-pattern requirements.

Learning, Play & Exploration

Children may participate in play-based learning, art, music, dramatic play, sensory activities, games, outdoor experiences, reading, or other developmentally appropriate activities.

Homework & School-Age Support

School-age children may be provided a quiet space, encouragement, and reasonable assistance with homework during care.

David's Kingdom Academy does not guarantee completion or accuracy of a child's homework, and parents remain responsible for monitoring school assignments and academic requirements.

Christian Learning & Character Development

Age-appropriate prayer, Bible stories, worship music, Christian lessons, or character-building activities may be incorporated into the evening.

Snack, When Applicable

An age-appropriate snack may be served according to the child's schedule and program meal service.

Clean-Up & Personal Care

Children are encouraged to participate in age-appropriate clean-up, handwashing, toileting, diapering, toothbrushing, and preparation for rest.

Quiet Time

The program generally begins transitioning into a calmer environment between approximately **9:00 PM and 10:00 PM**.

Activities may include books, quiet play, soft music, calming activities, or other restful experiences.

Lights-Out / Rest Environment

At approximately **10:00 PM**, the environment generally transitions to lights-out/rest time for children who are staying later into the evening.

Individual sleep needs will be considered based on the child's age and development.

Evening Toothbrushing Routine

David's Kingdom Academy incorporates toothbrushing into the Evening Child Care routine as an age-appropriate self-care and healthy-habit activity.

Parents/Guardians should provide:

- A child-sized toothbrush
- Age-appropriate toothpaste
- Any other requested dental-care item
- A clearly labeled storage container or cover when requested

Each child's dental-care supplies must be clearly labeled and will be stored in a manner intended to prevent toothbrushes and personal-care items from coming into contact with another child's supplies.

Children will receive age-appropriate assistance and supervision.

Parents should notify the Provider if their child has dental restrictions or should not participate in the program's toothbrushing routine.

Pajamas & Evening Clothing

Parents may send pajamas for children attending Evening Care.

Parents are responsible for providing their child's pajamas. David's Kingdom Academy does not maintain extra pajamas for routine use.

Pajamas and other personal clothing should be:

- Appropriate for the weather
- Comfortable for sleeping
- Properly fitting
- Clearly labeled with the child's name when possible

Parents should also maintain appropriate extra clothing for their child as requested by the program.

No Routine Bathing or Showering

David's Kingdom Academy does not provide routine baths or showers to children in care.

Parents/Guardians remain responsible for their child's routine bathing and bathing-related personal hygiene outside childcare hours.

This policy does not prevent David's Kingdom Academy from providing ordinary childcare hygiene assistance such as:

- Handwashing
- Face or hand wiping
- Diaper changes
- Toileting assistance
- Toothbrushing
- Changing soiled or wet clothing
- Cleaning a child when reasonably necessary following a toileting, feeding, or similar childcare incident

Sleeping Children & Late Pick-Up

Parents should expect that children attending Evening or Extended Evening Care may fall asleep before their scheduled pick-up time.

Children will **not be intentionally kept awake solely because a Parent/Guardian plans to pick them up later in the evening.**

Parents should be prepared to safely transfer a sleeping child from the program at pick-up.

Quiet/rest routines may be modified for children whose age or individual needs require a different schedule.

Infants follow individualized feeding and sleeping routines and the program's separate infant safe-sleep requirements.

Weekend Child Care Program

David's Kingdom Academy offers Weekend Child Care on **Saturday and Sunday.**

The Weekend Program provides children with a balance of play, learning, outdoor exploration, meals, social interaction, creative activities, Christian character development, and age-appropriate rest.

Weekend Program Schedule

Early Bird Care: 7:00 AM–8:30 AM

Morning Session: 8:30 AM–12:00 PM

Afternoon Session: 12:00 PM–3:30 PM

Full Day: 8:30 AM–3:30 PM

Current tuition, Early Bird fees, full-day rates, full-weekend rates, and other applicable charges are provided on the current **Tuition & Rate Sheet.**

A Typical Weekend Day at David's Kingdom Academy

Weekend routines may include:

Arrival & Welcome

Children transition into the program and select developmentally appropriate activities.

Breakfast/Morning Meal or Snack, When Applicable

Food is provided according to the child's scheduled care period and applicable meal service.

Morning Exploration & Learning

Children may participate in learning centers, art, sensory experiences, dramatic play, puzzles, books, music, movement, or other activities.

Outdoor Classroom & Active Play

Weather and conditions permitting, children have opportunities for outdoor exploration, gross-motor activities, nature experiences, and active play.

Christian Learning & Character Development

Children may participate in prayer, Bible stories, worship music, Scripture-based learning, or activities centered on Christian character and values.

Meals & Social Time

Children are encouraged to practice age-appropriate independence, conversation, table manners, and healthy mealtime routines.

Creative & Child-Led Experiences

Children have opportunities to make choices, explore their interests, create, problem-solve, and engage with other children.

Rest / Quiet Activities

Rest opportunities are provided according to children's ages, schedules, and developmental needs.

Children who do not sleep may be offered appropriate quiet activities when possible.

Meals & Snacks

Meals and snacks are included during applicable Evening and Weekend program hours.

David's Kingdom Academy participates in the **Child and Adult Care Food Program (CACFP)** and follows applicable CACFP meal-pattern requirements for meals and snacks served through the program.

Specific nutrition, meal, allergy, special-diet, and infant-feeding policies are addressed later in this handbook.

Individual Routines

Not every child will follow the exact same schedule.

David's Kingdom Academy considers:

- Age
- Development
- Infant feeding and sleeping needs
- School schedules
- Individual support needs
- Toileting
- Medical needs
- Dietary needs
- Reasonable family preferences
- Children's interests
- Group needs

Infants are cared for according to individualized feeding, sleeping, diapering, and developmental routines consistent with applicable licensing requirements and the child's completed infant forms.

Activities & Curriculum

David's Kingdom Academy uses a **play-based approach to learning**.

Children may experience:

- Art and creative expression
- Music and movement
- Books and storytelling
- Dramatic and imaginative play
- Sensory exploration
- Puzzles and manipulatives
- Early literacy
- Early mathematics
- Science and discovery
- Outdoor exploration
- Gross-motor activities
- Fine-motor development
- Social-emotional learning
- Christian learning and character development
- Homework support for school-age children
- Independent and group activities

Activities are adapted according to children's ages, developmental abilities, interests, and needs.

Flexibility of Daily Schedules

The schedules described in this handbook are intended to give families a general understanding of the child's experience at David's Kingdom Academy.

They are **not minute-by-minute guarantees**.

Schedules may change because of children's individual needs, infant routines, weather, special activities, school schedules, emergencies, meals, rest needs, developmental considerations, or other reasonable program circumstances.

The Provider will maintain appropriate supervision and care while allowing enough flexibility to respond to the children present each day.

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SECTION 3 — ENROLLMENT & ADMISSION

David's Kingdom Academy strives to make enrollment as organized and straightforward as possible. Families are asked to complete only the documents required for enrollment and any additional forms that apply to their child's individual age, health, developmental, medical, or care needs.

A child may not begin care until all required enrollment documents have been completed, reviewed, and approved by David's Kingdom Academy.

Enrollment Process

The general enrollment process is:

1. Family Inquiry

The family contacts David's Kingdom Academy or completes the program's Brightwheel Inquiry Form.

2. Initial Review & Communication

David's Kingdom Academy reviews the family's requested program, schedule, child's age, anticipated start date, and current availability.

3. Tour / Family Meeting

A tour or enrollment meeting may be scheduled when appropriate so the family can learn more about the program, ask questions, and determine whether David's Kingdom Academy is a good fit for their child.

4. Enrollment Offer

If space is available and both the family and David's Kingdom Academy wish to proceed, the family will be offered enrollment.

5. Registration & Space Reservation

Applicable registration fees and, when required, the **Enrollment Holding Deposit** must be paid according to David's Kingdom Academy's current enrollment policies. Families enrolling exclusively for Drop-In Care are not required to pay an Enrollment Holding Deposit because a recurring childcare space is not being reserved.

6. Enrollment Paperwork

The family completes all required California Community Care Licensing documents, David's Kingdom Academy enrollment documents, and any additional documents applicable to the child.

7. Provider Review

David's Kingdom Academy reviews the enrollment packet for completeness and follows up with the family regarding missing information or additional documentation.

8. Start Date Confirmation

Once enrollment requirements are satisfied, the child's start date and contracted schedule are confirmed.

Brightwheel & Initial Inquiry

David's Kingdom Academy uses **Brightwheel** as its primary childcare management and family communication platform.

The **recommended and easiest method for new families** is to begin with the David's Kingdom Academy Brightwheel Inquiry Form.

Completing the inquiry through the link provided by David's Kingdom Academy allows families to begin entering their parent/guardian and child information into Brightwheel at the beginning of the process.

Families may also be invited to connect with David's Kingdom Academy through Brightwheel using another available Brightwheel enrollment method.

Completing an inquiry does not guarantee admission, reserve a childcare space, or create a final enrollment agreement.

Additional enrollment steps are required before care may begin.

Tours

Tours provide families with an opportunity to:

- See the childcare environment
- Learn about the program
- Discuss their childcare needs
- Ask questions
- Review program expectations
- Discuss their child's individual needs
- Determine whether David's Kingdom Academy may be a good fit

Tours do **not** guarantee enrollment or hold a childcare space.

Tour availability may vary and will be communicated directly to interested families.

Enrollment Is Not Complete Until Approved

Submission of an inquiry, completion of a tour, completion of forms, or payment of an application-related fee does not by itself mean that a child has been fully admitted.

Enrollment is considered complete when:

- ☐ Required enrollment documentation has been received and reviewed
- ☐ Applicable registration fees and, when required, the Enrollment Holding Deposit have been paid
- ☐ Any necessary health, medication, infant, or individualized-care documentation has been completed
- ☐ Space is available within licensing capacity and age-mix requirements
- ☐ David's Kingdom Academy has confirmed the child's contracted schedule
- ☐ David's Kingdom Academy has confirmed the child's start date

Required California Forms

Families must complete all California Community Care Licensing forms applicable to their child before care begins.

These may include, as applicable:

- **LIC 700 — Identification and Emergency Information**
- **LIC 701 — Physician's Report** and applicable health/immunization documentation
- **LIC 702 — Child's Preadmission Health History — Parent/Authorized Representative Report**
- **LIC 627 — Consent for Emergency Medical Treatment**
- **LIC 995A — Notification of Parents' Rights**
- **LIC 613A — Personal Rights**
- **LIC 9150 — Parent Notification — Additional Children in Care**
- **LIC 282 — Affidavit Regarding Liability Insurance**

Applicable school-enrollment documentation may also be requested when appropriate.

David's Kingdom Academy will provide families with the required forms and instructions applicable to their enrollment.

Required David's Kingdom Academy Forms

In addition to applicable California forms, families must complete David's Kingdom Academy's required enrollment documents.

These currently include:

- Parent–Provider Agreement for the child's enrolled program
- Family & Child Information Questionnaire
- Parent Policy Acknowledgment
- Enrollment Document Receipt & Acknowledgment
- Christian Program Acknowledgment
- Preventive Topical Products Screening Form
- Photo, Video, Audio & Media Release Authorization
- Transportation, Walking Field Trip & Emergency Relocation Authorization

Some of these forms include choices that allow parents to grant or decline optional permissions. **A form being required does not mean the parent must consent to every optional activity listed on that form.**

For example, families may make their own selections on applicable media and transportation permissions.

Additional Forms — Only When Applicable

David's Kingdom Academy does **not** require every family to complete every supplemental form.

The Family & Child Information Questionnaire and other enrollment information help the Provider determine which additional documents apply to the child.

Depending on the child's age and individual circumstances, additional documentation may include:

Medication & Medical Needs

- LIC 9221 — Parent Consent for Administration of Medications and Medication Chart
- LIC 9166 — Nebulizer Care Consent/Verification
- LIC 9222 — Blood Glucose Testing Consent/Verification
- Physician instructions
- Emergency Action Plan or other medical instructions when required for the child's condition

Infant Care

- LIC 9227 — Individual Infant Sleeping Plan, when applicable
- Infant Feeding Guidelines for Parents
- David's Kingdom Academy Infant Feeding Plan
- Other infant documentation required by licensing, when applicable

Individual Support

- David's Kingdom Academy Individual Support Form
- Relevant portions of an existing IEP, IFSP, Regional Center plan, therapy plan, behavioral plan, medical plan, or other professional documentation when appropriate

David's Kingdom Academy will **not unnecessarily duplicate an existing professional plan** when appropriate information can be obtained from documentation already developed for the child.

Custody / Legal Circumstances

A current custody order, restraining order, court order, or other legal documentation may be required when it affects:

- Child release
- Authorized contact
- Parent/Guardian access
- Decision-making authority
- Other aspects of the child's care

Other Individual Circumstances

Additional documentation may be requested when reasonably necessary to safely care for the child or comply with licensing requirements.

Family & Child Information Questionnaire

Every family completes the **Family & Child Information Questionnaire**.

This form helps David's Kingdom Academy understand the child's:

- Personality
- Strengths
- Interests
- Family background
- School enrollment
- Routines
- Comfort needs
- Eating habits
- Sleep/rest habits
- Toileting
- Health needs
- Allergies
- Medication needs
- Development
- Individual support needs
- Existing services or professional plans
- Parent goals and concerns

The questionnaire also serves as a **screening tool for additional paperwork**.

For example, if a parent indicates that medication must be administered during childcare hours, the Provider can identify the applicable medication documentation instead of requiring every family to complete medication forms.

This helps keep enrollment organized and prevents families from completing paperwork that does not apply to their child.

Enrollment Records Must Be Accurate

Parents/Guardians are responsible for providing complete and accurate information regarding their child.

Families must promptly notify David's Kingdom Academy when important information changes, including:

- Home address
- Telephone number
- Email address
- Emergency contacts
- Authorized pick-up persons
- Custody or court orders
- Child's school
- Physician information
- Allergies
- Medication

- Medical conditions
- Dietary needs
- Developmental or individual support needs
- Family circumstances that directly affect the child's care or safety

Parents may be asked to complete updated documentation when necessary.

Authorized Pick-Up Information

Authorized child-release information is maintained through the applicable enrollment and emergency documentation.

David's Kingdom Academy does **not routinely require families to complete a separate duplicate authorized-pickup form** when the necessary information has already been properly documented.

Parents must notify the Provider when an authorized person needs to be added, removed, or updated.

Custody and child-release policies are explained in greater detail later in this handbook.

Enrollment of Siblings

Each child must have an individual enrollment record.

Families enrolling multiple children may be permitted to complete certain household-level information once when appropriate; however, child-specific health, emergency, medical, developmental, infant, authorization, or licensing documentation must be completed separately when required.

Sibling tuition discounts are addressed in the **Tuition & Financial Policies** section of this handbook.

Availability & Licensed Capacity

Enrollment is subject to:

- Available childcare spaces
- Child's age
- Requested schedule
- California licensing capacity requirements
- Required age mix
- Children already present in care
- Children residing in the Family Child Care Home who count toward capacity
- David's Kingdom Academy's ability to safely meet the child's needs

Because licensing capacity can change depending on the ages of children present, an available opening in the program does not necessarily mean an opening is available for every age group.

Waiting List

When the requested space or schedule is unavailable, a family may request to be placed on David's Kingdom Academy's waiting list.

Placement on the waiting list:

- Does not guarantee future enrollment
- Does not guarantee a particular start date
- Does not guarantee a particular schedule
- Does not reserve a childcare space

Families may be contacted when an appropriate opening becomes available.

Admission & Individual Needs

David's Kingdom Academy welcomes the opportunity to care for children with different abilities, developmental needs, medical needs, communication styles, and support needs when the program can safely and appropriately provide the required care within its licensed setting.

Parents are expected to provide accurate information about known needs before care begins.

When additional support is needed, David's Kingdom Academy will work with the family to understand the child's needs, existing strategies, professional recommendations, and reasonable supports.

Enrollment decisions will consider the child's safety, the safety of other children, licensing requirements, available staffing and resources, and the program's ability to appropriately provide care.

The program's complete **Individual Support & Special Needs Policy** appears later in this handbook.

Enrollment Documents Provided to Families

Families will also receive or be provided access to applicable documents they should retain for their records, including the:

- Brightwheel App Guide
- David's Kingdom Academy Parent & Family Handbook
- Pest Control & Pesticide Safety Policy
- Applicable California parent-information publications
- Current Tuition & Rate Sheet
- Copy of the signed Parent–Provider Agreement
- Child Care Ready Checklist
- Menu
- Daily Schedule (for evening or weekend program)

The **Enrollment Document Receipt & Acknowledgment** identifies the documents provided to the family.

Before the First Day

Before bringing a child for their first scheduled day of care, families should make sure:

- ☐ Enrollment has been formally approved
- ☐ The start date has been confirmed
- ☐ Required paperwork is complete
- ☐ Required payments have been made
- ☐ Brightwheel access has been established
- ☐ Required medications and authorizations have been provided
- ☐ Required diapers, wipes, clothing, pajamas, infant supplies, or other personal items have been provided as applicable
- ☐ The Provider has been informed of any important changes since the enrollment paperwork was completed

Children may not begin care with incomplete required enrollment documentation.

SECTION 4 — ENROLLMENT FEES, TUITION & FINANCIAL POLICIES

David's Kingdom Academy strives to keep tuition and payment policies clear and consistent. Families are responsible for understanding their contracted tuition, payment schedule, fees, and other financial obligations before care begins.

Current tuition rates and program-specific charges are listed on the **David's Kingdom Academy Tuition & Rate Sheet**. This allows rates to be updated when necessary without requiring the entire Parent & Family Handbook to be replaced.

Registration Fee & Enrollment Holding Deposit

****Registration Fee****

A nonrefundable registration fee is required for each newly enrolled family:

*** **First Child:** \$75**

*** **Each Additional Sibling:** \$50**

The registration fee does not have to be paid at the time the enrollment holding deposit is submitted; however, the full registration fee must be paid ****before the child's first day of care****. A child may not begin care until all required registration fees and enrollment requirements have been completed.

****\$100 Enrollment Holding Deposit****

A ****\$100 enrollment holding deposit per family**** is required to officially reserve the family's approved child care space(s) for the agreed-upon start date.

The holding deposit is ****applied toward the family's first week of child care tuition**** and is not an additional registration fee.

The holding deposit is ****refundable for seven (7) calendar days from the date payment is received****. If the family decides not to enroll and provides notice within this 7-day period, the \$100 holding deposit will be refunded.

After the 7-day refund period has passed, the holding deposit becomes ****nonrefundable**** if the family cancels enrollment or decides not to begin care.

****The end of the 7-day refund period does not mean that the child's reserved space expires.**** Once the deposit has been paid, the approved space remains reserved for the family's agreed-upon start date as long as the family continues with the enrollment process, completes all required enrollment documents, pays the applicable registration fee, and meets all required enrollment deadlines.

If the family does not complete enrollment requirements by the deadlines provided by David's Kingdom Academy, does not pay required fees, does not begin care on the agreed-upon start date without prior written approval, or otherwise withdraws from enrollment, David's Kingdom Academy may release the reserved space to another family. If this occurs after the 7-day refund period, the holding deposit will not be refunded.

DROP-IN-ONLY ENROLLMENT

Families enrolling exclusively for **Drop-In Care** are **not required to pay the \$100 Enrollment Holding Deposit** because a recurring childcare space is not being reserved or guaranteed.

Drop-In-only families are still required to complete the enrollment process before their child may attend care. This includes completing all applicable enrollment and licensing documentation, signing the applicable Parent–Provider Agreement, paying the applicable nonrefundable registration fee, and receiving enrollment approval from David's Kingdom Academy.

Once enrolled, Drop-In-only families may request individual Evening or Weekend Drop-In Care dates. Each request is subject to **Provider approval, licensed capacity, applicable child-to-caregiver ratios, age-group availability, and the child's individual care needs.**

Enrollment as a Drop-In family **does not guarantee that care will be available on any particular date or reserve a recurring childcare space.**

If a Drop-In-only family later chooses to reserve an approved recurring contracted childcare space, the **\$100 Enrollment Holding Deposit will be required at that time** and will be subject to the Enrollment Holding Deposit policies described above.

****Payment Methods****

Registration fees, holding deposits, tuition, and other applicable fees may be paid through approved payment methods, including:

* Zelle

* Cash App

* Venmo

* Brightwheel

Families using Brightwheel may establish their account, add an approved payment method/card on file, and make payments through the Brightwheel platform.

Payment is not considered received until it has been successfully received or processed by David's Kingdom Academy.

Tuition & Current Rate Sheet

Tuition varies according to the child's:

- Program
- Contracted schedule
- Number of days
- Session
- Extended-care needs
- Drop-in care, when available
- Holiday care, when available
- Other applicable services

Families should refer to the current **Tuition & Rate Sheet** for current prices.

Signing a Parent–Provider Agreement means the family accepts the tuition and fees applicable to the contracted childcare arrangement.

Tuition Payment Schedule

Tuition is paid **in advance**.

Families may select the applicable payment arrangement approved in their Parent–Provider Agreement.

Weekly Tuition

Weekly tuition is due **every Friday by 5:00 PM** for the upcoming week of care.

Monthly Tuition

Monthly tuition is due **by 5:00 PM on the last Friday before the upcoming month of care.**

Payment must be received by the applicable deadline unless a different written arrangement has been approved by the Provider.

Tuition Reserves Your Child's Space

Tuition pays for and reserves the child's contracted childcare space, not only the hours the child physically attends.

Therefore, tuition is generally **not reduced, refunded, credited, transferred, or prorated** because of:

- Child illness
- Family vacation
- Missed days
- Late arrival
- Early pick-up
- Parent work-schedule changes
- Family emergencies
- Family-observed holidays
- Voluntary absences
- Other absences when the child's contracted space remained reserved

Any exception must be approved by the Provider in writing.

Provider closures and circumstances in which DKA cannot provide contracted care will be addressed according to the applicable closure policy and Parent–Provider Agreement.

Sibling Tuition Discount

David's Kingdom Academy recognizes that childcare expenses can increase significantly when multiple children from the same household are enrolled.

Eligible families with multiple children **simultaneously enrolled** may receive the following sibling tuition discounts:

Child	Applicable Tuition Discount
First Child	Regular Tuition
Second Child	10% off

Third Child	15% off
Fourth Child and Each Additional Child	20% off

The discount applies to the applicable tuition of the sibling receiving the discount.

Example

If three siblings are simultaneously enrolled:

- Child 1 — Regular tuition
- Child 2 — 10% discount
- Child 3 — 15% discount

The discounts are **not added together** or applied to every child in the family.

Sibling discounts remain available only while the children qualify under the current sibling-discount policy and are simultaneously enrolled.

What the Sibling Discount Does Not Cover

Unless otherwise approved in writing, sibling discounts apply to eligible regular tuition only.

Sibling discounts do **not** apply to:

- Registration fees
- Enrollment Holding Deposits
- Late-payment fees
- Late-pickup fees
- Early Bird Care fees
- Extended Evening Care fees
- Holiday premiums
- Drop-in premiums or special rates
- Returned-payment charges
- Other administrative or additional charges

Sibling discounts may not be combined with another DKA promotional discount unless specifically authorized by the Provider.

Subsidized childcare is addressed separately in the next section of this handbook.

Schedule Changes

Parents should notify David's Kingdom Academy as early as possible when requesting a permanent change to their contracted childcare schedule.

Schedule changes are **not automatic**.

Approval depends on:

- Licensed capacity
- Age-mix requirements
- Staffing
- Current enrollment
- Program availability
- Requested days/hours

An approved permanent schedule change may require an updated Parent–Provider Agreement and may change the family's tuition.

Additional Care Outside the Contracted Schedule

Care requested outside a child's regular contracted schedule is subject to:

- Availability
- Licensed capacity
- Age mix
- Provider approval
- Applicable rates

Parents should not assume that an additional day, earlier arrival, later pickup, Early Bird Care, or Extended Evening Care is available simply because the child is already enrolled.

Advance approval is required.

DROP-IN CARE

David's Kingdom Academy offers Drop-In Care for **currently enrolled children** who need occasional childcare without reserving a recurring contracted childcare space.

Drop-In Care may be available through the **Evening Care Program or Weekend Care Program**, depending on the requested date, session, and program availability.

All Drop-In Care is subject to:

- Advance request
- Provider approval
- Licensed capacity
- Applicable child-to-caregiver ratios and age-group requirements
- Program and schedule availability

- Completion of all required enrollment documentation
- Payment of applicable Drop-In Care fees
- The Provider's ability to safely meet the child's individual care needs

Submitting a Drop-In Care request does not guarantee availability.

A Drop-In reservation is confirmed only after David's Kingdom Academy has approved the requested date and care period and all applicable payment requirements have been satisfied.

Drop-In Care does **not** reserve or guarantee the same day, evening, weekend session, or childcare space for future dates. Families who need consistent childcare are encouraged to enroll in a recurring contracted schedule when space is available.

Current Drop-In Care rates are listed on the applicable **Evening Care Tuition & Rate Sheet** or **Weekend Care Tuition & Rate Sheet**.

DROP-IN PAYMENT & CANCELLATIONS

Drop-In Care must be **paid in advance to confirm the reservation**.

Cancellations made at least **24 hours before the scheduled start time** may receive a credit for the amount paid toward another available Drop-In Care date.

Credits are subject to availability and **do not guarantee a future childcare space**.

Cancellations made **less than 24 hours before the scheduled start time, same-day cancellations, and no-shows are nonrefundable and noncreditable**.

If David's Kingdom Academy must cancel confirmed Drop-In Care, the family will not be charged for care DKA is unable to provide. Any applicable prepaid amount will be credited or refunded.

Drop-In Care is separate from recurring contracted care. Regular contracted tuition reserves a recurring childcare space, while Drop-In Care reserves **only the specifically approved date and care period**.

Early Bird & Extended Evening Care

Where applicable:

Weekend Early Bird Care: 7:00 AM–8:30 AM

Extended Evening Care: 12:00 AM–2:00 AM

These are additional care periods and must be arranged according to program availability.

Applicable fees are listed on the current Tuition & Rate Sheet.

Holiday Care

David's Kingdom Academy may offer childcare on certain holidays depending on the annual operating calendar, enrollment needs, Provider availability, and program circumstances.

Holiday availability is **not guaranteed** simply because a holiday falls on a normally contracted day.

When holiday care is offered, it may:

- Require advance registration
- Have limited availability
- Require a minimum number of enrolled children
- Be subject to a holiday or special-care rate

Families should refer to the **Current DKA Program Schedule & Holiday Rate Notice, Tuition & Rate Sheet, and Brightwheel announcements** for applicable holiday availability.

Late Payment

Tuition must be received by the applicable payment deadline.

If tuition is not received on time, applicable late-payment policies and fees listed in the Parent–Provider Agreement and/or current Tuition & Rate Sheet may apply.

Continued nonpayment or repeated late payment may result in:

- Suspension of childcare
- Loss of the reserved childcare space
- Termination of enrollment

Families experiencing a payment issue should communicate with the Provider **before the payment deadline whenever possible**.

A conversation about a financial difficulty does not automatically change the amount due or payment deadline. Any payment arrangement must be approved by the Provider.

Late Pick-Up

Children must be picked up by the end of their contracted care period.

The current late-pickup fee is:

\$1.00 per minute

Late-pickup charges begin after the child's contracted pick-up time unless additional care was approved in advance.

Repeated late pick-ups may result in:

- A required schedule adjustment
- Additional fees
- Loss of Extended Care privileges
- Termination of enrollment when the issue continues

Parents should contact the Provider as soon as possible when an unexpected emergency may delay pick-up.

Notification does not automatically waive the applicable late fee.

Payment Methods

David's Kingdom Academy will communicate currently accepted payment methods to enrolled families.

Parents are responsible for ensuring payment is successfully completed by the deadline.

A payment is not considered complete when it is declined, reversed, returned, disputed, or otherwise unsuccessful.

Any applicable returned-payment or processing charges will be identified in the current Tuition & Rate Sheet or Parent–Provider Agreement.

Rate Changes

David's Kingdom Academy may periodically adjust tuition, fees, or other program charges because of changes in:

- Operating costs
- Food costs
- Staffing
- Insurance
- Supplies
- Licensing requirements
- Program improvements
- Market conditions
- Other reasonable business expenses

Families will receive advance written notice of material tuition or fee changes.

The **current Tuition & Rate Sheet** governs current rates unless a different rate is specifically established in a signed written agreement.

30-Day Trial Period

The first **30 calendar days of care** are considered a trial period.

The trial period allows both the family and David's Kingdom Academy to determine whether the childcare arrangement is an appropriate fit.

During this period, communication is encouraged regarding:

- Adjustment to care

- Schedule
- Routines
- Separation
- Behavior
- Sleep
- Meals
- Individual support needs
- Family expectations
- Program fit

The specific termination provisions applicable during the trial period are addressed in the **Withdrawal & Termination** section of this handbook and the Parent–Provider Agreement.

Two-Week Withdrawal Notice

After the applicable trial-period provisions, families withdrawing a child from David’s Kingdom Academy are generally required to provide **two (2) weeks’ written notice**.

The child’s space remains reserved during the notice period, and the family remains financially responsible for applicable contracted tuition during that period whether or not the child attends.

The complete withdrawal and termination policy appears later in this handbook.

SECTION 5 — CCRC & SUBSIDIZED CHILD CARE

David’s Kingdom Academy accepts eligible families participating in approved subsidized childcare programs, including the **Child Care Resource Center (CCRC)**.

Participation in a subsidized childcare program may help cover some or all of a family’s childcare costs. However, authorization through CCRC or another funding agency does not necessarily mean that the agency will cover the full cost of tuition at David’s Kingdom Academy.

Family Responsibility

Parents/Guardians participating in subsidized childcare are responsible for maintaining their eligibility and complying with the requirements of CCRC or their applicable funding agency.

Families are responsible for:

- Maintaining current eligibility
- Providing requested documentation
- Reporting changes when required
- Maintaining an active childcare authorization
- Following applicable attendance and verification requirements
- Completing or approving attendance records when required
- Responding to requests from CCRC or the funding agency
- Paying applicable family fees, co-payments, or other parent-responsibility amounts

David's Kingdom Academy does not determine or guarantee a family's eligibility for subsidized childcare.

Families should contact their assigned CCRC or funding-agency representative with questions regarding eligibility, authorized care, family fees, or subsidy benefits.

Child Care Authorization

Subsidized childcare must be properly authorized before David's Kingdom Academy can rely on the subsidy as payment for care.

The authorization may identify the child's approved:

- Start date
- Days of care
- Hours of care
- Childcare schedule
- Reimbursement or service limitations
- Other applicable requirements

Parents/Guardians must promptly notify David's Kingdom Academy of any changes to their childcare authorization.

Care requested or provided outside the authorized schedule may become the Parent/Guardian's financial responsibility unless otherwise approved.

DKA Tuition & Subsidy Reimbursement

David's Kingdom Academy maintains established tuition rates for its childcare programs.

CCRC or another funding agency will determine the amount it is authorized to reimburse according to the family's eligibility, childcare authorization, applicable reimbursement rules, and other program requirements.

The amount paid by the funding agency may be less than David's Kingdom Academy's established tuition.

When permitted by the applicable subsidy program, the Parent/Guardian is responsible for the remaining amount owed for the contracted childcare services.

Family Fees & Co-Payments

Families participating in subsidized childcare may have financial responsibilities in addition to the amount paid by the funding agency.

An **agency-determined family fee** is established according to the rules of the applicable subsidized childcare program. David's Kingdom Academy does not determine whether a family is required to pay an agency-established family fee.

A **provider co-payment** may apply when David's Kingdom Academy's established tuition is greater than the amount the funding agency is authorized to reimburse.

When permitted under the applicable subsidy program, the Parent/Guardian is responsible for the difference between the authorized reimbursement and the applicable contracted tuition.

Example

For example only:

DKA Weekly Tuition: \$625

Authorized Subsidy Payment: \$500

Remaining Parent Responsibility: \$125

In this example, the Parent/Guardian may be responsible for the remaining \$125, subject to the family's authorization, Parent–Provider Agreement, and applicable subsidy requirements.

Actual amounts will vary by family and authorization.

Sibling Discounts for Subsidized Families

Eligible subsidized families may participate in David's Kingdom Academy's sibling-discount program when permitted by the applicable funding program.

The general DKA sibling-discount structure is:

- **First Child:** Regular applicable amount
- **Second Child:** 10% sibling discount
- **Third Child:** 15% sibling discount
- **Fourth Child and Each Additional Child:** 20% sibling discount

For families receiving subsidized childcare, sibling discounts will be applied only in a manner permitted by CCRC or the applicable funding agency.

David's Kingdom Academy will review the applicable childcare authorization before determining how a sibling discount may be applied to the family's parent-paid responsibility.

Attendance & Verification

Parents/Guardians receiving subsidized childcare must comply with all applicable attendance and verification requirements.

Families are responsible for accurately documenting or approving their child's attendance when required.

Parents/Guardians must not:

- Sign or approve attendance for care that did not occur
- Provide false or inaccurate attendance information
- Ask David's Kingdom Academy to report care that was not provided

- Ask DKA to alter attendance records improperly
- Provide false information for the purpose of obtaining childcare reimbursement

David's Kingdom Academy will maintain attendance records in accordance with applicable licensing and subsidy-program requirements.

Absences

Parents/Guardians should notify David's Kingdom Academy when their child will be absent.

An absence does not automatically change the child's contracted enrollment or eliminate amounts the Parent/Guardian may be responsible for paying.

How an absence affects subsidy reimbursement depends on the family's authorization and the requirements of the applicable funding program.

Families should contact CCRC or their funding agency with questions about how extended absences, vacations, employment changes, school changes, or other circumstances may affect their childcare authorization.

Changes in Authorization

Parents/Guardians must notify David's Kingdom Academy as soon as possible if their childcare authorization:

- Increases
- Decreases
- Changes days or hours
- Is suspended
- Is terminated
- Expires
- Is transferred
- Is otherwise modified

A change in subsidy authorization does not automatically change the family's contracted childcare arrangement with David's Kingdom Academy.

If a subsidy no longer covers the family's contracted care, DKA and the Parent/Guardian will determine whether the family will:

- Continue care and pay the applicable parent responsibility;
- Request a schedule modification, subject to availability and approval; or
- Withdraw from the program according to the applicable withdrawal policy.

Loss, Delay, or Interruption of Subsidy

If CCRC or another funding agency delays, changes, denies, or discontinues payment, David's Kingdom Academy will communicate with the family regarding the childcare account.

Families are expected to communicate promptly with both David's Kingdom Academy and their funding agency when an authorization or payment issue occurs.

Parents/Guardians remain responsible for amounts they are required to pay under their Parent–Provider Agreement, subject to applicable subsidy-program requirements.

Care Outside the Authorized Schedule

A subsidy authorization does not automatically authorize additional childcare services.

Additional services may include:

- Additional childcare days
- Additional hours
- Early Bird Care
- Extended Evening Care
- Drop-in care
- Holiday care
- Other care outside the authorized schedule

Additional care must be approved by David's Kingdom Academy in advance and may be the Parent/Guardian's financial responsibility.

Working Together

CCRC or the applicable funding agency is responsible for determining matters such as eligibility, authorized childcare, subsidy benefits, agency-established family fees, and reimbursement requirements.

David's Kingdom Academy is responsible for its program admission, available childcare spaces, established tuition, contracted schedules, program policies, and services offered.

Parents/Guardians are responsible for maintaining communication with both David's Kingdom Academy and their funding agency and completing all requirements necessary to maintain their childcare arrangement.

Receiving childcare assistance does not change the quality of care, respect, dignity, or family partnership provided to a child at David's Kingdom Academy.

SECTION 6 — CAPACITY, RATIOS & SUPERVISION

David's Kingdom Academy is a licensed **Small Family Child Care Home** and operates in accordance with California Community Care Licensing requirements regarding capacity, age mix, supervision, and the number of children who may be present in care.

Licensed Capacity

David's Kingdom Academy may care for **up to eight children at one time when the required California age-mix conditions are met.**

The number of children David's Kingdom Academy may accept at any given time depends on the ages of all children who are present and counted toward licensed capacity.

Children who reside in the Family Child Care Home and are under the age specified by California licensing regulations may also count toward licensed capacity.

Because of these requirements, the number of enrollment spaces available for infants, preschool-age children, and school-age children may change as children grow, enroll, withdraw, or change schedules.

California Capacity & Age-Mix Requirements

David's Kingdom Academy will never intentionally enroll or care for more children than permitted under its current license and applicable California Community Care Licensing requirements.

Depending on the ages of children present, a Small Family Child Care Home may generally operate under different capacity arrangements.

When Caring for Up to Six Children

When six or fewer children are in care:

- No more than **three children may be infants**.

When Caring for Seven or Eight Children

When seven or eight children are in care, California's age-mix requirements apply.

In this arrangement:

- No more than **two children may be infants**; and
- At least **two children must be six years of age or older**.

For licensing capacity purposes, California generally considers a child under two years of age to be an infant.

David's Kingdom Academy will determine available enrollment spaces based on the actual ages of children who will be present during the requested care period.

Infant Availability

Because infants affect the allowable age mix and capacity of a Family Child Care Home, infant spaces are limited.

An available childcare space does not automatically mean that an infant space is available.

As children grow and move into different licensing age categories, David's Kingdom Academy's available infant, preschool, and school-age spaces may change.

Families interested in infant care should contact the Provider regarding current availability.

Enrollment Spaces

David's Kingdom Academy may have up to **seven enrollment spaces available to families**, depending on the children currently counted toward the licensed capacity and the applicable age mix.

The number of available spaces may change based on:

- Children's ages
- Children residing in the Family Child Care Home who count toward capacity
- Current enrollment
- Contracted schedules
- Infant enrollment
- School-age enrollment
- Licensing age-mix requirements

Therefore, an advertised opening is always subject to final review of the program's licensed capacity for the requested schedule.

Capacity Applies at All Times

Capacity requirements apply whenever children are in care.

David's Kingdom Academy considers capacity when approving:

- Regular enrollment
- Evening Care
- Weekend Care
- Extended Evening Care
- Early Bird Care
- Drop-in care
- Holiday care
- Schedule changes
- Additional days
- Sibling enrollment

A currently enrolled family requesting an additional day or additional hours is not automatically guaranteed that care if accepting the request would cause David's Kingdom Academy to exceed its allowable capacity or age mix.

Supervision

Children will receive appropriate supervision based on their:

- Age
- Developmental level
- Activities
- Environment
- Individual needs
- Health and safety considerations

Supervision may look different depending on whether children are:

- Indoors
- Outdoors
- Eating
- Sleeping or resting
- Toileting
- Participating in activities
- Transitioning between areas
- Participating in a walking trip or outing
- Being transported
- Experiencing an emergency

The Provider and authorized caregivers will position themselves and organize the environment in a manner that supports appropriate supervision and child safety.

Infant Supervision

Infants require additional supervision and individualized care.

Infant supervision includes attention to:

- Safe sleep
- Feeding
- Diapering
- Developmental movement
- Tummy time
- Appropriate play
- Choking hazards
- Individual routines
- Health and comfort
- Age-appropriate environmental safety

Infants will be cared for according to applicable California licensing requirements and David's Kingdom Academy's Infant Care policies.

Outdoor Supervision

Children may participate in outdoor play and learning experiences as part of the regular program.

Children will be appropriately supervised while using the outdoor environment.

Before and during outdoor activities, reasonable attention will be given to conditions such as:

- Weather
- Temperature
- Air quality
- Play equipment
- Yard conditions

- Potential hazards
- Water availability
- Children's ages and abilities

Outdoor activities may be shortened, modified, moved indoors, or canceled when conditions are not appropriate for safe outdoor play.

School-Age Children

School-age children may be given developmentally appropriate independence within the licensed childcare environment; however, they remain under the supervision and responsibility of David's Kingdom Academy while in care.

Older children may participate in age-appropriate independent activities, homework, reading, quiet activities, or other experiences while appropriate supervision is maintained.

Attendance Counts & Transitions

David's Kingdom Academy maintains awareness of the children present in care throughout the program day.

Attendance procedures are used during arrival and departure, and children are accounted for during transitions, activities, outdoor play, outings, emergencies, and other program routines.

Parents/Guardians are responsible for properly completing required sign-in and sign-out procedures.

Staff & Authorized Caregivers

Children will be supervised only by individuals permitted to provide care or assistance in accordance with applicable California Family Child Care Home requirements.

The Provider is responsible for ensuring that individuals working or assisting in the program perform only duties appropriate to their role, qualifications, age, clearances, and applicable licensing requirements.

Children will not be left under the sole supervision of an individual who is not legally permitted to supervise children in care.

Maintaining Safe Ratios

David's Kingdom Academy reserves the right to decline or limit:

- New enrollment
- Drop-in requests
- Additional days
- Schedule extensions
- Early arrivals
- Extended Evening Care
- Holiday care

- Other additional-care requests

when accepting the child would cause the program to exceed its licensed capacity or applicable age-mix requirements.

The health and safety of children and compliance with California Community Care Licensing requirements take priority over accepting additional enrollment or additional-care requests.

SECTION 7 — MEALS, NUTRITION & CACFP

David's Kingdom Academy believes nutritious meals and positive mealtime experiences are an important part of children's health, development, learning, and daily routines.

David's Kingdom Academy participates in the **Child and Adult Care Food Program (CACFP)** and provides meals and snacks in accordance with applicable CACFP meal-pattern requirements.

Meals and snacks are included during applicable **Evening Care and Weekend Care** hours.

Meals & Snacks Provided

Meals and snacks are provided based on the child's scheduled hours of attendance and the program's current menu.

Depending on the child's schedule, meals may include:

- Breakfast or morning meal, when applicable
- Lunch, when applicable
- Dinner, when applicable
- Morning, afternoon, or evening snacks, as applicable

Children are offered age-appropriate foods and serving sizes consistent with applicable CACFP requirements.

Menus may change because of food availability, substitutions, dietary needs, program activities, or other reasonable circumstances. Appropriate substitutions will be made when necessary.

Water

Safe drinking water is available to children throughout the childcare day.

Children are encouraged to drink water regularly, especially during:

- Outdoor play
- Active play
- Warm weather
- Meals and snacks
- Other times when additional hydration may be appropriate

Children do not have to wait until a scheduled meal or snack to have access to drinking water.

Positive Mealtime Environment

Mealtimes are treated as opportunities for children to develop healthy habits, independence, social skills, and age-appropriate table manners.

Children may be encouraged to:

- Wash their hands before eating
- Sit appropriately during meals
- Use age-appropriate utensils
- Practice serving and feeding skills when developmentally appropriate
- Try foods offered
- Participate in appropriate mealtime conversation
- Practice saying “please” and “thank you”
- Clean up after themselves in an age-appropriate manner

Children will not be forced to eat food or punished for refusing a food.

Food will not be used as punishment or withheld as a form of discipline.

Prayer Before Meals

As part of David's Kingdom Academy's Christian program, children may participate in a brief, age-appropriate prayer or blessing before meals and snacks.

Additional information regarding the Christian nature of the program is provided in the **Christian Program Philosophy** section of this handbook and the separate **Christian Program Acknowledgment**.

Food Allergies

Parents/Guardians must disclose all known food allergies before care begins and promptly notify David's Kingdom Academy of any newly diagnosed allergy or change in an existing allergy.

Depending on the nature and severity of the allergy, David's Kingdom Academy may require additional documentation such as:

- Physician instructions
- Emergency Action Plan
- Medication authorization
- Emergency medication
- Dietary instructions
- Other documentation necessary to safely care for the child

A separate David's Kingdom Academy allergy form is **not automatically required for every child with an allergy**.

Existing medical or physician documentation may be used when it provides the information necessary to safely care for the child.

Severe or Life-Threatening Food Allergies

Families of children with severe or potentially life-threatening allergies must discuss the child's needs with the Provider before the child begins care.

Required emergency medications and applicable authorization must be provided before care begins when the medication may be necessary during childcare hours.

David's Kingdom Academy will take reasonable precautions based on the child's documented needs.

However, because David's Kingdom Academy is a shared Family Child Care Home environment, the program cannot guarantee that an environment will be completely free of every possible allergen.

Special Diets & Dietary Needs

Parents/Guardians must inform David's Kingdom Academy of any dietary restriction or special feeding requirement related to:

- Food allergies
- Medical conditions
- Food intolerances or sensitivities
- Religious practices
- Cultural practices
- Other individual dietary needs

Some substitutions or special diets may require additional documentation under CACFP or other applicable requirements.

David's Kingdom Academy will communicate with the family when additional information or documentation is necessary.

Outside Food

Parents should not routinely send outside meals, snacks, beverages, or treats unless they have been requested or approved by the Provider.

Outside food may be restricted because of:

- Food allergies
- CACFP requirements
- Food safety
- Choking hazards
- Dietary restrictions
- Cross-contact concerns
- Program meal planning

Parents should speak with the Provider before sending food for birthdays, celebrations, special occasions, or individual dietary needs.

Food Safety

David's Kingdom Academy follows appropriate food-handling and sanitation practices.

Food will be stored, prepared, served, and handled in a manner intended to reduce contamination and foodborne illness.

Staff responsible for food preparation or handling will maintain applicable food-safety training or certification required for their role.

Children will not share:

- Eating utensils
- Drinking cups
- Bottles
- Personal food containers
- Other personal feeding items

when doing so could create a health or sanitation concern.

Choking Prevention

Foods will be prepared and served in an age-appropriate manner.

Food may be:

- Cut into smaller pieces
- Softened
- Modified in shape or texture
- Avoided when inappropriate for the child's age or developmental ability

Children will be appropriately supervised while eating.

Parents must inform the Provider of known chewing, swallowing, feeding, or choking concerns.

Infant Feeding

Infants follow individualized feeding routines based on their age, development, family instructions, applicable licensing requirements, and completed infant-feeding documentation.

Infant feeding may include:

- Breast milk
- Infant formula
- Bottles
- Developmentally appropriate solid foods

- Other age-appropriate foods as applicable

Families of infants must complete the required **Infant Feeding Plan** and applicable infant-feeding documentation.

Detailed infant feeding, bottle handling, breast milk/formula procedures, and safe feeding practices are addressed in the **Infant Care** section of this handbook.

Meals for Children With Individual Support Needs

Children with developmental, sensory, medical, oral-motor, feeding, or other individual needs may require modifications during meals.

Parents should provide relevant information regarding:

- Food textures
- Feeding equipment
- Positioning
- Sensory needs
- Swallowing concerns
- Assistance required
- Professional feeding recommendations
- Other relevant needs

Additional medical or professional documentation may be required when necessary for the child's health and safety.

Family Communication

Parents are encouraged to communicate with David's Kingdom Academy regarding significant changes in their child's:

- Appetite
- Feeding ability
- Food allergies
- Dietary restrictions
- Medical diet
- Feeding therapy
- Food sensitivities
- Other nutrition-related needs

David's Kingdom Academy will communicate significant feeding or mealtime concerns observed during care when appropriate.

CACFP Participation

David's Kingdom Academy participates in CACFP and will maintain applicable meal records, menus, enrollment information, attendance information, and other documentation required for participation in the food program.

Families may occasionally be asked to provide or update information necessary for David's Kingdom Academy's continued participation in CACFP.

Participation in CACFP helps David's Kingdom Academy provide nutritious meals and snacks while supporting healthy eating habits for children in care.

SECTION 8 — PARENT-PROVIDED SUPPLIES & PERSONAL BELONGINGS

Parents/Guardians are responsible for providing the personal supplies their child needs while attending David's Kingdom Academy.

Required supplies will vary depending on the child's age, developmental needs, scheduled program, and individual care needs.

Required Personal Supplies

Parents/Guardians should provide applicable items such as:

- Diapers
- Pull-ups
- Baby wipes
- Extra clothing
- Underwear
- Socks
- Pajamas for Evening Care
- Bottles and infant-feeding supplies
- Breast milk or formula, when applicable
- Pacifiers or approved comfort items
- Toothbrush and age-appropriate toothpaste for Evening Care
- Required medications
- Preventive topical products authorized for use
- Other individualized supplies requested for the child

The Provider will notify families when additional supplies are needed.

Diapers, Pull-Ups & Wipes

Parents/Guardians of children who use diapers or pull-ups must provide an adequate supply for their child.

Parents must also provide their child's wipes unless a different arrangement has been approved by the Provider.

David's Kingdom Academy may occasionally have limited emergency backup supplies available; however, **families should not rely on DKA to routinely provide diapers, pull-ups, or wipes.**

If a child's supplies are running low, the family will be notified and should replenish them promptly.

Extra Clothing

Children should have appropriate extra clothing available while in care.

Depending on the child's age, families may be asked to provide:

- Shirt
- Pants or shorts
- Underwear
- Socks
- Additional outfit
- Weather-appropriate clothing

Extra clothing may be needed because of:

- Toileting accidents
- Spills
- Messy play
- Outdoor activities
- Water activities
- Diaper leaks
- Weather changes
- Other normal childcare circumstances

Clothing should fit the child appropriately and should be replaced as the child grows or as seasons change.

Pajamas for Evening Care

Parents/Guardians who would like their child changed into pajamas during Evening Care must provide the child's pajamas.

David's Kingdom Academy does not maintain extra pajamas for routine use.

Pajamas should be comfortable, properly fitting, appropriate for the weather, and suitable for sleeping.

Children who do not have pajamas available may remain in their regular clothing when appropriate.

David's Kingdom Academy does not provide routine bathing or showering before changing children into pajamas.

Toothbrushing Supplies

Children participating in the Evening Care toothbrushing routine should have their own:

- Toothbrush
- Age-appropriate toothpaste
- Labeled storage item when requested

Dental-care supplies are for **individual use only** and may not be shared between children.

Parents should replace toothbrushes and other supplies when requested or when they become worn, damaged, contaminated, or otherwise unsuitable for continued use.

Infant Supplies

Parents/Guardians of infants must provide the supplies requested for their child's individualized care.

Depending on the child, these may include:

- Diapers
- Wipes
- Bottles
- Breast milk
- Formula
- Approved infant foods when applicable
- Pacifiers
- Extra clothing
- Other individualized feeding or care supplies

Infant items must be prepared, labeled, transported, and stored according to David's Kingdom Academy's infant policies and applicable licensing requirements.

Detailed requirements are provided in the **Infant Care** section and applicable infant forms.

Medications

Parents/Guardians are responsible for providing any medication that has been properly authorized for administration during childcare hours.

Medication must meet David's Kingdom Academy's medication requirements before it may be administered.

Providing medication to DKA does **not by itself authorize staff to administer it**. All required authorization and documentation must be completed first.

Medication policies are addressed in the **Health, Illness & Medication** section of this handbook.

Preventive Topical Products

Parents/Guardians must provide any preventive topical product they want David's Kingdom Academy to use on their child.

Examples may include:

- Sunscreen
- Insect repellent
- Lip balm
- Lotion or moisturizer
- Petroleum jelly
- Diaper cream or ointment
- Other approved topical products

David's Kingdom Academy does not provide shared preventive topical products for children.

This policy helps reduce the risk of:

- Cross-contamination
- Germ transmission
- Allergic reactions
- Accidental use of another child's product
- Confusion regarding parent authorization

Products must be clearly labeled with the child's name and provided in the appropriate original container when required.

Applicable authorization, including **LIC 9221 when required**, must be completed before staff apply the product.

Personal Items Must Be Labeled

Parents are strongly encouraged to clearly label their child's personal belongings with the child's first and last name or another identifying label approved by the Provider.

This includes items such as:

- Clothing
- Jackets
- Shoes
- Bottles
- Food containers
- Pacifiers
- Toothbrushes
- Medication
- Topical products
- Comfort items
- Bags and backpacks

Labeling helps prevent belongings from being mixed between children.

Toys & Items From Home

Unless requested for a special activity or approved by the Provider, families are encouraged to leave valuable or unnecessary toys at home.

Items brought from home may become:

- Lost
- Damaged
- Broken
- Dirty
- Difficult for children to share
- Disruptive to program activities

David's Kingdom Academy is not responsible for normal loss or damage to unnecessary personal items brought into care.

Comfort Items

Developmentally appropriate comfort items may be permitted when they help a child transition, rest, or regulate emotions.

Examples may include a:

- Pacifier
- Small blanket, when appropriate for the child's age and sleep setting
- Stuffed animal, when appropriate
- Other approved comfort item

Comfort items used for infants must comply with applicable safe-sleep requirements.

The Provider may limit an item if it creates a health, safety, sanitation, or significant program concern.

Unsafe or Inappropriate Items

Children should not bring items that may create a safety concern, including:

- Weapons or realistic weapon replicas
- Medication that has not been given directly to the Provider
- Small choking hazards
- Tobacco, nicotine, cannabis, alcohol, or other substances
- Lighters or matches
- Sharp objects
- Other hazardous or age-inappropriate items

Medication should **never be left in a child's backpack or belongings where children may access it.**

Parents should give medication and other restricted items directly to the Provider.

Restocking Supplies

Parents/Guardians are responsible for monitoring and replenishing their child's supplies when notified.

David's Kingdom Academy may send supply reminders through Brightwheel or another approved communication method.

Families should replenish requested essential supplies as soon as reasonably possible so DKA can continue meeting the child's daily care needs.

Taking Belongings Home

Parents may periodically be asked to take home:

- Soiled clothing
- Bedding
- Cups or bottles
- Toothbrushing supplies
- Outgrown clothing
- Expired products
- Empty products
- Items requiring cleaning or replacement
- Other personal belongings

Parents are responsible for cleaning, replacing, or returning items when requested.

Each child should arrive with the personal supplies necessary for safe, comfortable, and appropriate care.

SECTION 9 — HEALTH, ILLNESS, MEDICATION & PREVENTIVE TOPICAL PRODUCTS

David's Kingdom Academy is committed to maintaining a healthy and safe childcare environment. Parents/Guardians and the Provider share responsibility for reducing the spread of illness and making sure children's medical and health needs are properly communicated.

Parents must provide accurate health information during enrollment and promptly notify David's Kingdom Academy of significant changes affecting their child's care.

Daily Health Observation

Children will be observed for signs of illness or changes in their usual health and behavior while in care.

The Provider may consider symptoms such as:

- Fever
- Vomiting
- Diarrhea
- Unusual rash
- Persistent or severe coughing
- Difficulty breathing
- Unusual fatigue or lethargy
- Significant pain

- Eye redness or discharge
- Unexplained or concerning skin conditions
- Symptoms of a communicable illness
- Significant changes in the child's normal behavior

A child does not necessarily need to have a fever to be considered too ill to remain in childcare.

When a Child Should Stay Home

Parents should keep a child home when the child:

- Has symptoms of a potentially contagious illness
- Cannot comfortably participate in normal childcare activities
- Requires significantly more care than can safely be provided while supervising the other children
- Has symptoms requiring medical evaluation
- Has been instructed by a healthcare provider or public-health authority to remain home
- Otherwise meets DKA's illness-exclusion criteria

Parents should notify David's Kingdom Academy as soon as possible when their child will be absent because of illness.

Illness Developing During Care

If a child becomes ill while attending David's Kingdom Academy, the Provider will assess the child's symptoms and contact the Parent/Guardian when necessary.

A child who needs to go home will be kept as comfortable as reasonably possible and separated from normal group activities as appropriate while remaining supervised.

Parents/Guardians must arrange prompt pick-up when notified that their child must leave care.

If the Parent/Guardian cannot be reached, David's Kingdom Academy may contact the individuals listed as authorized emergency contacts.

Emergency Symptoms

If a child experiences a medical emergency, David's Kingdom Academy will provide appropriate first aid within the Provider's training and contact emergency medical services when necessary.

911 may be called without waiting for a Parent/Guardian to arrive when the Provider reasonably believes immediate emergency medical assistance is necessary.

Parents/Guardians will be contacted as soon as reasonably possible.

Emergency medical treatment authorization is also addressed through the applicable California Community Care Licensing enrollment forms.

Returning After Illness

A child may return when the child is able to participate safely and comfortably in the program and no longer meets applicable exclusion criteria.

Depending on the illness or circumstances, David's Kingdom Academy may request appropriate medical documentation or instructions before the child returns.

A healthcare provider's note does not automatically override a licensing, public-health, or program health-and-safety requirement.

Communicable Illness

Parents must notify David's Kingdom Academy when their child has been diagnosed with a communicable illness that may affect other children or staff.

When appropriate, DKA may notify potentially affected families of an exposure while protecting the identity and confidential medical information of the affected child as much as reasonably possible.

David's Kingdom Academy will follow applicable licensing and public-health reporting or notification requirements.

Medication

David's Kingdom Academy may administer medication only when the required authorization and instructions have been completed and the Provider can safely administer the medication within applicable requirements.

Parents must provide all medication their child requires during childcare hours.

Medication should be given **directly to the Provider or authorized staff member**.

Medication must never be left in a child's backpack, diaper bag, lunch bag, cubby, or other area accessible to children.

LIC 9221 — Medication Authorization

When required, Parents/Guardians must complete the applicable California Community Care Licensing **LIC 9221 — Parent Consent for Administration of Medications and Medication Chart** before David's Kingdom Academy administers medication or applicable preventive topical products.

Additional physician instructions, pharmacy labels, healthcare-provider authorization, or other documentation may also be required depending on the medication or child's medical needs.

Medication Requirements

Medication provided to David's Kingdom Academy must meet applicable requirements and should be:

- Provided by the Parent/Guardian
- In the appropriate original container

- Properly labeled
- Clearly identified for the child
- Unexpired
- Accompanied by required authorization
- Provided with clear administration instructions

David's Kingdom Academy will not administer medication when required authorization or instructions are incomplete or unclear.

Parents are responsible for replacing expired or depleted medication.

Prescription Medication

Prescription medication must be provided in the properly labeled pharmacy or original prescription container.

The label and authorization must provide sufficient information for safe administration.

If instructions provided by the Parent/Guardian conflict with the medication label or healthcare-provider instructions, DKA may require clarification before administering the medication.

Nonprescription Medication

Nonprescription medication may require written Parent/Guardian authorization and other documentation depending on the product and applicable licensing requirements.

Parents should speak with the Provider **before bringing any medication to the program** so the required documentation can be identified.

Emergency Medication

Parents must inform David's Kingdom Academy before enrollment or immediately following a new diagnosis if their child requires emergency medication such as medication for a serious allergy, asthma, seizure disorder, or other medical condition.

When applicable, the family must provide:

- Required medication
- Appropriate authorization
- Healthcare-provider instructions
- Emergency Action Plan or similar instructions when necessary
- Any specialized supplies required for administration

Emergency medication must remain current and available whenever required for the child's safe attendance.

Nebulizers, Blood Glucose Testing & Specialized Medical Care

Children requiring specialized health services may require additional California licensing forms or healthcare-provider instructions.

Applicable documentation may include:

- **LIC 9166 — Nebulizer Care Consent/Verification**
- **LIC 9222 — Blood Glucose Testing Consent/Verification**
- Other required medical documentation

The Provider will review the child's needs with the family before care begins or before a new medical procedure is implemented.

Allergies

Parents must disclose known allergies during enrollment and notify DKA promptly of newly identified allergies.

This includes allergies involving:

- Food
- Medication
- Insects
- Environmental substances
- Skin products
- Other known allergens

For serious or potentially life-threatening allergies, additional physician instructions, emergency medication, an Emergency Action Plan, or other appropriate documentation may be required.

David's Kingdom Academy will use existing professional medical plans when appropriate rather than requiring unnecessary duplicate forms.

Preventive Topical Products

Preventive topical products may include:

- Sunscreen
- Insect repellent
- Lip balm or ChapStick
- Moisturizing lotion or cream
- Petroleum jelly
- Diaper rash cream or ointment
- Other approved topical products

Parents must complete the **David's Kingdom Academy Preventive Topical Products Screening Form**.

When a product requires medication authorization under applicable licensing requirements, the required **LIC 9221** must also be completed before staff may apply the product.

Parents Must Supply Topical Products

DAVID'S KINGDOM ACADEMY DOES NOT PROVIDE SHARED SUNSCREEN, INSECT REPELLENT, LIP BALM, LOTION, DIAPER CREAM, PETROLEUM JELLY, OR OTHER PERSONAL TOPICAL PRODUCTS FOR CHILDREN.

Parents/Guardians must provide the specific product they authorize DKA to use on their child.

Products must be appropriately labeled with the child's name and provided in the proper container.

This policy helps prevent:

- Cross-contamination
- Germ transmission
- Accidental product sharing
- Allergic reactions
- Use of a product not approved by the Parent/Guardian

A child's personal topical products will not be intentionally shared with another child.

Injuries & Accidents

Minor injuries may occur during normal childhood play and activities.

When an injury occurs, David's Kingdom Academy will:

- Assess the child
- Provide appropriate first aid within staff training
- Comfort and supervise the child
- Document the incident when appropriate
- Notify the Parent/Guardian as appropriate based on the nature of the injury

For serious injuries or medical emergencies, emergency medical services may be contacted.

Head Injuries

Head injuries will be taken seriously even when the child initially appears well.

Parents will be informed of significant head injuries occurring during care and provided relevant information regarding the incident and symptoms observed.

Emergency medical assistance will be requested when warranted by the child's condition.

Health Information & Confidentiality

Children's medical and health information will be handled with appropriate confidentiality.

Information may be shared with staff or authorized caregivers when they need the information to safely care for the child.

Emergency medical information may also be provided to emergency responders or healthcare professionals when necessary for the child's care.

Parent Responsibility

Parents/Guardians are responsible for:

- Providing accurate health information
- Reporting significant changes
- Keeping emergency contacts current
- Providing required medications
- Providing required medical documentation
- Replacing expired medication
- Providing authorized topical products
- Keeping ill children home when required
- Picking up promptly when a child becomes too ill to remain in care
- Informing DKA of communicable illnesses or significant exposures when appropriate

Open communication regarding a child's health helps David's Kingdom Academy provide safe and appropriate care for every child in the program.

SECTION 10 — HYGIENE, TOILETING, DIAPERING & PERSONAL CARE

David's Kingdom Academy supports children in developing healthy hygiene and self-help skills in a respectful, age-appropriate, and developmentally appropriate manner.

Children will receive assistance based on their individual age, abilities, and care needs while being encouraged to develop independence as they are ready.

Handwashing

Children will be encouraged and assisted with proper handwashing throughout the childcare day.

Handwashing will occur at appropriate times, including:

- Upon arrival when appropriate
- Before eating or handling food
- After using the restroom
- After diapering or toileting assistance
- After outdoor play
- After contact with bodily fluids
- After wiping or blowing the nose
- After messy or sensory activities when necessary
- At other times needed to maintain appropriate hygiene

Staff will also follow appropriate handwashing and sanitation procedures.

Diapering

Children who are not toilet trained will be changed as needed throughout their time in care.

Diapering will be performed using sanitary procedures intended to reduce contamination and the spread of germs.

Parents/Guardians must provide:

- Diapers or pull-ups
- Baby wipes
- Extra clothing
- Any authorized diaper cream or ointment the child requires

Parents should make sure an adequate supply remains available for their child.

David's Kingdom Academy may occasionally have limited emergency backup diapers or wipes; however, **parents should not rely on DKA to provide these supplies.**

Diaper Rash Cream & Ointments

Parents must provide any diaper cream, ointment, petroleum jelly, or other topical product they want used on their child.

Products must be properly labeled and accompanied by applicable authorization before staff may apply them.

When required, parents must complete **LIC 9221 — Parent Consent for Administration of Medications and Medication Chart.**

David's Kingdom Academy does not routinely provide or share diaper creams or other personal topical products between children.

Toileting

Children who are toilet trained or learning to use the toilet will be given regular opportunities to use the restroom.

Children will receive age-appropriate assistance when needed while their privacy and dignity are respected.

Children will never be punished, shamed, teased, or humiliated because of:

- Toileting accidents
- Bedwetting
- Diaper use
- Pull-up use
- Potty-learning progress
- Regression
- Needing assistance

Accidents are treated as a normal part of childhood development.

Potty Learning

David's Kingdom Academy supports potty learning when a child demonstrates appropriate signs of readiness and the family is ready to work collaboratively with the program.

Signs of readiness may include:

- Remaining dry for longer periods
- Showing awareness of a wet or soiled diaper
- Communicating the need to use the restroom
- Showing interest in the toilet
- Being able to follow simple directions
- Beginning to manage clothing with assistance
- Demonstrating physical and emotional readiness

A child does **not** need to be potty trained in order to enroll in David's Kingdom Academy unless a specific circumstance has been discussed with the family.

Potty learning will not be forced when a child is demonstrating that they are not developmentally ready.

DKA Potty Learning Program

When a family is interested in beginning the DKA Potty Learning Program, the Parent/Guardian may be asked to complete the program's **Potty Training Readiness Checklist** and **Potty Learning Plan**.

The Potty Training Readiness Checklist helps the family and DKA identify whether the child is demonstrating developmental signs that they may be ready to begin.

The **Potty Learning Plan** allows the family and DKA to establish a consistent, individualized approach to potty learning between home and childcare.

The plan may address:

- Words or phrases the child uses for toileting
- Typical bathroom times
- Signs or cues that the child needs to use the restroom
- Current potty-learning routine
- Clothing
- Pull-ups or underwear
- Rewards, praise, or encouragement used by the family
- Accident response
- Assistance the child may need
- Communication between home and DKA
- Other strategies that work well for the child

The goal is to provide reasonable consistency between home and childcare while respecting the child's individual development and readiness.

Potty Learning Is a Partnership

Successful potty learning works best when families and caregivers maintain reasonably consistent expectations and routines.

Parents/Guardians participating in the DKA Potty Learning Program are encouraged to continue appropriate potty-learning routines at home.

Parents/Guardians should inform DKA of significant changes in the child's progress, including:

- Increased success using the toilet
- New words or signals for needing to go
- Transitioning from diapers to pull-ups or underwear
- Regression
- Fear or resistance related to toileting
- Constipation or other concerns affecting toileting
- Changes to the family's potty-learning routine
- Strategies that have recently become successful or unsuccessful

David's Kingdom Academy will communicate relevant progress, accidents, patterns, successes, or concerns observed while the child is in care.

The Potty Learning Plan may be updated when the child's needs, abilities, or routine change.

Potty Learning Supplies

Families participating in potty learning may be asked to provide additional supplies, including:

- Multiple changes of underwear
- Multiple changes of clothing
- Pull-ups, when appropriate
- Socks
- Easy-to-remove pants or shorts
- Additional wipes
- Other individualized supplies needed by the child

All personal items should be clearly labeled with the child's name.

Parents/Guardians are responsible for replenishing potty-learning supplies when requested.

Clothing should allow the child to practice toileting independence whenever developmentally appropriate.

Complicated buttons, belts, overalls, tight clothing, or other difficult-to-remove clothing may make independent potty learning more difficult for some children.

Toileting Accidents

Toileting accidents are considered a normal part of childhood development and potty learning.

When an accident occurs, DKA staff will respond calmly and respectfully and assist the child with cleaning and changing as appropriate.

Children will **not** be punished, embarrassed, shamed, teased, or humiliated because of an accident.

Wet or soiled clothing will be handled in a sanitary manner and sent home for laundering.

David's Kingdom Academy does not routinely wash heavily soiled personal clothing as part of childcare services.

Parents/Guardians should replace any used backup clothing and supplies promptly so that an adequate supply remains available for the child.

If accidents become unusually frequent or there is a significant change in the child's normal toileting pattern, DKA may discuss the change with the Parent/Guardian so that the family and Provider can determine whether the child's Potty Learning Plan should be adjusted.

Toothbrushing

Children participating in Evening Care may participate in an age-appropriate toothbrushing routine.

Parents/Guardians must provide their child's:

- Toothbrush
- Age-appropriate toothpaste
- Labeled storage item when requested

Children will receive developmentally appropriate instruction, assistance, and supervision.

Toothbrushes and dental-care items will not be shared between children.

Parents should inform the Provider if their child should not participate or has specific dental-care instructions.

Face, Hands & General Clean-Up

Staff may assist children with ordinary personal hygiene during care, including:

- Washing hands
- Wiping faces
- Cleaning minor food spills
- Cleaning after messy activities
- Changing wet or soiled clothing
- Toileting hygiene
- Diapering
- Other reasonable childcare hygiene needs

These activities are considered part of ordinary childcare and do not constitute routine bathing.

No Routine Bathing or Showering

David's Kingdom Academy does not provide routine baths or showers.

Children attending Evening Care should arrive having received whatever routine bathing their family considers necessary.

DKA may clean a child as reasonably necessary following a diaper leak, toileting accident, vomiting episode, food spill, messy activity, or similar childcare situation.

If a child becomes so heavily soiled that ordinary childcare cleaning and a clothing change are not sufficient, the Parent/Guardian may be contacted.

Clothing Changes & Privacy

Children will be provided reasonable privacy during clothing changes, toileting, and personal-care routines while maintaining the level of supervision necessary for their age and safety.

Staff will use respectful language and age-appropriate practices when assisting children with personal care.

Bodily Fluids & Sanitation

David's Kingdom Academy follows appropriate sanitation practices when handling:

- Blood
- Vomit
- Urine
- Stool
- Saliva
- Nasal discharge
- Other bodily fluids

Appropriate cleaning procedures and protective measures will be used to reduce exposure and contamination.

Surfaces, equipment, toys, and other affected areas will be cleaned or sanitized as appropriate.

Personal Hygiene Supplies Are Not Shared

To reduce cross-contamination and germ transmission, personal-care products are intended for the individual child for whom they were provided.

Children will not intentionally share items such as:

- Toothbrushes
- Lip balm
- Diaper cream
- Lotion

- Wipes designated for individual use
- Pacifiers
- Bottles
- Other personal hygiene items

Parents are responsible for providing and labeling their child's applicable supplies.

Supporting Independence

As children develop, David's Kingdom Academy encourages age-appropriate self-help skills such as:

- Washing hands
- Using the restroom
- Pulling clothing up and down
- Putting on shoes
- Dressing
- Cleaning up personal items
- Brushing teeth
- Throwing away trash
- Helping clean age-appropriate spills

Children will receive assistance when needed and will not be expected to perform a self-care skill independently before they are developmentally ready.

Personal-care routines at David's Kingdom Academy are intended to protect children's health and dignity while helping them gradually develop confidence and independence.

SECTION 11 — INFANT CARE & SAFE SLEEP POLICIES

David's Kingdom Academy provides individualized care for infants based on each child's age, development, feeding needs, sleep patterns, temperament, and family routines while following applicable California Community Care Licensing requirements.

For licensing purposes, children **under two years of age** are considered infants.

Because infant enrollment affects licensed capacity and age-mix requirements, infant spaces at David's Kingdom Academy are limited.

Individualized Infant Care

Infants will not be expected to follow the same schedule as older children.

Infant care may include individualized:

- Feeding
- Sleeping
- Diapering
- Comforting

- Tummy time
- Floor play
- Sensory experiences
- Language development
- Music and movement
- Outdoor experiences, when appropriate
- Developmentally appropriate play

Parents/Guardians should communicate changes in their infant's normal routines so David's Kingdom Academy can provide consistent care whenever reasonably possible.

Infant Enrollment Forms

Parents/Guardians of infants must complete all applicable infant documentation before care begins.

Depending on the infant's age and needs, this may include:

- Infant Feeding Guidelines for Parents
- David's Kingdom Academy Infant Feeding Plan
- LIC 9227 — Individual Infant Sleeping Plan, when required
- Applicable medication or medical forms
- Other documentation required for the infant's individual care

Parents are responsible for promptly updating DKA when their infant's feeding, sleeping, medical, or developmental needs change.

Infant Feeding Plan

Each infant will have an individualized feeding plan based on information provided by the Parent/Guardian.

The feeding plan may identify:

- Breast milk or formula
- Bottle schedule
- Typical feeding amounts
- Introduction of solid foods
- Food textures
- Allergies or sensitivities
- Feeding preferences
- Special feeding instructions
- Other relevant information

Parents must notify DKA when significant feeding changes occur.

Breast Milk

Families providing breast milk must ensure containers or bottles are properly prepared and clearly labeled as instructed by David's Kingdom Academy.

Breast milk will be stored and handled using appropriate sanitation and food-safety practices.

Parents should provide enough milk for the child's scheduled period of care.

DKA will not intentionally give one child breast milk belonging to another child.

Infant Formula

Parents/Guardians must communicate with David's Kingdom Academy regarding the formula their infant uses and whether the family or program will provide formula under the applicable CACFP arrangement.

When parents provide formula, it must be appropriately packaged, labeled, and prepared according to program instructions.

Parents must notify DKA before changing their infant's formula when the change affects feeding instructions maintained by the program.

Bottles

Infant bottles and feeding equipment must be appropriate for the child and clearly identifiable.

Bottles will not be shared between children.

Parents may be asked to provide:

- Bottles
- Bottle nipples
- Bottle caps
- Formula or breast milk
- Other individualized feeding supplies

Parents are responsible for replacing damaged, worn, or inappropriate feeding equipment when requested.

Bottle Feeding Safety

Infants will be held or appropriately positioned for bottle feeding according to their developmental needs.

Bottles will not be propped.

Infants will not be placed to sleep with a bottle.

Children who are developmentally able to hold their own bottles will still receive appropriate supervision while feeding.

Introduction of Solid Foods

Solid foods will be introduced according to the infant's developmental readiness, Parent/Guardian instructions, applicable CACFP requirements, and healthcare-provider recommendations when relevant.

Parents should notify David's Kingdom Academy when:

- A new food has been introduced
- The infant's food texture changes
- The infant begins finger foods
- A food allergy or sensitivity is identified
- Feeding recommendations change

Foods will be prepared and served in an age-appropriate manner intended to reduce choking risks.

High Chairs & Feeding Equipment

Infants and young children using high chairs or other feeding equipment will be appropriately secured and supervised.

Children will not be left unattended in feeding equipment.

Safe Sleep

David's Kingdom Academy follows applicable California infant safe-sleep requirements.

Infants will be placed to sleep in a safe sleeping environment appropriate to their age and applicable licensing requirements.

Infants will be placed on their backs to sleep unless David's Kingdom Academy has documentation authorizing a medically necessary alternative sleep position as required by licensing.

If an infant independently rolls from their back to another position during sleep, DKA will follow applicable safe-sleep requirements regarding repositioning.

Infant Sleep Environment

Each infant will be provided an appropriate crib or play yard that meets applicable safety requirements.

The infant sleep space will be kept free from items that may create a suffocation, entrapment, or strangulation hazard.

Unless specifically permitted under applicable requirements, the sleep space will not contain items such as:

- Pillows
- Loose blankets
- Comforters
- Quilts
- Stuffed animals

- Toys
- Positioning devices
- Bumper pads
- Other loose objects

Infants will not routinely sleep on couches, adult beds, recliners, chairs, cushions, or other surfaces not approved for infant sleep.

Sleep Clothing

Parents should provide appropriate sleep clothing for their infant based on the temperature and the child's needs.

When appropriate, families may provide an approved sleep sack or wearable blanket.

Loose blankets will not be substituted when their use would conflict with applicable infant safe-sleep requirements.

Pacifiers

Pacifiers may be used when requested by the Parent/Guardian and appropriate for the child.

Pacifiers must:

- Be provided by the family
- Be clearly identifiable for the child
- Be maintained in sanitary condition
- Not be shared between children

Pacifiers will not be attached to an infant during sleep using strings, cords, clips, stuffed toys, or other items that could create a safety hazard.

Infant Sleep Plan

When required, Parents/Guardians must complete **LIC 9227 — Individual Infant Sleeping Plan**.

The sleeping plan must be updated as required when the infant's development or sleeping arrangements change.

David's Kingdom Academy will maintain applicable infant sleep documentation in the child's record.

Infant Sleep Supervision

Sleeping infants will remain appropriately supervised and monitored in accordance with applicable California licensing requirements.

Required infant sleep checks will be completed and documented when applicable.

The Provider will observe sleeping infants for matters such as:

- Normal breathing
- Skin color
- Body position
- Signs of distress
- Sleep environment safety

If an infant appears to be experiencing a medical emergency, appropriate emergency procedures will be initiated immediately.

Car Seats & Other Sitting Devices

Car seats are designed for transportation and are not used as routine sleep equipment at David's Kingdom Academy.

If an infant falls asleep in a car seat during transportation, the infant will be moved to an appropriate sleep environment as soon as reasonably possible after arrival.

Infants will not routinely be left sleeping in:

- Car seats
- Swings
- Bouncers
- High chairs
- Infant seats
- Other sitting devices

when those devices are not approved infant sleep environments.

Tummy Time & Physical Development

Awake infants will be provided developmentally appropriate opportunities for supervised movement and floor play.

This may include:

- Supervised tummy time
- Reaching and grasping
- Rolling
- Crawling
- Sitting
- Sensory exploration
- Age-appropriate toys
- Music and movement
- Language interaction

Tummy time occurs **only while the infant is awake and appropriately supervised.**

Diapering

Infants will be checked and changed as needed throughout care.

Parents must provide:

- Diapers
- Wipes
- Extra clothing
- Authorized diaper creams or ointments, when needed

DKA may maintain limited emergency backup supplies, but families should not rely on the program to routinely supply diapers or wipes.

Infant Topical Products & Medication

Parents must provide any authorized product they want used on their infant, including applicable:

- Diaper cream
- Petroleum jelly
- Lotion
- Sunscreen
- Insect repellent
- Lip products
- Medication

Products will not be shared between children.

Required authorization, including **LIC 9221 when applicable**, must be completed before staff administer medication or applicable topical products.

Infant Comfort & Crying

Crying is a normal form of infant communication.

Staff will respond to infants in a nurturing and developmentally appropriate manner and attempt to identify needs such as:

- Hunger
- Fatigue
- Diapering
- Discomfort
- Need for comfort
- Overstimulation
- Illness
- Teething
- Desire for interaction

Infants will not be punished for crying or expected to stop crying through disciplinary measures.

Infant Personal Belongings

Parents should clearly label applicable infant belongings, including:

- Bottles
- Clothing
- Diaper supplies
- Pacifiers
- Feeding supplies
- Topical products
- Medication
- Other personal items

This helps reduce mix-ups and cross-contamination.

Communication With Families

David's Kingdom Academy may communicate information regarding an infant's day through Brightwheel or another approved communication method.

Information may include:

- Feedings
- Diaper changes
- Sleep
- Meals
- Activities
- Supplies needed
- Significant changes in behavior
- Health concerns
- Other relevant care information

Parents are encouraged to share significant information from home that may affect the infant's day, including unusual sleep, feeding changes, medication, illness symptoms, or changes in routine.

Developmental Changes

Infants develop rapidly.

Parents should notify David's Kingdom Academy when their child begins reaching important developmental milestones that may affect care or safety, such as:

- Rolling
- Sitting
- Crawling
- Pulling to stand
- Walking
- Beginning solid foods
- Changing bottle routines

- Transitioning from bottles
- Changing sleep patterns

David's Kingdom Academy will adjust the environment and care practices as appropriate for the infant's development.

Infant Safety

Infants will receive care in an environment intended to reduce foreseeable hazards associated with their developmental stage.

Because infants may quickly develop new abilities, DKA continuously considers risks involving:

- Choking
- Suffocation
- Falls
- Unsafe sleep
- Small objects
- Hot liquids
- Feeding
- Furniture
- Mobility
- Accessible household items

Families and DKA share responsibility for communicating changes that may affect the infant's safe care.

Transition Out of Infant Care

For California Family Child Care Home licensing purposes, a child generally transitions out of the infant age category upon reaching **two years of age**.

This transition may affect David's Kingdom Academy's licensed age mix and availability of infant spaces.

A child turning two does not mean that their routines will suddenly change. Care will continue to be based on the child's individual development and needs while DKA gradually supports appropriate transitions in feeding, sleep, toileting, self-help skills, and daily activities.

David's Kingdom Academy's goal is to provide infants with safe, responsive, nurturing care while respecting each child's individual development and family routines.

SECTION 12 — REST, SLEEP & QUIET-TIME POLICIES

David's Kingdom Academy recognizes that children have different sleep and rest needs depending on their age, development, daily schedule, and individual routine.

Rest periods are designed to provide children with a calm and comfortable opportunity to sleep, rest, or participate in quiet activities while maintaining appropriate supervision and safety.

Evening Care Rest Routine

Because David's Kingdom Academy provides Evening Child Care, children may naturally become tired or fall asleep while in care.

The Evening Care environment generally begins transitioning to quieter activities between approximately **8:00 PM and 9:00 PM**.

Quiet-time activities may include:

- Reading
- Books or storytelling
- Puzzles
- Quiet table activities
- Soft music
- Calm sensory activities
- Relaxation
- Other age-appropriate quiet choices

At approximately **9:00 PM**, the program generally transitions to a lights-out/rest environment for children remaining in care.

The exact timing may be adjusted based on the ages, needs, and schedules of the children present.

Children Will Not Be Intentionally Kept Awake

Parents/Guardians should understand that a child attending Evening or Extended Evening Care may fall asleep before pick-up.

David's Kingdom Academy will not intentionally keep a tired child awake solely because the Parent/Guardian plans to pick the child up later in the evening.

Children showing signs of tiredness will be allowed to rest or sleep in an age-appropriate environment.

Parents should be prepared to safely transfer a sleeping child at pick-up.

Weekend Rest & Quiet Time

Weekend Care includes developmentally appropriate opportunities for rest or quiet activities.

Younger children who normally nap will be provided an opportunity to rest.

Children who do not sleep may participate in appropriate quiet activities when possible while respecting children who are sleeping.

Individual Sleep Needs

Not every child is expected to sleep at the same time or for the same amount of time.

Rest routines may take into consideration:

- Age
- Development
- Typical home routine
- Time the child woke that morning
- Activity level
- Length of time in care
- Individual sleep needs
- Medical or developmental considerations

Parents are encouraged to share relevant sleep information with the Provider.

Children Who Do Not Nap

Children will not be forced to sleep.

A child who does not fall asleep may be offered quiet, developmentally appropriate activities after an appropriate opportunity to rest.

Quiet activities must not significantly interfere with children who are sleeping.

Safe Rest Areas

Children will be provided age-appropriate rest or sleep arrangements consistent with applicable licensing and safety requirements.

Rest equipment may vary according to the child's age and applicable requirements.

Sleep and rest areas will be maintained in a manner intended to provide:

- Appropriate supervision
- Safe access
- Reasonable comfort
- Appropriate spacing
- Cleanliness
- Safe movement through the childcare environment

Bedding

When bedding is used, each child will have individually designated bedding or sleep materials as appropriate.

Bedding will not be intentionally shared between children without appropriate cleaning and sanitation.

Bedding will be cleaned as needed and according to applicable program and licensing requirements.

Parents may be asked to provide specific sleep items when appropriate.

Pajamas

Children attending Evening Care may change into pajamas as part of the evening routine.

Parents/Guardians must provide pajamas if they want their child changed into them.

David's Kingdom Academy does not routinely provide extra pajamas.

Children who do not have pajamas available may sleep or rest in appropriate clothing.

David's Kingdom Academy does not provide routine bathing or showering before bedtime.

Comfort Items

Children may use an approved comfort item when appropriate, such as a small blanket or stuffed animal.

Comfort items must:

- Be appropriate for the child's age
- Be reasonably clean
- Not create a safety hazard
- Not significantly interfere with the program or other children

Infant safe-sleep requirements are different. Items that may be appropriate for an older child may not be permitted in an infant's sleep space.

Infant Sleep

Infant sleep is governed by the separate **Infant Care & Safe Sleep Policies** in this handbook.

Infants will not follow the general sleep practices for older children when those practices conflict with infant safe-sleep requirements.

Applicable infant requirements include:

- Safe sleep positioning
- Approved sleep equipment
- Appropriate sleep supervision
- Required sleep checks
- Individual Infant Sleeping Plans when required
- Restrictions on loose objects and bedding

The infant safe-sleep policy takes priority whenever caring for a child subject to those requirements.

Sleeping Children Remain Supervised

Children remain under David's Kingdom Academy's supervision while sleeping.

Staff will maintain appropriate awareness of sleeping children and respond when a child:

- Wakes
- Cries
- Appears uncomfortable
- Needs toileting assistance
- Experiences a nightmare
- Appears ill
- Shows signs of distress
- Otherwise requires attention

Evening Pick-Up of Sleeping Children

Parents arriving after their child has fallen asleep should make every reasonable effort to maintain a calm environment during pick-up.

Parents may be asked to gather belongings quietly and minimize unnecessary disruption to other sleeping children.

The Parent/Guardian remains responsible for safely transferring and transporting their sleeping child after sign-out.

Nightmares & Difficulty Sleeping

Children occasionally experience nightmares, difficulty falling asleep, separation concerns, or other nighttime emotions.

Staff will respond with developmentally appropriate reassurance and comfort.

Parents will be informed when a recurring sleep concern is observed that may benefit from collaboration between home and DKA.

Sleep & Behavior

Children will never be:

- Forced to sleep
- Punished for not sleeping
- Punished for falling asleep
- Shamed for needing additional rest
- Punished for bedwetting
- Intentionally deprived of needed sleep as discipline

Sleep and rest are treated as health and developmental needs, not behavioral rewards or punishments.

Sleep Information From Families

Parents should notify David's Kingdom Academy of information that may significantly affect their child's sleep or safety during care, including:

- Major changes in sleep patterns
- New sleep concerns
- Night terrors or recurring nightmares
- Sleepwalking
- Medical sleep instructions
- Changes in medication affecting sleep
- Other relevant concerns

The Provider may request additional information or documentation when necessary to safely meet the child's needs.

Rest During Extended Evening Care

Children remaining for **Extended Evening Care from 12:00 AM–2:00 AM** should generally be expected to be sleeping or participating in a quiet nighttime routine appropriate to their age and needs.

Extended Evening Care is not treated as an additional late-night activity period.

The environment will remain calm and appropriate for children who are sleeping.

Maintaining a Calm Evening Environment

As the evening progresses, David's Kingdom Academy intentionally transitions from active play toward a quieter environment.

This transition helps children prepare their bodies for rest and supports families whose children may be picked up late in the evening.

The goal is to provide children with a **safe, peaceful, and nurturing nighttime environment while respecting each child's individual sleep needs and family routine.**

SECTION 13 — GUIDANCE, DISCIPLINE & BEHAVIOR SUPPORT

David's Kingdom Academy believes children learn appropriate behavior through positive relationships, clear expectations, consistency, encouragement, redirection, and developmentally appropriate guidance.

Discipline is intended to **teach**, not punish.

Children will be treated with dignity and respect while being helped to develop self-control, communication skills, problem-solving abilities, empathy, responsibility, and respect for others.

Positive Guidance Approach

David's Kingdom Academy uses positive and developmentally appropriate guidance strategies.

Depending on the child's age and individual needs, strategies may include:

- Positive reinforcement

- Redirection
- Modeling appropriate behavior
- Clear and simple expectations
- Offering appropriate choices
- Helping children identify and express emotions
- Teaching problem-solving skills
- Helping children use words to communicate needs
- Providing appropriate natural or logical consequences
- Adjusting activities or the environment
- Providing additional support during transitions
- Allowing appropriate space and time to calm down
- Helping children repair relationships after conflicts

Guidance will take the child's age, development, communication abilities, temperament, and individual needs into consideration.

Program Expectations

Children are encouraged to learn and practice simple expectations, including:

- Be kind.
- Keep yourself and others safe.
- Use respectful words and actions.
- Take care of toys and materials.
- Listen to reasonable directions.
- Keep hands, feet, and objects from hurting others.
- Help clean up after activities.
- Respect other people's space and belongings.
- Ask for help when needed.
- Practice solving problems peacefully.

Young children are still learning these skills and will receive appropriate teaching, reminders, and support.

Social-Emotional Learning

David's Kingdom Academy recognizes that behavior is often a form of communication.

A child may behave differently when they are:

- Tired
- Hungry
- Overstimulated
- Frustrated
- Anxious
- Excited
- Having difficulty communicating
- Adjusting to a new environment
- Experiencing changes at home or school
- Struggling with sensory input

- Learning a new developmental skill

Whenever reasonably possible, staff will consider what may be contributing to a child's behavior rather than focusing only on stopping the behavior.

Peace Corner / Calm-Down Space

David's Kingdom Academy may provide a designated **Peace Corner or calm-down space** where children can safely regulate their emotions.

The Peace Corner is **not a punishment area**.

Children may use the space to:

- Calm their bodies
- Take a break
- Practice breathing
- Look at books
- Use approved calming materials
- Identify feelings
- Regain emotional control
- Prepare to return to an activity

Staff may encourage a child to use the Peace Corner when appropriate and may provide support while the child is calming.

A child will not be isolated or left without appropriate supervision.

Conflict Between Children

Conflict is a normal part of childhood development.

When appropriate, staff will help children:

1. Calm down.
2. Identify what happened.
3. Express their feelings or needs.
4. Listen to the other child when developmentally appropriate.
5. Identify a safer or kinder solution.
6. Repair the situation when possible.
7. Return to play or another appropriate activity.

Children may be temporarily separated when necessary to maintain safety.

Aggressive or Unsafe Behavior

Behaviors such as hitting, biting, kicking, pushing, scratching, throwing objects, running away from supervision, or other unsafe actions will be addressed promptly.

The immediate priority will be protecting the child and others from injury.

Staff may:

- Block unsafe behavior
- Separate children when necessary
- Redirect the child
- Remove an unsafe object
- Help the child calm down
- Modify the activity or environment
- Increase supervision
- Teach an appropriate replacement behavior
- Document significant incidents
- Communicate with the Parent/Guardian

The response will depend on the child's age, development, circumstances, and seriousness of the behavior.

Biting

Biting can occur during early childhood for many developmental reasons, including teething, frustration, communication difficulties, sensory needs, or difficulty regulating emotions.

When biting occurs, staff will:

- Attend to the injured child
- Provide appropriate first aid
- Address the child who bit in a calm, developmentally appropriate manner
- Reinforce that biting hurts and is not safe
- Look for possible triggers
- Increase supervision or adjust the environment when appropriate
- Communicate with the families involved as appropriate

The identity of another child involved in an incident will not be unnecessarily disclosed.

Repeated biting will be addressed collaboratively with the family.

Challenging or Repeated Behavior

When a concerning behavior becomes frequent, intense, or significantly disruptive, David's Kingdom Academy may work with the family to develop strategies for supporting the child.

This may include:

- Identifying patterns or triggers
- Comparing strategies used at home and at DKA
- Adjusting routines or transitions
- Providing additional visual or verbal support
- Reinforcing replacement behaviors

- Using an Individual Support Plan when appropriate
- Reviewing an existing IEP, IFSP, behavioral plan, therapy recommendation, or other professional plan when provided by the family
- Recommending that the family discuss concerns with an appropriate professional when warranted

The goal is to understand and support the child rather than automatically removing the child from care because a behavior is difficult.

Individual Support Needs

Children with developmental, communication, sensory, behavioral, or other individual support needs may require different guidance strategies.

Parents should provide DKA with information about strategies that are already effective for their child.

When appropriate, David's Kingdom Academy may use its **Individual Support Plan** to document reasonable strategies and supports.

DKA will avoid unnecessarily duplicating an existing professional plan when that plan already provides appropriate information for supporting the child.

Parent Communication

Parents will be informed when behavior:

- Creates a significant safety concern
- Results in an injury
- Becomes a repeated pattern
- Significantly interferes with the child's participation
- Requires ongoing individualized support
- May benefit from consistent strategies between home and DKA

Parents and DKA are expected to communicate respectfully and work together toward solutions.

Prohibited Discipline Practices

David's Kingdom Academy does **not** use corporal punishment or humiliating, frightening, degrading, or abusive discipline.

Children will not be disciplined through:

- Hitting
- Spanking
- Slapping
- Shaking
- Pinching
- Physical punishment
- Humiliation

- Name-calling
- Threatening physical harm
- Intimidation
- Ridicule
- Withholding necessary food or water
- Withholding necessary toileting
- Withholding necessary sleep
- Punishment for toileting accidents
- Punishment for falling asleep
- Punishment for refusing to eat
- Forced feeding
- Unsafe physical restraint
- Any other form of discipline prohibited by applicable licensing requirements

Food, Sleep & Toileting Are Not Punishments

Food, water, sleep, toileting, and necessary personal care will not be used as rewards or punishments.

A child will not be denied a meal because of behavior.

A child will not be forced to sleep because of behavior.

A tired child will not be intentionally kept awake as punishment.

A child will not be shamed or punished for a toileting accident.

Physical Intervention for Immediate Safety

There may be circumstances in which an adult must act immediately to prevent a child from harming themselves or another person.

Reasonable protective action may be used only as necessary to address an immediate safety risk, such as:

- Blocking a child from hitting another child
- Preventing a child from running into a dangerous area
- Moving a child away from an immediate hazard
- Separating children involved in a physical conflict

Physical intervention will never be used as punishment.

Damaging Property

Children will be taught to respect childcare materials, personal belongings, and the environment.

When developmentally appropriate, a child who intentionally damages or disrupts something may be encouraged to participate in repairing, cleaning, or restoring the area.

Repeated or serious property damage will be discussed with the Parent/Guardian.

Family Partnership

Consistency between home and childcare can help children develop positive behavior and emotional-regulation skills.

Parents are encouraged to share information about:

- Strategies that work at home
- Significant changes in behavior
- Family transitions affecting the child
- Developmental concerns
- School concerns
- Professional recommendations
- New diagnoses or services that directly affect the child's care
- Other information that may help DKA understand and support the child

When Additional Support Is Needed

David's Kingdom Academy will make reasonable efforts to work collaboratively with families when a child experiences ongoing behavioral or developmental challenges.

However, immediate safety remains a priority.

If a child's needs cannot be safely met within the Family Child Care Home environment despite reasonable efforts and collaboration, David's Kingdom Academy may need to review whether continued enrollment is appropriate.

Whenever reasonably possible, concerns will be discussed with the Parent/Guardian before a decision regarding continued care is made, except when immediate action is necessary to protect children, staff, or the program.

The goal of guidance at David's Kingdom Academy is not simply to stop unwanted behavior. Our goal is to help children learn what to do instead, understand their emotions, develop self-control, and build the skills they need to make safe and respectful choices.

SECTION 14 — INDIVIDUAL SUPPORT, SPECIAL NEEDS & INCLUSION

David's Kingdom Academy is committed to providing a welcoming, respectful, and inclusive childcare environment where each child is recognized as an individual.

Children develop, communicate, learn, regulate emotions, and participate in activities in different ways. David's Kingdom Academy will work collaboratively with families to understand a child's individual needs and determine how those needs can be appropriately supported within the Family Child Care Home environment.

Inclusive Care

David's Kingdom Academy welcomes children with varying abilities and developmental needs when the program can safely and appropriately meet the child's needs within its licensed setting.

A child will not be viewed negatively simply because they:

- Learn differently
- Communicate differently
- Need additional time or assistance
- Receive special education or developmental services
- Have an IEP or IFSP
- Receive Regional Center services
- Participate in speech, occupational, physical, behavioral, or other therapy
- Have sensory needs
- Require behavioral supports
- Have developmental delays
- Have a disability or medical condition
- Require reasonable modifications to participate successfully

The goal is to understand what helps each child feel safe, included, successful, and supported.

Parent Disclosure & Communication

Parents/Guardians are expected to provide information that is reasonably necessary for David's Kingdom Academy to safely care for their child.

During enrollment, families will be asked whether their child has any known:

- Developmental needs
- Communication needs
- Behavioral support needs
- Sensory needs
- Medical needs
- Physical limitations
- Feeding concerns
- Learning needs
- Diagnoses that directly affect care
- Existing support services
- Other individual needs relevant to childcare

This information helps DKA prepare appropriately and does not automatically prevent enrollment.

Parents should also notify the Provider if a significant new need is identified after enrollment.

Individual Support Plan

When appropriate, David's Kingdom Academy may use its **Individual Support Plan** to document how a child can be supported while attending the program.

The plan may include:

- Child's strengths
- Areas where support is needed
- Communication strategies
- Sensory preferences
- Triggers or known challenges
- Calming strategies
- Behavior-support strategies
- Feeding or mealtime supports
- Toileting supports
- Transition strategies
- Safety considerations
- Family recommendations
- Professional recommendations
- Emergency information when applicable
- Other reasonable accommodations or supports

The Individual Support Plan is intended to help DKA and the family maintain consistent care.

Existing Plans & Professional Documentation

David's Kingdom Academy does not want families completing unnecessary duplicate paperwork.

If a child already has an applicable:

- Individualized Education Program (IEP)
- Individualized Family Service Plan (IFSP)
- Regional Center plan
- Behavioral support plan
- Medical or Emergency Action Plan
- Feeding plan
- Therapy recommendations
- School support plan
- Other professional care plan

the Parent/Guardian may be asked to provide the portions relevant to the child's care at David's Kingdom Academy.

DKA may use the relevant information from an existing plan when appropriate rather than requiring the family to recreate the same information on another form.

The DKA Individual Support Plan may still be used when childcare-specific information or strategies need to be documented.

Collaboration With Families & Professionals

Parents/Guardians know their child best and are an important part of developing effective support strategies.

When appropriate and with Parent/Guardian permission, David's Kingdom Academy may collaborate with individuals involved in the child's care or development, such as:

- Teachers
- Therapists
- Regional Center professionals
- Family-resource professionals
- Behavioral specialists
- Healthcare providers
- Other appropriate professionals

Parents may also provide strategies or recommendations already being used successfully at home, school, therapy, or another care setting.

Reasonable Modifications & Support

When appropriate, David's Kingdom Academy may consider reasonable modifications that help a child participate successfully in the program.

Examples may include:

- Visual schedules
- Additional transition warnings
- Simplified directions
- Additional processing time
- Sensory breaks
- Calm-down strategies
- Alternative communication methods
- Modified activities
- Adaptive materials
- Additional reminders
- Seating adjustments
- Individualized toileting routines
- Adjusted participation expectations
- Other reasonable supports

Supports will be considered individually based on the child's needs, program environment, licensing requirements, and available resources.

Medication & Medical Support

A child with individual support needs may also require medication or specialized medical documentation.

When applicable, parents must complete the appropriate forms before care begins or before DKA begins providing the requested medical support.

This may include:

- LIC 9221 — Parent Consent for Administration of Medications and Medication Chart

- LIC 9166 — Nebulizer Care Consent/Verification
- LIC 9222 — Blood Glucose Testing Consent/Verification
- Healthcare-provider instructions
- Emergency Action Plan
- Other required documentation

Required medication and equipment must be provided and maintained by the family as applicable.

Allergies & Emergency Conditions

Children with serious allergies, seizure disorders, asthma, diabetes, or other conditions that may require emergency intervention must have appropriate instructions and necessary medication or supplies available during care.

Parents must inform DKA of the child's emergency procedures and provide updated documentation when the child's treatment plan changes.

Behavior Is Considered in Context

A developmental disability, communication difference, sensory need, or other individual need may affect how a child expresses discomfort, frustration, fear, or overstimulation.

DKA will make reasonable efforts to understand the reason for behavior and identify appropriate support strategies.

The program will not automatically treat disability-related behavior as intentional misconduct.

Safety expectations, however, continue to apply to all children.

Safety of the Child & Group

David's Kingdom Academy must consider the safety and well-being of:

- The individual child
- Other children in care
- Staff
- The childcare environment

If a concern develops, DKA will generally work with the family to:

1. Identify the concern.
2. Discuss possible causes or triggers.
3. Review strategies already being used.
4. Consider reasonable modifications or additional supports.
5. Implement appropriate strategies.
6. Monitor the child's response.
7. Reevaluate the plan when necessary.

When appropriate, outside professional guidance may be recommended.

Additional Staffing or Services

David's Kingdom Academy cannot guarantee that additional one-to-one staffing, therapy, nursing, or specialized professional services will be available through the program.

If a child requires additional support beyond what DKA can directly provide, the Provider and family may discuss whether an outside professional, agency, or other approved support can appropriately participate.

Any outside service occurring within the childcare setting must be coordinated and approved in advance and must comply with applicable safety, licensing, privacy, and program requirements.

Confidentiality

Information regarding a child's disability, diagnosis, developmental needs, medical needs, therapy, IEP, IFSP, or other individual support information will be handled with appropriate confidentiality.

Relevant information may be shared with authorized caregivers or staff when necessary for the child's safe and appropriate care.

DKA will not unnecessarily disclose one child's private information to other families.

Ongoing Review

Individual support needs may change as a child develops.

Parents and DKA should review and update relevant information when:

- A new diagnosis is received
- An IEP or IFSP changes
- Medication changes
- A new therapy begins
- A professional recommendation changes
- Significant behavior changes occur
- Developmental needs change
- A previously used strategy is no longer effective
- New safety concerns arise

The goal is to keep the child's support information current and useful.

Continued Enrollment

David's Kingdom Academy will make reasonable efforts to support enrolled children and work collaboratively with families.

If significant concerns arise regarding the program's ability to safely meet a child's needs, DKA will communicate with the Parent/Guardian and consider reasonable supports or modifications before determining whether the childcare arrangement can continue, when circumstances allow.

There may be situations in which continued care is not reasonably possible because the child requires a level or type of care that cannot safely be provided within the licensed Family Child Care Home setting, even after reasonable modifications have been considered.

Any decision regarding continued enrollment will be made based on the individual circumstances rather than solely on the existence of a diagnosis, disability, or support need.

Family Partnership

Families are encouraged to communicate openly with David's Kingdom Academy about what works best for their child.

Our goal is not to require parents to repeatedly explain or document the same information.

Our goal is to understand:

What does this child need to feel safe, participate, communicate, learn, and be successful here?

David's Kingdom Academy will use that information to build a supportive partnership with the child and family whenever the child's needs can be appropriately and safely met within the program.

SECTION 15 — ATTENDANCE, ARRIVAL, DEPARTURE & CHILD RELEASE

David's Kingdom Academy maintains attendance, arrival, departure, and child-release procedures to help ensure that every child is properly accounted for and released only to an authorized individual.

Parents/Guardians are responsible for following these procedures every time their child arrives at or leaves the program.

Contracted Schedule

Each child is enrolled according to an approved childcare schedule identified in the applicable Parent–Provider Agreement.

Parents/Guardians are expected to follow their child's contracted:

- Days of care
- Arrival time
- Pick-up time
- Program or session
- Approved Extended Evening Care, when applicable
- Approved Early Bird Care, when applicable

A contracted schedule reserves childcare for the approved days and times.

Arrival

Children should arrive during their approved childcare hours unless another arrangement has been made with the Provider.

Parents should notify David's Kingdom Academy when their child will:

- Be absent
- Arrive significantly later than expected
- Need an approved schedule change
- Have another circumstance affecting attendance

Late arrival does not automatically extend the child's scheduled pick-up time.

Sign-In & Sign-Out

Parents/Guardians or other authorized adults must complete the required sign-in and sign-out procedure each time a child arrives or departs.

David's Kingdom Academy may use **Brightwheel and/or other attendance documentation required by California Community Care Licensing or an applicable subsidy program.**

Parents are responsible for making sure attendance information is accurate.

Children may not sign themselves in or out.

Parent Must Transfer Responsibility to DKA

A child is not considered under David's Kingdom Academy's supervision simply because the child has arrived at the property.

The Parent/Guardian or authorized adult must ensure that the Provider or authorized caregiver is aware that the child has arrived before leaving.

Children may not be dropped off outside, at the door, driveway, curb, or other area and left without being received by the Provider or authorized caregiver.

Departure

At pick-up, responsibility for the child transfers back to the Parent/Guardian or authorized adult once the child has been properly released and signed out.

Parents are responsible for supervising their child after release.

Families should gather the child's belongings and leave the childcare property in a timely manner so the Provider can continue supervising children who remain in care.

Authorized Pick-Up Persons

Children will be released only to:

- A Parent/Guardian with legal authority to pick up the child; or
- An individual properly authorized by the Parent/Guardian according to the child's enrollment records and applicable legal restrictions.

Parents are responsible for keeping authorized pick-up information current.

David's Kingdom Academy does not require an unnecessary duplicate pick-up authorization form when the required information is already appropriately documented in the child's enrollment records.

Identification

David's Kingdom Academy may require photo identification before releasing a child to an individual the Provider does not personally recognize.

Parents should inform authorized pick-up persons that identification may be requested.

DKA reserves the right to delay release until the person's identity and authorization can be reasonably verified.

Adding or Removing an Authorized Person

Parents must notify David's Kingdom Academy when an authorized pick-up person needs to be added or removed.

For child safety, DKA may require the request to be made or confirmed through an approved written communication method.

An individual should not be assumed to have pick-up authorization simply because:

- The child knows them
- They are a relative
- They have picked up previously
- They arrive with another family member
- They claim the Parent/Guardian gave permission

DKA must be able to verify authorization.

Custody & Court Orders

David's Kingdom Academy does not determine custody disputes between parents or guardians.

Unless DKA has been provided with a valid court order or other legally controlling documentation restricting a person's access to the child, DKA may be legally limited in its ability to deny access to a Parent/Guardian who otherwise has legal rights regarding the child.

Parents are responsible for providing David's Kingdom Academy with current copies of applicable:

- Custody orders
- Restraining orders

- Protective orders
- Court-ordered pick-up restrictions
- Other legal documents affecting child release or access

DKA will follow applicable legal documentation maintained in the child's record.

Changes to Court Orders

Parents must promptly provide DKA with updated documentation when a custody or court order changes.

David's Kingdom Academy will not rely on verbal statements regarding a legal restriction when documentation is reasonably required to establish that restriction.

Custody Disputes at the Program

Parents/Guardians should not use David's Kingdom Academy as a location for custody disputes, confrontations, or exchanges that may create an unsafe or disruptive environment.

If a dispute occurs at the childcare property, DKA may contact law enforcement when necessary to protect children, staff, or other individuals.

The safety of the children in care will remain the Provider's priority.

Pick-Up by a Minor

Children will not routinely be released to a minor unless the arrangement has been specifically reviewed and approved by the Provider and is legally permissible.

The Parent/Guardian should discuss any requested minor pick-up arrangement with DKA **before** the minor arrives to pick up the child.

Impaired Adult at Pick-Up

David's Kingdom Academy is committed to child safety.

If the Provider reasonably believes that an adult arriving to transport a child appears impaired or otherwise unable to safely transport the child, DKA will attempt to address the immediate safety concern.

Depending on the circumstances, this may include:

- Asking the adult to arrange another safe driver
- Contacting another authorized person
- Contacting emergency services or law enforcement when necessary

DKA will not knowingly place a child into an immediately dangerous transportation situation when reasonable protective action is available.

Late Pick-Up

Children must be picked up by their contracted pick-up time.

The current late-pickup fee is:

\$1.00 per minute

unless a different written rate applies under the family's current agreement.

Calling or messaging to report that a Parent/Guardian will be late is appreciated and helps DKA plan appropriately, but notification does **not automatically waive the late fee**.

Extended Evening Care Is Not Automatic Late Pick-Up

David's Kingdom Academy offers Extended Evening Care from **12:00 AM–2:00 AM** when available and approved in advance.

A family enrolled in standard Evening Care does not automatically receive Extended Evening Care because they arrive after midnight.

Extended Evening Care must be arranged and approved according to program availability and applicable fees.

Repeated Late Pick-Up

Repeated late pick-ups may result in:

- A discussion with the family
- A required schedule adjustment
- Additional applicable fees
- Loss of eligibility for certain scheduling arrangements
- Termination of childcare when the problem continues

DKA recognizes that genuine emergencies occur. The Provider will consider individual circumstances while also protecting the program's operating hours and responsibilities.

No Contact / Child Not Picked Up

If a child remains at David's Kingdom Academy after the scheduled pick-up time and the Parent/Guardian cannot be reached, DKA will attempt to contact authorized emergency contacts.

The Provider will continue supervising the child while reasonable attempts are made to locate an authorized adult.

If DKA is unable to reach a Parent/Guardian or authorized emergency contact within a reasonable period, or circumstances create concern for the child's safety or welfare, DKA may contact the appropriate authorities for assistance.

A child will never simply be left unattended because the program's normal operating hours have ended.

Absences

Parents should notify David's Kingdom Academy when their child will not attend a scheduled day.

Notification should be provided through Brightwheel or another approved communication method as soon as reasonably possible.

Tuition is generally not reduced or credited for an absence when the child's contracted space remained reserved.

Subsidized families must also follow any applicable CCRC or funding-agency attendance requirements.

Confirmed Absences and Same-Day Changes

Once a parent or guardian reports that a child will be absent, the absence is considered confirmed. If circumstances later change and the parent would like the child to attend, care is not automatically reinstated. The parent must contact the Provider and receive approval before bringing the child.

Approval will depend on availability, licensed capacity, required ratios, the ages of children already in care, program operations, and the timing of the request. David's Kingdom Academy is not required to remain on standby after an absence has been confirmed. Same-day cancellations and confirmed absences are not eligible for credit, refund, or rescheduling.

Unused Contracted Hours and Make-Up Care

Contracted childcare hours reserve specific days and times for the enrolled child. Hours that are unused because of an absence, cancellation, late arrival, early pickup, or any other reason do not become a credit or bank of hours.

Unused hours may not be transferred to another day, added to another care period, exchanged for an earlier arrival or later pickup, accumulated, or saved for future use. No tuition reduction, refund, credit, or make-up care will be provided unless approved by David's Kingdom Academy in writing.

Any childcare requested outside the child's contracted schedule requires advance approval and is subject to availability and all applicable additional-care rates.

Vacations & Planned Absences

Families are encouraged to notify DKA in advance of vacations or other planned absences.

A planned absence does not automatically release the family from contracted tuition obligations.

Families receiving subsidized childcare should also determine whether an extended absence affects their authorization or subsidy requirements.

Early Pick-Up

Parents may pick their child up before their contracted pick-up time.

Early pick-up does not normally result in a tuition credit or refund.

Parents should notify the Provider when possible if a significantly early pick-up is planned.

Schedule Changes

Permanent or recurring schedule changes require Provider approval.

Approval depends on:

- Licensed capacity
- Age mix
- Program availability
- Existing enrollment
- Requested hours
- Staffing and operational considerations

A schedule change may require an updated Parent–Provider Agreement and may change tuition.

Additional Days or Hours

Parents must request additional care before bringing the child outside the contracted schedule.

Additional care is subject to availability and is not guaranteed.

This includes requests for:

- Additional weekdays
- Weekend sessions
- Early Bird Care
- Extended Evening Care
- Drop-in care
- Holiday care
- Earlier arrival
- Later departure

Applicable additional fees may apply.

Emergency Contacts

Parents must maintain current emergency-contact information.

Emergency contacts should be individuals who can reasonably respond when the Parent/Guardian cannot be reached.

Parents should notify DKA promptly when an emergency contact's:

- Name
- Phone number

- Relationship
- Authorization status

changes.

Attendance Records

David's Kingdom Academy will maintain attendance records as required by applicable childcare licensing, CACFP, subsidy-program, and program requirements.

Parents are expected to provide accurate attendance information and complete required verification.

Accurate arrival, departure, attendance, and child-release procedures are essential parts of keeping every child at David's Kingdom Academy safe and accounted for.

SECTION 16 — TRANSPORTATION, WALKING FIELD TRIPS & COMMUNITY OUTINGS

David's Kingdom Academy may occasionally provide children with opportunities to participate in neighborhood walks, community outings, field trips, or transportation to approved destinations.

These experiences may support children's learning, physical activity, community awareness, social development, and exploration.

Participation is subject to appropriate Parent/Guardian authorization, program availability, licensed capacity, supervision requirements, weather conditions, transportation availability, and other safety considerations.

Parent Authorization

Parents/Guardians will complete the **David's Kingdom Academy Transportation & Walking Field Trip Authorization** during enrollment.

Parents may choose whether to authorize their child to participate in applicable transportation and walking field trips.

A child will not participate in optional transportation or walking field trips requiring parental permission without the appropriate authorization.

Advance Notice of Planned Outings

For planned field trips, community outings, or transportation away from David's Kingdom Academy, families will be provided advance notice whenever reasonably possible.

Information may include:

- Destination
- Date
- Approximate departure time

- Approximate return time
- Method of transportation
- Special clothing or supplies needed
- Meals or snacks, when applicable
- Other important instructions

Notification may be provided through Brightwheel, written notice, email, or another approved communication method.

Walking Field Trips

Children may participate in age-appropriate neighborhood walks or walking field trips when authorized.

Walking experiences may include trips to:

- Parks
- Libraries
- Recreation centers
- Community locations
- Nature areas
- Educational destinations
- Seasonal or community activities
- Other age-appropriate locations

Children will remain appropriately supervised during walking activities.

Transportation by Vehicle

When transportation is provided by vehicle, children will be transported by an appropriately licensed driver authorized by David's Kingdom Academy.

Children will be secured using an age- and size-appropriate:

- Car seat
- Booster seat
- Seat belt
- Other legally required child-passenger restraint

as required by California law.

Children will not be transported without appropriate restraints.

Car Seats & Booster Seats

Parents may be required to provide an appropriate car seat or booster seat for their child when transportation is planned.

Any child restraint provided by the family must be appropriate for the child and suitable for safe use.

Parents are responsible for informing DKA of information that may affect their child's transportation safety.

Transportation Safety

Before and during transportation, David's Kingdom Academy will take reasonable precautions to ensure children are appropriately accounted for and transported safely.

Children will be instructed in age-appropriate transportation expectations, including remaining properly secured while the vehicle is moving.

Unsafe behavior that interferes with safe transportation will be addressed immediately.

Transportation Behavior

Children must follow reasonable safety directions during transportation and community outings.

If a child repeatedly engages in behavior that creates a significant transportation safety concern, David's Kingdom Academy will work with the family to identify appropriate supports.

When a child cannot safely participate despite reasonable support, DKA may temporarily or permanently restrict the child from optional transportation or field-trip activities.

This does not automatically terminate the child's regular enrollment.

Emergency Relocation

Transportation and emergency relocation are not the same as an ordinary field trip.

In an emergency, children may need to leave the childcare property because remaining at the home is unsafe.

Possible circumstances include:

- Fire
- Earthquake
- Gas leak
- Utility emergency
- Hazardous conditions
- Law-enforcement activity
- Evacuation order
- Structural damage
- Wildfire or smoke emergency
- Other circumstances requiring evacuation or relocation

David's Kingdom Academy will follow its Emergency Disaster Plan and applicable emergency procedures.

Primary Emergency Relocation Locations

David's Kingdom Academy's current primary emergency relocation locations include:

Winnetka Recreation Center

8401 Winnetka Avenue
Winnetka, CA 91306

Canoga Park Branch Library

20939 Sherman Way
Canoga Park, CA 91303

The location used will depend on the nature and direction of the emergency, accessibility, safety conditions, instructions from emergency officials, and other circumstances at the time.

Alternative Emergency Locations

David's Kingdom Academy maintains additional emergency relocation options in its **Emergency Preparedness Binder**.

Alternative locations may be used when a primary location is:

- Closed
- Inaccessible
- Unsafe
- Inside the affected emergency area
- Unable to receive the program
- Otherwise inappropriate under the circumstances

Because emergency conditions can change quickly, David's Kingdom Academy is not limited to only the two primary locations listed above.

The Provider may relocate children to another safe location when reasonably necessary to protect them or when directed by emergency personnel or public authorities.

Emergency Parent Notification

Following an emergency relocation, David's Kingdom Academy will attempt to notify Parents/Guardians as soon as reasonably possible.

Notification may be made through:

- Brightwheel
- Telephone
- Text message
- Email
- Emergency contact
- Another available communication method

When possible, families will be informed of:

- The nature of the emergency
- Where the children have been relocated
- Pick-up instructions
- Any additional action parents should take

During an active emergency, **the immediate safety and supervision of children may take priority over sending individual notifications.**

Emergency Contacts

Parents must maintain accurate and current:

- Phone numbers
- Email addresses
- Emergency contacts
- Authorized pick-up information

Families should notify DKA promptly whenever this information changes.

Emergency Pick-Up

During an emergency, children will remain supervised until they can be released safely to a Parent/Guardian or other authorized individual.

Parents should follow instructions provided by DKA regarding the emergency pick-up location.

Families should **not enter an unsafe or restricted area to attempt to retrieve a child** when emergency personnel or DKA have directed families to an alternate location.

Emergency Relocation Without Advance Notice

Unlike a planned field trip, an emergency evacuation may occur without advance notice.

When immediate evacuation is necessary to protect children, DKA may relocate children according to its Emergency Disaster Plan without waiting for individual parent approval at the time of the emergency.

The program will make reasonable efforts to notify families as soon as conditions permit.

Emergency Supplies

David's Kingdom Academy maintains emergency supplies intended to support children during an evacuation or emergency.

Supplies may include items such as:

- Water
- Emergency food
- First-aid supplies

- Child information
- Emergency contacts
- Necessary emergency documentation
- Other preparedness supplies

DKA's emergency supplies and procedures are reviewed and maintained as part of the program's emergency-preparedness practices.

Field Trip Supplies

Depending on the activity, families may be asked to provide or send items such as:

- Appropriate clothing
- Closed-toe shoes
- Jacket
- Hat
- Water bottle
- Diapers or pull-ups
- Extra clothing
- Authorized sunscreen
- Authorized insect repellent
- Other necessary personal supplies

Any preventive topical products must meet DKA's authorization requirements before staff may apply them.

Weather & Environmental Conditions

Planned outdoor outings may be modified, postponed, shortened, or canceled because of:

- Excessive heat
- Severe weather
- Poor air quality
- Wildfire smoke
- Rain or storms
- Unsafe neighborhood conditions
- Public-safety concerns
- Other environmental conditions

Child safety takes priority over completing a planned outing.

Field Trip Participation

If a Parent/Guardian declines permission for an optional field trip or transportation activity, DKA will discuss whether care can be provided at the childcare home during that activity.

Alternative on-site care cannot be guaranteed if all authorized childcare staff are participating in the outing.

Parents will be informed in advance when an optional outing may affect the availability of care for a child who is not participating.

Changes to Authorization

Parents may revoke or modify their transportation or walking field-trip authorization by providing written notice to David's Kingdom Academy.

Changes apply to future activities after DKA receives and processes the request.

Emergency evacuation procedures necessary to protect a child are governed by DKA's Emergency Disaster Plan and applicable safety requirements.

Community Experiences

When appropriate, community experiences may be incorporated into the program to give children opportunities to explore the world around them.

The goal of every outing is to provide a **safe, supervised, age-appropriate, and meaningful experience while keeping families informed about where their child will be and how they will be cared for.**

SECTION 17 — EMERGENCY PREPAREDNESS, DISASTER RESPONSE & FAMILY REUNIFICATION

David's Kingdom Academy maintains emergency procedures to protect children during unexpected events. Emergency planning includes preparation for evacuation, sheltering in place, communication with families, emergency supplies, and reunification of children with authorized adults.

The Provider will use reasonable judgment based on the circumstances and follow instructions from emergency personnel or public authorities when applicable.

Types of Emergencies

Emergency procedures may be activated for situations including:

- Fire
- Earthquake
- Wildfire or smoke
- Severe weather
- Power outage
- Gas leak
- Water outage
- Structural damage
- Hazardous-material incident
- Medical emergency
- Neighborhood safety concern
- Law-enforcement activity
- Evacuation order

- Shelter-in-place order
- Missing child
- Other emergencies affecting the safety of children or the childcare home

The appropriate response will depend on the nature of the emergency.

Emergency Disaster Plan

David's Kingdom Academy maintains an Emergency Disaster Plan as required for the Family Child Care Home.

Emergency information and procedures are maintained so the Provider and authorized caregivers can respond appropriately during an emergency.

Parents/Guardians are responsible for keeping their child's emergency information current.

Emergency Response

Depending on the emergency, David's Kingdom Academy may:

- Evacuate the childcare home
- Relocate children to an emergency location
- Shelter in place
- Move children to a safer area of the home or property
- Contact 911
- Contact emergency personnel
- Follow instructions from law enforcement, fire officials, emergency management, or other authorities
- Contact Parents/Guardians and emergency contacts
- Implement family-reunification procedures

The Provider will determine the safest available action based on the circumstances.

Evacuation

If remaining at David's Kingdom Academy is unsafe, children may be evacuated from the childcare home.

Children will remain supervised during evacuation.

When possible, the Provider will take appropriate emergency information and supplies needed to continue caring for children until they can safely be reunited with their families.

Primary Emergency Relocation Locations

David's Kingdom Academy's current primary emergency relocation locations are:

Winnetka Recreation Center

8401 Winnetka Avenue
Winnetka, CA 91306

Canoga Park Branch Library

20939 Sherman Way
Canoga Park, CA 91303

The specific location used will depend on the emergency, accessibility, safety conditions, direction of evacuation, and instructions from emergency authorities.

Alternative Emergency Relocation Locations

David's Kingdom Academy maintains an **Alternative Emergency Relocation Location Sheet** in its Emergency Preparedness Binder.

If the primary locations are closed, unsafe, inaccessible, affected by the emergency, or otherwise unavailable, children may be relocated to another safe location.

DKA may also follow a relocation destination designated by emergency personnel.

Because emergencies are unpredictable, the program cannot guarantee that a particular relocation location will always be available.

Shelter-in-Place

Some emergencies may make it safer to remain inside rather than evacuate.

David's Kingdom Academy may shelter in place during situations such as:

- Hazardous outdoor air conditions
- Certain law-enforcement emergencies
- Severe weather
- Hazardous-material incidents
- Other situations in which authorities recommend remaining indoors

Children will remain appropriately supervised while sheltering in place.

Lockdown or Secure-Site Procedures

When an outside threat or other safety concern makes normal entry or exit unsafe, David's Kingdom Academy may secure the childcare environment.

During such an emergency, families should follow instructions from DKA and emergency authorities.

Parents should **not attempt to enter the childcare property during an active emergency when doing so would create an additional safety risk or conflict with instructions from law enforcement or emergency personnel.**

Earthquake Response

Because David's Kingdom Academy operates in California, earthquake preparedness is an important part of the program's emergency planning.

During an earthquake, children will be directed or assisted in taking developmentally appropriate protective action.

After shaking stops, the Provider will assess conditions and determine whether it is safer to:

- Remain in the childcare home
- Move to another safe area
- Evacuate
- Relocate to an emergency site

Parents will be contacted when reasonably possible.

Fire & Evacuation

In the event of a fire or suspected fire, children will be evacuated from danger and emergency services will be contacted as appropriate.

Children will not be taken back into an unsafe building to retrieve personal belongings.

Family reunification may occur at the childcare home or an emergency relocation site depending on the circumstances.

Power, Water or Utility Outages

A temporary utility interruption does not automatically require closure.

The Provider will consider factors including:

- Indoor temperature
- Lighting
- Food safety
- Water availability
- Toileting and sanitation
- Duration of the outage
- Time of day
- Ages of children
- Ability to safely continue operating

If conditions cannot support safe childcare, families may be required to pick up their children.

Emergency Communication

David's Kingdom Academy will make reasonable efforts to communicate with families during an emergency.

Communication may occur through:

- Brightwheel
- Telephone
- Text message
- Email
- Emergency contacts
- Another available communication method

Families should understand that internet, cellular service, electricity, or other communication systems may be unavailable during a major disaster.

The immediate supervision and physical safety of children will take priority over individual family communications during an active emergency.

Family Reunification

Following an evacuation or major emergency, children will remain under David's Kingdom Academy's supervision until they can be safely released.

Parents/Guardians may be directed to pick up their child from:

- David's Kingdom Academy
- A primary emergency relocation location
- An alternative emergency location
- Another location designated during the emergency

Families should follow the most current instructions received from DKA.

Authorized Emergency Pick-Up

Children will be released only to an authorized individual unless emergency authorities direct otherwise according to law.

Photo identification may be requested.

Parents should make sure their emergency contacts and authorized pick-up persons understand that they may be contacted during an emergency.

Current Contact Information Is Essential

Parents must promptly update changes to:

- Parent/Guardian phone numbers
- Email addresses
- Home address
- Emergency contacts
- Authorized pick-up persons
- Relevant custody restrictions

- Important medical information

Outdated information can make family reunification significantly more difficult during an emergency.

Emergency Medical Care

If a child experiences a serious injury, allergic reaction, breathing emergency, seizure, or other urgent medical situation, David's Kingdom Academy may contact **911 immediately**.

DKA does not have to wait for a Parent/Guardian to arrive before seeking emergency assistance when immediate care is reasonably necessary.

Parents/Guardians will be contacted as soon as reasonably possible.

Emergency Medication

Children who require emergency medication must have the medication and required authorization available while in care.

Examples may include medication for:

- Severe allergies
- Asthma
- Seizure conditions
- Diabetes
- Other medical conditions requiring emergency intervention

Parents are responsible for ensuring required medication is current, unexpired, properly labeled, and replaced when necessary.

Emergency Supplies

David's Kingdom Academy maintains emergency supplies intended to support children during an emergency.

Supplies may include:

- Drinking water
- Emergency food
- First-aid supplies
- Flashlights
- Communication supplies
- Sanitation supplies
- Child information
- Emergency contact information
- Other emergency-preparedness materials

Emergency supplies will be reviewed and replenished as necessary.

Infant Emergency Supplies

Because infants have additional care needs, emergency planning may include applicable:

- Diapers
- Wipes
- Infant food
- Formula or feeding supplies
- Bottles
- Infant comfort needs
- Other necessary supplies

Parents of infants should make sure DKA has current information regarding their child's feeding, medical, and individual care needs.

Emergency Drills

David's Kingdom Academy conducts **monthly emergency drills** as part of its emergency-preparedness practices.

Drills may include practice for emergencies such as:

- Fire evacuation
- Earthquake response
- Other emergency procedures as appropriate

Drills are conducted in a developmentally appropriate manner.

The goal is to help children become familiar with following safety directions without unnecessarily frightening them.

Emergency Closure

David's Kingdom Academy may close temporarily when conditions make it unsafe or unreasonable to operate.

Possible reasons include:

- Mandatory evacuation
- Fire
- Significant earthquake damage
- Extended utility failure
- Unsafe air quality or environmental conditions
- Structural damage
- Public-health emergency
- Government or emergency-authority direction
- Another condition that prevents safe operation

Families will be notified as soon as reasonably possible.

Any tuition treatment associated with an emergency closure will be handled according to the Parent–Provider Agreement and applicable program policies.

Family Emergency Preparedness

Families are encouraged to maintain their own emergency plan and make sure everyone authorized to pick up the child knows:

- The child attends David's Kingdom Academy
- How to contact the program
- The program may relocate during an emergency
- Identification may be required at reunification
- They should follow DKA's emergency instructions rather than automatically traveling to the childcare home

Emergency Information Changes

Parents should not wait for annual enrollment updates to report important changes.

If a phone number, emergency contact, medical condition, medication, custody restriction, or other important emergency information changes, the Parent/Guardian should notify David's Kingdom Academy promptly.

Emergency Priorities

During an emergency, David's Kingdom Academy's priorities are:

1. **Protect children from immediate danger.**
2. **Account for every child.**
3. **Provide appropriate supervision and first aid.**
4. **Evacuate, relocate, or shelter as necessary.**
5. **Contact emergency services when needed.**
6. **Communicate with families as conditions permit.**
7. **Safely reunify children with authorized adults.**

Emergency situations cannot always be predicted, and circumstances may require David's Kingdom Academy to modify its normal routines.

The Provider will use the safest reasonable option available based on the conditions at the time, applicable emergency procedures, and instructions from emergency authorities.

SECTION 18 — PARENT COMMUNICATION, BRIGHTWHEEL & FAMILY PARTNERSHIP

David's Kingdom Academy believes consistent communication between families and the childcare program is essential to providing safe, responsive, and individualized care.

Parents/Guardians are encouraged to communicate questions, concerns, schedule changes, important updates, and information that may affect their child's care.

Primary Communication Platform — Brightwheel

Brightwheel is David's Kingdom Academy's primary parent communication platform.

Families may use Brightwheel to receive or access information such as:

- Messages and program announcements
- Attendance information
- Daily reports and updates
- Meals and snacks
- Diapering and toileting updates
- Nap or sleep information
- Photos or classroom updates when authorized
- Reminders
- Supply requests
- Schedule information
- Invoices or payment information, when applicable
- Emergency or closure notifications
- Other important program communication

Parents/Guardians are responsible for maintaining access to their Brightwheel account and keeping their contact information current.

Brightwheel Enrollment

Families will receive instructions from David's Kingdom Academy for connecting to the program through Brightwheel.

DKA may provide families with an **inquiry/enrollment link** that allows the Parent/Guardian to enter the family and child information needed to begin the Brightwheel enrollment process.

Using the inquiry/enrollment process may make account setup easier because information entered by the family can be connected to the child's enrollment profile.

When necessary, David's Kingdom Academy may also invite a Parent/Guardian directly to Brightwheel using the contact information provided by the family.

Parents should follow the current **David's Kingdom Academy Brightwheel App Guide** provided with their enrollment materials.

Parent Responsibility for Brightwheel

Parents/Guardians are responsible for:

- Providing an accurate email address and phone number
- Creating or activating their account when required
- Keeping their login information secure
- Keeping contact information current
- Reviewing important program messages

- Responding when DKA requests information
- Reviewing invoices or account notices when applicable
- Informing DKA if they are unable to access their account

Parents should notify the Provider if they are having difficulty using Brightwheel so another appropriate communication method can be used when necessary.

Brightwheel Does Not Replace Emergency Communication

Brightwheel is the primary communication platform, but it may not always be the fastest or most appropriate method during an urgent situation.

DKA may contact families by:

- Phone call
- Text message
- Email
- Brightwheel
- Emergency contact
- Another available communication method

For a medical emergency or immediate safety concern, DKA may contact **911 before contacting the Parent/Guardian** when immediate emergency assistance is necessary.

Important Information From Home

Parents are encouraged to tell the Provider about significant circumstances that may affect their child's day.

Examples include:

- Poor sleep
- Unusual behavior
- Illness symptoms
- Medication received before arrival
- Changes in eating
- Toileting changes
- Family transitions affecting the child
- New fears or emotional concerns
- Injuries that occurred outside DKA
- Medical or developmental changes
- Changes in school schedule
- Other information relevant to the child's care

Parents do not need to disclose unnecessary private family information. DKA simply asks families to communicate information that may reasonably affect the child's health, safety, behavior, or care.

Daily Communication

The amount and type of daily information provided may vary based on the child's:

- Age
- Program
- Length of attendance
- Individual needs
- Activities that day

Infants and younger children may receive more detailed routine information because feeding, diapering, and sleep patterns are important parts of their care.

School-age children may not require the same level of routine reporting.

Questions & Concerns

Parents are encouraged to ask questions whenever they need clarification regarding their child's care or DKA policies.

Whenever possible, concerns should be discussed privately rather than in front of children.

Parents may request a private conversation with the Provider when an issue requires more time than is appropriate during arrival or pick-up.

Arrival & Pick-Up Conversations

Brief updates may be exchanged during drop-off and pick-up.

However, the Provider must continue supervising all children in care.

For this reason, lengthy conversations should not interfere with:

- Child supervision
- Meal preparation
- Diapering
- Transportation
- Rest routines
- Emergency responsibilities
- Other childcare duties

When a longer conversation is needed, the Parent/Guardian and Provider may arrange another appropriate time.

Respectful Communication

David's Kingdom Academy expects communication between families, staff, and the Provider to remain respectful.

DKA welcomes:

- Questions
- Concerns
- Suggestions
- Requests for clarification
- Constructive disagreement
- Family feedback

However, threatening, abusive, discriminatory, harassing, or intimidating behavior toward the Provider, staff, children, or other families is not acceptable.

Serious or repeated inappropriate conduct may affect continued enrollment.

Changes in Family Information

Parents must promptly notify David's Kingdom Academy of important changes involving:

- Phone number
- Email address
- Home address
- Emergency contacts
- Authorized pick-up persons
- Employment information when relevant to subsidy requirements
- School enrollment or schedule when relevant to care
- Custody or court orders
- Medical information
- Allergies
- Medication
- Individual support needs
- Other information affecting the child's care

Some changes may require updated enrollment or licensing documentation.

Confidentiality

David's Kingdom Academy respects the privacy of enrolled children and families.

Personal information will be handled appropriately and shared only when reasonably necessary for:

- Providing childcare
- Protecting health or safety
- Licensing compliance
- Subsidy administration
- CACFP participation
- Emergency response
- Legal requirements
- Other legitimate program operations

Information regarding another enrolled child or family will not be unnecessarily disclosed.

Photos, Videos & Media

Photos, videos, audio recordings, and other media involving children are governed by the separate **Photo, Video, Audio & Media Release Authorization** completed by the Parent/Guardian.

DKA will follow the family's current authorization selections.

Parents may change or revoke future media permissions by providing written notice to the Provider.

Communication Between Families

Parents may naturally meet or communicate with other DKA families.

Families are expected to respect the privacy of other children.

Parents should not publicly post or distribute photographs, videos, private information, or identifying information about another enrolled child without appropriate permission.

Incident Communication

Parents will be notified when appropriate regarding significant:

- Injuries
- Illness
- Behavioral incidents
- Safety concerns
- Medication issues
- Emergency situations
- Other events directly affecting their child

The amount and timing of communication will depend on the circumstances and urgency of the situation.

DKA will protect the confidentiality of other children involved.

Family Feedback

David's Kingdom Academy welcomes constructive family feedback.

Families are encouraged to communicate concerns directly with the Provider so issues can be addressed before they become larger problems.

A Parent/Guardian raising a reasonable concern or asking a question will not negatively affect the care provided to their child.

Family Partnership

Parents and caregivers each see different parts of a child's life.

When families and David's Kingdom Academy communicate openly, DKA can better understand:

- What comforts the child
- What motivates the child
- What the child is learning
- What challenges the child
- What routines work at home
- What strategies are successful
- Where the child may need additional support

Families are encouraged to share relevant information while also asking DKA about their child's experiences in care.

Communication During Provider Non-Business Time

Parents may send Brightwheel messages outside normal childcare hours when necessary; however, messages that are not urgent may be answered during the Provider's reasonable business or administrative hours.

Parents should not rely on Brightwheel messages for an immediate emergency.

For an urgent situation involving a child currently in DKA's care, families should call the Provider directly.

David's Kingdom Academy views families as partners. Clear, respectful, and consistent communication helps us provide children with continuity between home and childcare while keeping families informed and involved.

SECTION 19 — PARENT ACCESS, VISITATION, CONFIDENTIALITY & PRIVACY

David's Kingdom Academy values transparency and family partnership while also protecting the privacy, safety, and confidentiality of every child and family enrolled in the program.

Because David's Kingdom Academy operates as a licensed Family Child Care Home, families should understand that the childcare environment is also a private residence. Parent access will be provided in accordance with applicable California Community Care Licensing requirements while maintaining appropriate boundaries for private areas of the home.

Parent Access to the Child Care Home

Parents/Guardians and authorized representatives have access to their child and the licensed childcare areas in accordance with applicable California Community Care Licensing requirements.

David's Kingdom Academy welcomes appropriate parent involvement and wants families to feel comfortable with the environment in which their child receives care.

Parent access does not mean that every area of the private residence is part of the childcare program or available for entry.

Licensed Child Care Areas

Children receive care only in areas of the home that are approved or permitted for childcare use.

Families should remain within:

- Designated childcare areas
- Approved entrance and exit areas
- Areas identified by the Provider during tours or enrollment
- Other areas specifically authorized by the Provider

Certain areas of the residence may be designated **off-limits to children in care** and are not part of the childcare environment.

Parents and visitors should not enter private or off-limits areas without permission.

Do Not Enter / Private Areas

Some rooms or areas may display a **Do Not Enter**, **Private**, or similar notice.

These areas may contain:

- Personal family belongings
- Business records
- Child records
- Supplies
- Private living areas
- Other materials not intended for general access

Parents, children, visitors, and authorized pick-up persons are expected to respect these boundaries.

Tours

Prospective families may tour David's Kingdom Academy by appointment.

Tours are scheduled so the Provider can:

- Introduce the program
- Show designated childcare areas
- Discuss the child's needs
- Explain program routines
- Answer questions
- Review enrollment options

A tour does not guarantee enrollment or reserve a childcare space.

Enrollment is confirmed only after applicable admission requirements and financial requirements have been completed and a space has been approved by the Provider.

Visits During Care

Parents should communicate with the Provider regarding planned visits during childcare hours whenever reasonably possible.

This allows DKA to consider the children's:

- Meals
- Naps and rest
- Outdoor activities
- Transportation or field trips
- Learning activities
- Diapering or toileting
- Other routines

Nothing in this policy is intended to improperly limit a Parent/Guardian's rights under applicable California childcare licensing requirements.

Child Safety During Visits

All visitors must conduct themselves in a manner that protects the safety and privacy of children.

Visitors may not:

- Independently supervise enrolled children
- Discipline another family's child
- Photograph or record another child without appropriate permission
- Access confidential child records
- Enter restricted areas without authorization
- Disrupt childcare activities in a manner that creates a safety concern

The Provider remains responsible for supervision of children in care.

Visitors

Individuals who are not enrolled Parents/Guardians or authorized representatives may have limited access to the childcare environment depending on the purpose of their visit.

Visitors may include:

- Licensing representatives
- Inspectors
- Maintenance or repair professionals
- Service providers
- Approved educational or developmental professionals
- Other individuals with legitimate reasons to be present

David's Kingdom Academy will follow applicable supervision, clearance, and licensing requirements regarding adults present in the Family Child Care Home.

Confidential Child Records

David's Kingdom Academy maintains enrollment and program records that may contain confidential information.

Records may include:

- Enrollment information
- Emergency contacts
- Medical information
- Medication documentation
- Allergy information
- Attendance
- Incident reports
- Individual Support Plans
- Infant records
- Custody documentation
- Subsidy information
- Parent communications
- Other information related to the child's care

DKA will take reasonable measures to protect these records from unauthorized access.

Access to Your Child's Information

Parents/Guardians may ask questions about records and information relating to their own child, subject to applicable law, licensing requirements, custody restrictions, and recordkeeping requirements.

A Parent/Guardian does not have a general right to access another child's confidential information.

Confidentiality Between Families

David's Kingdom Academy will not unnecessarily disclose another child's or family's private information.

For example, when an incident involves two children, DKA may explain:

- What happened to your child
- What care your child received
- What action DKA took to protect your child
- What DKA will do to reduce the chance of recurrence

DKA generally will not provide confidential information about the other child or family.

Photos, Videos & Recordings

Children may be photographed, recorded, or included in program media only according to the applicable **Photo, Video, Audio & Media Release Authorization** completed by their Parent/Guardian.

Parents and visitors should not photograph or record other enrolled children without appropriate permission.

This includes photographs or recordings taken during:

- Drop-off
- Pick-up
- Classroom activities
- Celebrations
- Field trips
- Special events
- Other program activities

Social Media & Family Privacy

Families should respect the privacy of other enrolled children when using social media.

A Parent/Guardian should not knowingly post identifiable photographs, videos, private information, medical information, behavioral information, or other sensitive information about another enrolled child without appropriate permission.

DKA asks families to extend the same privacy and respect to other children that they expect for their own child.

Security & Entry

For the safety of children and the private residence, families should not provide program entry information, security information, access codes, keys, or similar information to unauthorized individuals.

Parents should not allow an unknown person to enter simply because that person is standing near the entrance.

If someone states that they are authorized to enter or pick up a child, the Provider will verify that authorization.

Custody & Restricted Access

When a court order, restraining order, protective order, or other legally controlling document affects a person's access to a child, the Parent/Guardian is responsible for providing DKA with a current copy.

DKA will follow applicable legal restrictions maintained in the child's record.

The Provider should be notified promptly when such an order changes.

Licensing & Government Access

Authorized representatives of California Community Care Licensing or other government agencies may have rights of access, inspection, investigation, record review, or child observation under applicable law.

David's Kingdom Academy will cooperate with legally authorized inspections and investigations.

Mandatory Reporting

David's Kingdom Academy staff are required to comply with applicable mandated-reporter laws.

When a mandated report is legally required, DKA may make the report without Parent/Guardian permission or prior notification.

Confidentiality policies do not prevent the Provider or staff from reporting suspected child abuse or neglect or otherwise complying with a legal reporting obligation.

Confidentiality Has Limits

DKA will make reasonable efforts to protect family privacy, but information may need to be disclosed when necessary or required for:

- Child safety
- Medical emergencies
- Licensing compliance
- Mandated reporting
- Court orders
- Law enforcement
- Subsidy administration
- CACFP administration
- Other legal or regulatory requirements

Only information reasonably relevant to the situation should be shared.

Respect for the Family Child Care Home

David's Kingdom Academy is both a licensed childcare environment and a private residence.

Families are expected to respect:

- Childcare areas
- Private areas
- Program equipment
- Household property
- Other enrolled families
- The Provider's family
- Staff
- Program security procedures

These boundaries allow David's Kingdom Academy to maintain a welcoming childcare environment while protecting the safety and privacy of everyone who uses or lives in the home.

David's Kingdom Academy believes parents should have confidence in where their children receive care while every enrolled child and family also deserves appropriate privacy, confidentiality, and respect.

SECTION 20 — SAFETY, SECURITY & CHILD PROTECTION

David's Kingdom Academy is committed to maintaining a safe, secure, and nurturing environment for every child in care.

Safety practices are incorporated throughout the program, including supervision, facility security, emergency preparedness, authorized child release, staff qualifications, mandated reporting, environmental safety, and appropriate response to injuries or emergencies.

Active Supervision

Children will receive appropriate supervision based on their:

- Age
- Developmental level
- Individual needs
- Activity
- Location
- Environment
- Health and safety considerations

Children will be appropriately accounted for during:

- Indoor activities
- Outdoor play
- Meals and snacks
- Rest and sleep
- Toileting and diapering
- Transitions
- Transportation
- Walking field trips
- Community outings
- Emergency evacuations

Children will not be left under the sole supervision of an individual who is not legally permitted to supervise children in care.

Staff Qualifications & Safety Training

David's Kingdom Academy is committed to ensuring that individuals responsible for children meet applicable California Community Care Licensing requirements for their role.

The Provider and applicable childcare staff maintain required or appropriate training and certifications, which may include:

- Pediatric CPR
- Pediatric First Aid
- Preventive Health and Safety
- Mandated Reporter Training

- Food Handler/Food Safety Training
- Other required childcare health and safety training

Certifications and training will be renewed as required.

Background Clearances

Adults who are required to obtain criminal-record clearances or exemptions under California Community Care Licensing requirements must have the appropriate clearance before having access to children as required by law.

David's Kingdom Academy follows applicable requirements regarding:

- Criminal record clearances
- Child Abuse Central Index requirements
- Adults residing in the Family Child Care Home
- Employees
- Assistants
- Substitutes
- Other adults whose presence requires clearance

Parents receive applicable California licensing information regarding the caregiver background-check process as part of their enrollment materials.

Mandated Reporting

The Provider and applicable childcare staff are **mandated reporters**.

California law requires mandated reporters to report suspected child abuse or neglect when the legal reporting standard has been met.

David's Kingdom Academy does not investigate suspected abuse or neglect before making a legally required report.

When a report is legally required, Parent/Guardian permission is **not required**.

Depending on the circumstances and applicable law, DKA may not be able to notify the family before or after making a report.

Child Protection

Children will be treated with dignity and respect.

David's Kingdom Academy does not permit:

- Corporal punishment
- Physical abuse
- Emotional abuse
- Sexual abuse

- Humiliation
- Intimidation
- Threatening behavior
- Inappropriate physical discipline
- Neglect
- Unsafe restraint
- Other prohibited treatment of children

Any concern regarding inappropriate treatment of a child will be taken seriously and handled according to applicable reporting, licensing, and safety requirements.

Facility Security

Because David's Kingdom Academy operates from a Family Child Care Home, maintaining appropriate control over entry to the property is important.

Parents and authorized adults should:

- Use the designated entrance
- Follow arrival and departure procedures
- Avoid allowing unknown individuals to enter
- Keep access or security information private
- Make sure the Provider knows when a child arrives or leaves
- Follow instructions regarding areas designated as private or off-limits

Doors, gates, barriers, and other safety measures may be used as appropriate to help prevent unauthorized access and children leaving supervised areas.

Child Release

Children will be released only according to the child-release procedures described in this handbook.

Photo identification may be requested when the Provider does not recognize an individual.

A person's relationship to the child does not automatically establish authorization to pick up the child.

Parents are responsible for keeping authorized pick-up and custody information current.

No Unattended Drop-Off

Children must be transferred directly into the care of the Provider or authorized caregiver.

Children may not be:

- Left at the curb
- Left in a driveway
- Left outside the door
- Sent into the childcare home alone without acknowledgment
- Dropped off without ensuring an authorized caregiver has received them

The Parent/Guardian remains responsible for the child until DKA has received the child into care.

Indoor Safety

David's Kingdom Academy takes reasonable precautions to maintain childcare areas appropriate for children.

Safety practices may include:

- Keeping hazardous substances inaccessible
- Securing medications
- Monitoring choking hazards
- Maintaining age-appropriate toys and equipment
- Keeping pathways reasonably clear
- Using safety barriers where appropriate
- Monitoring furniture and equipment
- Removing or restricting access to identified hazards
- Maintaining smoke and carbon-monoxide detection equipment as required
- Following applicable fire-safety requirements

The childcare environment will be reviewed regularly for potential hazards.

Outdoor Safety

Before and during outdoor play, reasonable attention will be given to:

- Weather
- Heat
- Sun exposure
- Air quality
- Play surfaces
- Equipment
- Gates and boundaries
- Insects
- Plants
- Debris
- Potential animal hazards
- Other environmental conditions

Outdoor play may be shortened, moved indoors, modified, or canceled when conditions are unsafe.

Heat & Hydration Safety

Children will have access to drinking water throughout the childcare day, including during outdoor activities.

During warm weather, DKA may:

- Increase water opportunities
- Encourage rest breaks
- Use shaded areas
- Reduce strenuous activities
- Shorten outdoor play
- Move activities indoors

Children will be monitored for signs of overheating, dehydration, or heat-related illness.

Sun & Insect Protection

When appropriate, parents may provide authorized sunscreen or insect repellent for their child.

Parents must complete applicable authorization before staff may apply these products.

DKA does not provide shared sunscreen or insect repellent.

Each child's authorized product must be supplied by their Parent/Guardian and appropriately labeled.

Animals, Insects & Outdoor Hazards

Children may occasionally encounter insects, spiders, wildlife, or other animals in an outdoor environment.

DKA will take reasonable precautions to reduce exposure to known hazards and teach children age-appropriate outdoor safety.

Children will be instructed not to intentionally touch or approach:

- Unknown animals
- Snakes
- Spiders
- Bees or wasps
- Unfamiliar insects
- Animal waste
- Other potentially hazardous wildlife

If a bite, sting, or other injury occurs, appropriate first aid and emergency procedures will be followed based on the circumstances.

Hazardous Materials

Cleaning products, chemicals, medications, sharp objects, and other potentially hazardous materials will be stored or maintained in a manner intended to prevent inappropriate child access.

Children will not be permitted to independently access hazardous household or childcare materials.

Firearms & Other Dangerous Weapons

Any firearm or other dangerous weapon that may legally be present in the Family Child Care Home will be stored in accordance with applicable California Family Child Care Home licensing requirements and law, including requirements intended to prevent access by children.

Weapons are not part of childcare activities and will not be accessible to children in care.

Children, parents, and visitors may not bring weapons or dangerous items into the childcare program.

Smoking, Vaping, Alcohol & Drugs

Smoking, vaping, cannabis use, illegal drug use, and other prohibited substance use are not permitted in childcare areas or around children in care.

No individual responsible for supervising children may provide care while impaired by alcohol, cannabis, illegal drugs, misused medication, or another substance that interferes with safe supervision.

Water Safety

Children will be appropriately supervised around water activities.

Water play will be developmentally appropriate and managed with attention to drowning and slipping hazards.

Children will not have unsupervised access to pools, spas, standing water, or other significant water hazards.

Choking Prevention

DKA considers choking hazards when selecting toys, materials, and food.

Items appropriate for older children may not be accessible to infants or younger children when they present a choking risk.

Food will be prepared in an age-appropriate manner as discussed in the Meals & Nutrition section.

Injury Prevention

Children are naturally active, and minor bumps, scrapes, and falls may occur during normal childhood play.

DKA will take reasonable precautions to reduce preventable injuries while still allowing children appropriate opportunities to:

- Run
- Climb
- Explore
- Play
- Develop coordination

- Build physical confidence
- Participate in age-appropriate challenges

The goal is to provide appropriate risk management without unnecessarily preventing normal childhood exploration.

Injury Response

When an injury occurs, DKA will:

1. Assess the child.
2. Provide appropriate first aid within staff training.
3. Comfort and supervise the child.
4. Contact the Parent/Guardian when appropriate.
5. Document the incident when required or appropriate.
6. Contact emergency medical services when necessary.

Parents will be notified promptly of serious injuries or emergencies.

Emergency Medical Response

David's Kingdom Academy may call 911 immediately when the Provider reasonably believes a child requires emergency medical assistance.

DKA does not need to delay necessary emergency care while attempting to obtain additional Parent/Guardian permission.

Parents will be contacted as soon as reasonably possible.

Missing Child Prevention & Response

Attendance and supervision procedures are used to help account for children throughout the childcare day.

If a child cannot immediately be located, DKA will treat the situation seriously and initiate appropriate emergency procedures.

Depending on the circumstances, this may include:

- Immediately searching appropriate areas
- Securing and supervising the remaining children
- Contacting law enforcement or 911
- Contacting the Parent/Guardian
- Notifying Community Care Licensing when required
- Documenting and reviewing the incident

Parking Lot, Driveway & Street Safety

Parents/Guardians are responsible for supervising their child before the child is transferred to DKA and after the child has been released.

Families should use caution around:

- Vehicles
- Driveways
- Streets
- Parking areas
- Sidewalks
- Other arrival and departure areas

Children should not be allowed to run unsupervised through these areas.

Safety Concerns From Families

Parents are encouraged to bring legitimate health or safety concerns to the Provider's attention.

If a Parent/Guardian notices:

- Damaged equipment
- An environmental hazard
- A security concern
- A potential choking hazard
- An unsafe condition
- Another issue that could affect children

the family should notify the Provider so the concern can be evaluated promptly.

Safety Is a Shared Responsibility

David's Kingdom Academy is responsible for maintaining appropriate safety practices while children are in care.

Parents also support child safety by:

- Providing accurate emergency information
- Following sign-in and sign-out procedures
- Keeping authorized pick-up information current
- Providing required medication and supplies
- Reporting important medical information
- Following transportation and parking safety
- Respecting program security procedures
- Promptly communicating changes that affect their child's care

David's Kingdom Academy's goal is to provide children with the freedom to learn, play, explore, and grow within an environment where thoughtful supervision, preparation, and child protection remain a priority.

SECTION 21 — STAFF, ASSISTANTS, SUBSTITUTES & PROGRAM RESPONSIBILITIES

David's Kingdom Academy is committed to ensuring that individuals who work, assist, volunteer, or provide care within the program perform only duties appropriate to their role, age, qualifications, training, clearances, and applicable California Community Care Licensing requirements.

The Provider/Director maintains overall responsibility for the operation of David's Kingdom Academy and the care and supervision provided within the program.

Provider/Director

David's Kingdom Academy is operated by:

Deja Slaughter — Provider/Director

The Provider/Director is responsible for overseeing areas including:

- Child supervision and safety
- Enrollment and admissions
- Program operations
- Curriculum and activities
- Parent communication
- Staff and assistant responsibilities
- Licensing compliance
- Health and safety procedures
- Emergency preparedness
- Attendance and recordkeeping
- CACFP participation
- Program policies and procedures

The Provider may delegate appropriate duties to qualified individuals while maintaining overall responsibility for program operations.

Staff Qualifications

Individuals employed or authorized to provide childcare will meet applicable requirements for their position.

Depending on the individual's role, requirements may include:

- Criminal-record clearance or exemption
- Child Abuse Central Index clearance, when applicable
- Pediatric CPR and First Aid
- Preventive Health and Safety training
- Mandated Reporter training
- Food-safety training
- TB or health requirements
- Immunization requirements
- Other training or documentation required by California Community Care Licensing

Training and certifications will be maintained or renewed as required.

Assistants

David's Kingdom Academy may use qualified assistants to support program operations.

Assistants may help with appropriate duties such as:

- Supervising children when legally permitted
- Preparing activities
- Supporting learning experiences
- Cleaning and sanitizing
- Meal and snack preparation
- Setting up and cleaning activity areas
- Supporting transitions
- Organizing supplies
- Assisting with outdoor activities
- Other duties appropriate to their role

An assistant will not be assigned responsibilities that exceed what they are legally permitted or qualified to perform.

Substitute Caregivers

There may be circumstances when an approved substitute caregiver assists with or temporarily provides childcare.

Any substitute used in a capacity requiring licensing qualifications or clearances must meet applicable requirements before assuming those responsibilities.

Parents may be notified of significant staffing arrangements when appropriate.

Teenage Helpers & Minors

David's Kingdom Academy may occasionally have teenage or minor helpers who assist with appropriate non-caregiving or limited supportive tasks as permitted by applicable requirements.

A minor helper is **not automatically considered qualified childcare staff** simply because they assist within the program.

Duties may include age-appropriate tasks such as:

- Organizing materials
- Preparing activity supplies
- Cleaning tables
- Restocking supplies
- Helping set up activities
- Cleaning approved areas
- Assisting with administrative organization

- Other appropriate support tasks

Children Residing in the Home

Because David's Kingdom Academy operates as a Family Child Care Home, children or other family members who reside in the home may sometimes be present.

The presence of the Provider's children or household members does not automatically make them employees, assistants, or childcare staff.

They will not be assigned sole responsibility for supervising enrolled children unless they independently meet all applicable requirements for that responsibility.

No Unauthorized Sole Supervision

Enrolled children will not be left under the sole supervision of a minor, visitor, household member, volunteer, or other individual who is not legally permitted and appropriately qualified to supervise children in care.

This applies even when the individual:

- Is related to the Provider
- Lives in the home
- Has experience with children
- Is familiar with enrolled families
- Regularly assists with program activities

Child supervision responsibilities will remain with individuals authorized to provide that care.

Volunteers

David's Kingdom Academy may occasionally use volunteers or individuals participating in educational, community, or program activities.

Volunteer responsibilities will be determined according to applicable licensing requirements.

Volunteers will not automatically have unrestricted access to children or confidential family information.

Outside Professionals

With appropriate Parent/Guardian permission and Provider approval, outside professionals may occasionally provide or observe services involving an enrolled child.

Examples may include:

- Speech therapists
- Occupational therapists
- Physical therapists

- Behavioral specialists
- Early-intervention professionals
- Regional Center providers
- Educational specialists
- Other authorized professionals

Outside professionals remain responsible for meeting requirements applicable to their own services.

Their presence does not transfer DKA's responsibility for the overall childcare environment.

Staff Health & Fitness for Duty

Individuals responsible for children must be physically and mentally able to perform their childcare responsibilities safely.

An individual will not provide care when their condition would prevent safe supervision.

Staff and caregivers must not provide childcare while impaired by:

- Alcohol
- Cannabis
- Illegal drugs
- Misused medication
- Another substance that interferes with safe supervision

Applicable illness-exclusion and health requirements also apply to staff.

Staff Conduct

Individuals working or assisting within David's Kingdom Academy are expected to:

- Treat children respectfully
- Maintain appropriate professional boundaries
- Protect confidential information
- Follow child supervision procedures
- Follow health and sanitation practices
- Follow emergency procedures
- Use appropriate positive-guidance techniques
- Report safety concerns
- Follow mandated-reporting responsibilities when applicable
- Follow DKA policies and applicable licensing requirements

Prohibited Staff Conduct

Staff, assistants, volunteers, and other individuals participating in the program may not engage in:

- Corporal punishment
- Humiliation
- Threatening children

- Abusive or degrading language
- Unsafe physical discipline
- Inappropriate physical contact
- Harassment
- Discrimination
- Neglect
- Sleeping while responsible for active supervision
- Substance use while responsible for children
- Other conduct that places children at risk

Concerns regarding inappropriate conduct will be taken seriously.

Mandated Reporting

Individuals who qualify as mandated reporters must comply with California mandated-reporting requirements.

Suspected child abuse or neglect will be reported when legally required.

Parent/Guardian permission is not required to make a mandated report.

Confidentiality

Staff and individuals with legitimate access to child or family information are expected to protect confidentiality.

Information about a child or family should be accessed or shared only when reasonably necessary for:

- Providing care
- Maintaining safety
- Program administration
- Licensing compliance
- Emergency response
- Legal requirements
- Other legitimate program purposes

Information about enrolled families should not be discussed casually or unnecessarily with other families.

Staff Use of Photos & Social Media

Staff, assistants, volunteers, and helpers may not independently post photographs, videos, recordings, or identifying information about enrolled children on their personal social-media accounts.

Program photographs and media will be handled according to the child's **Photo, Video, Audio & Media Release Authorization** and DKA's approved procedures.

Personal Phones & Electronic Devices

Personal electronic-device use must not interfere with child supervision.

Phones or other devices may be used when reasonably necessary for program purposes such as:

- Brightwheel
- Parent communication
- Emergency communication
- Attendance
- Authorized photographs
- Program documentation
- Music or educational activities

Personal entertainment or social-media use must not interfere with supervision responsibilities.

Staff Training & Program Improvement

David's Kingdom Academy encourages continued professional development.

Training may address topics such as:

- Child development
- Positive guidance
- Infant care
- Safe sleep
- Health and safety
- Emergency preparedness
- Inclusion
- Special needs
- Nutrition
- Curriculum
- Family engagement
- Other childcare-related subjects

Ongoing learning helps DKA continue improving the quality of care provided to children and families.

Provider Absence

If the Provider is unavailable, childcare will continue only when an appropriately qualified and authorized individual is available to provide care in accordance with applicable licensing requirements.

If appropriate substitute care cannot be provided, David's Kingdom Academy may need to close temporarily.

Families will be notified as soon as reasonably possible when an unexpected Provider absence affects childcare services.

Family Questions About Staff

Parents/Guardians are welcome to ask reasonable questions about the individuals responsible for their child's care.

David's Kingdom Academy will provide appropriate information while also respecting employee and individual privacy.

Overall Responsibility

Regardless of whether DKA uses assistants, substitutes, volunteers, household helpers, or outside professionals, the Provider/Director remains responsible for ensuring that the childcare program operates according to applicable licensing requirements and DKA policies.

David's Kingdom Academy will not use additional help simply for convenience when doing so would compromise appropriate supervision, licensing compliance, confidentiality, or child safety.

SECTION 22 — Current DKA Program Schedule & Holiday Rate Notice, HOLIDAYS, CLOSURES & SCHEDULE CHANGES

David's Kingdom Academy understands that families depend on reliable childcare. The program will make reasonable efforts to provide families with advance notice of planned closures, schedule changes, holidays, and other dates that may affect care.

Because program needs may change from year to year, David's Kingdom Academy maintains a **Current DKA Program Schedule & Holiday Rate Notice** rather than permanently listing specific closure dates in this handbook.

Current DKA Program Schedule & Holiday Rate Notice

Families will receive or have access to the current David's Kingdom Academy Current DKA Program Schedule & Holiday Rate Notice.

The calendar may identify:

- Planned program closures
- Holidays
- Special operating hours
- Staff development or training days
- Vacation or Provider closure dates
- Special program events
- Family events
- Other dates affecting normal childcare operations

Parents/Guardians are responsible for reviewing the current calendar and noting dates that may affect their childcare needs.

Holiday Operations

David's Kingdom Academy may be **open or closed on holidays depending on the Current DKA Program Schedule & Holiday Rate Notice**.

Families should not assume that DKA is automatically closed on every major holiday or automatically open on every holiday.

Some holidays may be offered as childcare days when there is sufficient family need and the Provider elects to operate.

The Current DKA Program Schedule & Holiday Rate Notice and any subsequent written notices will identify applicable holiday operations.

Holiday Care

David's Kingdom Academy operates year-round and may remain open on designated holidays and during designated Holiday Weekends. Holiday care is subject to availability, licensed capacity, and applicable Holiday Rates.

Approximately **one week before a designated holiday or Holiday Weekend**, DKA will generally send families a Holiday Attendance Notice through **Brightwheel and/or written parent communication**.

Parents/Guardians must indicate whether their child will attend holiday care.

If the child WILL attend:

The applicable Holiday Premium or Holiday Rate will be charged.

If the child WILL NOT attend:

The additional Holiday Premium will not be charged. However, regular contracted tuition remains subject to DKA's reserved-space tuition policy. If the holiday falls on one of the child's regularly contracted days, choosing not to attend does not automatically reduce, prorate, credit, or refund regular contracted tuition.

Families must respond to the Holiday Attendance Notice by the deadline provided so DKA can plan for licensed capacity, staffing, meals and snacks, activities, supplies, and other care needs.

Holiday Rates and designated Holiday Weekends are listed or communicated through the **Current DKA Program Schedule & Holiday Rate Notice**, applicable **Tuition & Rate Sheet**, and/or Brightwheel.

Holiday Care Reservations

When advance registration is required, families must reserve holiday care by the announced deadline.

Submitting a request does not guarantee a space.

Approval may depend on:

- Licensed capacity
- Age mix
- Number of children requesting care
- Staffing

- Operating hours
- Program availability

Once holiday care has been reserved, applicable cancellation and payment policies will apply according to the current Tuition & Rate Sheet or written holiday-care notice.

Planned Closures

Whenever reasonably possible, David's Kingdom Academy will provide advance notice of planned closures.

Planned closures may include:

- Provider vacation
- Professional development
- Training
- Licensing-related needs
- Maintenance
- Program preparation
- Personal days
- Other scheduled closures

Planned Closure Notice

David's Kingdom Academy will provide families with **at least fourteen (14) calendar days' advance notice** of planned Provider closures whenever DKA has intentionally scheduled a closure in advance.

Planned closure notices will generally be communicated through **Brightwheel and/or written parent communication** and will also be reflected in the **Current DKA Program Schedule & Holiday Rate Notice** when applicable.

The 14-day advance-notice requirement applies to **planned closures only** and does not apply to emergencies or unexpected circumstances.

Unexpected Closures

There may be circumstances when David's Kingdom Academy must close unexpectedly.

Examples may include:

- Provider illness or emergency
- Significant staff emergency when qualified substitute care is unavailable
- Power or water outage
- Fire
- Earthquake
- Unsafe weather or environmental conditions
- Hazardous air quality
- Property damage
- Plumbing or electrical emergency

- Mandatory evacuation
- Public-health emergency
- Government or licensing direction
- Another condition that makes operation unsafe or impossible

Families will be notified as soon as reasonably possible.

Families will be notified of an unexpected or emergency closure as soon as reasonably possible through Brightwheel and/or available emergency contact methods. Because these circumstances cannot always be anticipated, the fourteen (14) calendar day planned-closure notice requirement does not apply.

Emergency Closures

Child safety takes priority over maintaining normal operating hours.

DKA may close, delay opening, close early, evacuate, or otherwise modify operations when the Provider determines that conditions cannot support safe childcare or when instructed to do so by appropriate authorities.

Emergency procedures and relocation are addressed separately in the **Emergency Preparedness, Disaster Response & Family Reunification** section.

Provider Illness or Emergency

If the Provider becomes ill or experiences an emergency, David's Kingdom Academy will continue operating only when an appropriately qualified and authorized substitute is available and all applicable licensing requirements can continue to be met.

If qualified substitute care is unavailable, the program may close.

Parents will be notified as soon as reasonably possible.

Changes to Operating Hours

David's Kingdom Academy may occasionally need to modify operating hours.

When possible, families will receive advance notice.

Temporary changes may include:

- Delayed opening
- Early closure
- Modified holiday hours
- Special-event hours
- Emergency operating changes

Permanent changes to normal program hours will be communicated to affected families before implementation whenever reasonably possible.

Family Vacations & Absences

Parents are encouraged to notify DKA in advance when their child will be absent because of:

- Vacation
- Family events
- School breaks
- Travel
- Other planned absences

A family vacation or planned absence does not automatically reduce tuition when the child's contracted space continues to be reserved.

Families receiving subsidized childcare must also comply with applicable CCRC or funding-agency attendance requirements.

Provider Vacation

Provider vacation dates, when applicable, will be communicated through the Current DKA Program Schedule & Holiday Rate Notice or separate written notice.

David's Kingdom Academy recognizes that families may need time to arrange alternate childcare and will provide advance notice whenever reasonably possible.

Tuition During Closures

Whether tuition is due, credited, refunded, or otherwise adjusted during a closure will be determined according to the family's **Parent–Provider Agreement, current Tuition & Rate Sheet, and the circumstances of the closure.**

The annual calendar identifies scheduled operating dates but does not independently change the financial terms of the Parent–Provider Agreement.

Severe Weather & Environmental Conditions

DKA may modify outdoor activities or program operations because of conditions such as:

- Excessive heat
- Wildfire smoke
- Poor air quality
- Severe storms
- Flooding
- Dangerous winds
- Other environmental hazards

Not every weather event requires program closure.

When the childcare home remains safe and appropriate for operation, children may remain indoors and activities may be modified instead.

School Closures Do Not Automatically Close DKA

David's Kingdom Academy operates independently from local public, private, and charter school calendars.

A school closure, teacher workday, school holiday, or school vacation does **not automatically mean David's Kingdom Academy is closed.**

Families should refer to DKA's own Current DKA Program Schedule & Holiday Rate Notice.

Changes to the Annual Calendar

Occasionally, a date on the annual calendar may need to change.

When a material calendar change occurs, families will be notified through Brightwheel, written notice, email, or another approved communication method.

DKA will provide as much advance notice as reasonably possible for non-emergency changes.

Current Calendar Controls

Because operating dates may change from year to year, families should rely on the **David's Kingdom Academy Current DKA Program Schedule & Holiday Rate Notice** rather than an older printed calendar or previous year's schedule.

Parents should contact the Provider if they are uncertain whether DKA will be open on a particular date.

Family Responsibility for Backup Care

Although David's Kingdom Academy strives to provide reliable childcare, families are strongly encouraged to maintain a reasonable backup-care plan for unexpected circumstances.

Unexpected illness, emergencies, natural disasters, utility failures, or other circumstances may occasionally make childcare unavailable with limited notice.

David's Kingdom Academy will make reasonable efforts to communicate planned schedules clearly and provide advance notice whenever possible while maintaining flexibility to operate on holidays or other dates when childcare is needed by families.

SECTION 23 — TUITION, FEES, PAYMENTS & FINANCIAL POLICIES

David's Kingdom Academy strives to maintain clear and consistent financial policies so families understand their tuition responsibilities before childcare begins.

Current tuition rates, program rates, additional-care charges, holiday rates, and other applicable fees are listed on the current **David's Kingdom Academy Tuition & Rate Sheet.**

The Parent–Provider Agreement establishes the family’s contracted childcare arrangement and payment responsibilities.

Registration Fee

A one-time, nonrefundable registration fee is required for enrollment.

Current registration fees are:

- **First Child: \$75**
- **Each Additional Sibling: \$50**

Registration fees are **nonrefundable**, including when a family later decides not to begin care.

Payment of the registration fee alone does not guarantee enrollment unless all applicable enrollment and space-reservation requirements have been completed.

Enrollment Holding Deposit

A **\$100 Enrollment Holding Deposit per family** is required to reserve an approved recurring childcare space for the family’s agreed-upon start date.

The Enrollment Holding Deposit is applied toward the family’s **first week of childcare tuition** and is not an additional registration fee.

The deposit is refundable for **seven (7) calendar days from the date payment is received** if the family decides not to move forward with enrollment and provides notice within that period.

After the seven-day refund period, the Enrollment Holding Deposit becomes **nonrefundable** if the family cancels enrollment or decides not to begin care.

The end of the seven-day refund period does **not** mean the reserved childcare space expires. The approved space remains reserved for the agreed-upon start date as long as the family continues completing enrollment requirements and meets all applicable enrollment deadlines.

Families enrolling **exclusively for Drop-In Care are not required to pay the \$100 Enrollment Holding Deposit**, because Drop-In Care does not reserve or guarantee a recurring childcare space.

If a Drop-In-only family later chooses to reserve an approved recurring contracted childcare space, the Enrollment Holding Deposit will be required at that time.

Tuition Is Paid in Advance

Tuition is paid **in advance** and reserves the child’s contracted childcare space.

Families may select the payment schedule available under their Parent–Provider Agreement.

Weekly Tuition

Weekly tuition is due:

Every Friday by 5:00 PM for the upcoming week of care.

Monthly Tuition

Monthly tuition is due:

By the last Friday before the upcoming month of care.

The family's selected payment schedule will be documented in the Parent–Provider Agreement.

Tuition Is Based on the Reserved Space

Tuition reserves the child's contracted days and hours, not simply the number of hours the child actually attends.

Therefore, tuition is generally not reduced, refunded, credited, transferred, or prorated because of:

- Child illness
- Family vacation
- Missed days
- Late arrival
- Early pick-up
- Parent work-schedule changes
- Family emergencies
- Family-observed holidays
- Voluntary absences
- Other absences when the child's contracted space remained reserved

Any exception must be approved by the Provider or otherwise required under an applicable agreement, subsidy program, or law.

Current Tuition & Rate Sheet

Because rates may change over time, specific regular tuition amounts are maintained on the current **Tuition & Rate Sheet** rather than permanently incorporated into this handbook.

The Rate Sheet may include charges for:

- Evening Care
- Weekend Care
- Extended Evening Care
- Early Bird Care
- Drop-in care
- Holiday care
- Registration
- Deposits
- Late pick-up

- Other available services

Parents will receive the applicable Rate Sheet and acknowledge the current rates associated with their enrollment.

Sibling Tuition Discounts

David's Kingdom Academy offers a graduated sibling discount to help families enrolling multiple children.

Unless otherwise stated on the current Rate Sheet or Parent–Provider Agreement, the sibling discount structure is:

- **First Child:** Regular tuition
- **Second Child:** 10% discount
- **Third Child:** 15% discount
- **Fourth Child and Each Additional Child:** 20% discount

The discount applies to the applicable tuition or parent-paid amount for the additional child unless otherwise specified.

Sibling discounts apply only while the children remain concurrently enrolled and otherwise eligible for the discount.

Subsidized Child Care & Sibling Discounts

Families receiving CCRC or another approved childcare subsidy may also qualify for DKA's sibling discount when permitted under the applicable subsidy arrangement.

When appropriate, the sibling discount may be applied to the family's eligible **parent-paid responsibility** rather than the amount paid by the funding agency.

For example, if the applicable parent-paid responsibility for a second child is \$125 and that amount qualifies for the 10% sibling discount:

$$\text{\$125} - 10\% = \text{\$112.50}$$

The exact amount owed will depend on the family's authorization and applicable subsidy requirements.

DKA will not structure a discount in a manner that conflicts with the requirements of the applicable funding program.

CCRC & Other Subsidies

Families receiving subsidized childcare remain responsible for amounts properly owed by the Parent/Guardian under their childcare arrangement.

This may include:

- Agency-established family fees

- Permitted provider co-payments
- Care outside the authorized schedule
- Additional services not covered by the subsidy
- Other applicable parent-responsibility amounts

Additional subsidy policies are provided in the **CCRC & Subsidized Child Care** section of this handbook.

Additional Care

Care outside the child's regular contracted schedule must be requested and approved in advance.

Additional care may include:

- Additional days
- Additional hours
- Early Bird Care
- Extended Evening Care
- Weekend care outside the contracted arrangement
- Drop-in care
- Holiday care
- Other additional childcare

Approval depends on capacity, age mix, staffing, and availability.

Applicable rates will be based on the current Tuition & Rate Sheet.

Late Pick-Up Fee

Children must be picked up by their contracted pick-up time.

The current late-pickup fee is:

\$1.00 per minute

The fee begins after the child's contracted pick-up time unless another written arrangement has been approved.

Calling or messaging DKA to report a delay is appreciated but does not automatically waive the late fee.

Repeated late pick-up may result in additional action under DKA's attendance or enrollment policies.

Late Tuition Payments

Tuition must be received by the applicable payment deadline.

If tuition is not received when due, DKA may:

- Send a payment reminder
- Apply an applicable late-payment fee identified in the current Rate Sheet or agreement

- Require the outstanding balance to be paid before additional care is provided
- Suspend childcare services
- Terminate enrollment for repeated or unresolved nonpayment

Families experiencing a temporary payment problem are encouraged to communicate with the Provider **before the payment deadline** whenever possible.

Any payment arrangement must be approved by DKA.

Returned or Failed Payments

If a payment is returned, declined, reversed, disputed, or otherwise unsuccessful, the family remains responsible for the amount owed.

Any applicable returned-payment charge will be identified in the current Rate Sheet or Parent–Provider Agreement.

Repeated failed payments may require DKA to request a different payment method.

Payment Records

David's Kingdom Academy will maintain appropriate payment records.

Brightwheel may be used for:

- Invoices
- Payment notices
- Account balances
- Receipts
- Other financial communication

Families should review their account and promptly notify DKA if they believe an error has occurred.

Rate Changes

David's Kingdom Academy may periodically adjust tuition, fees, or other rates because of changes in:

- Operating expenses
- Food costs
- Supplies
- Insurance
- Program improvements
- Staffing
- Regulatory requirements
- Market conditions
- Other legitimate business needs

Families will receive written notice before a new recurring tuition rate takes effect.

The current Tuition & Rate Sheet will reflect applicable rates.

Outstanding Balances

All outstanding balances remain due according to the Parent–Provider Agreement and applicable law.

A family withdrawing from DKA does not automatically eliminate an outstanding balance for childcare or services already provided or properly owed under the agreement.

Withdrawal & Final Payment

When a family withdraws, applicable notice requirements remain in effect.

The family is responsible for tuition and other amounts owed through the applicable final contracted date, subject to the terms of the Parent–Provider Agreement.

The separate enrollment and termination section explains the applicable notice requirements.

Financial Questions

Parents are encouraged to ask questions about tuition, fees, invoices, subsidy payments, or account balances when clarification is needed.

Financial concerns should be discussed directly with the Provider rather than allowed to remain unresolved.

David’s Kingdom Academy’s financial policies are designed to keep expectations clear for families while allowing the program to maintain reliable staffing, meals, supplies, operations, and reserved childcare spaces.

SECTION 24 — CCRC, SUBSIDIZED CHILD CARE & FAMILY PAYMENT RESPONSIBILITIES

David’s Kingdom Academy accepts **CCRC and other approved childcare subsidy programs** when the family has a valid authorization and David’s Kingdom Academy is approved to provide the authorized care.

Subsidized childcare can significantly reduce a family’s childcare costs; however, participation also requires accurate attendance, current authorizations, and compliance with the requirements of the funding agency.

Parent Responsibility for Subsidy Approval

Parents/Guardians are responsible for working directly with CCRC or their applicable funding agency to establish and maintain eligibility.

David’s Kingdom Academy cannot determine or guarantee a family’s eligibility, authorization amount, or continued subsidy benefits.

Families are responsible for:

- Completing required agency paperwork
- Providing requested information to the agency
- Maintaining eligibility
- Reporting required changes
- Keeping authorizations current
- Following agency attendance requirements
- Paying applicable family fees or other parent-responsibility amounts
- Responding to agency requests within required timeframes

Authorization Must Be Confirmed

Before subsidized care begins, David's Kingdom Academy must receive or verify the appropriate childcare authorization when required.

The authorization generally determines information such as:

- Approved child
- Approved provider
- Authorized days
- Authorized hours
- Effective dates
- Approved type of care
- Other applicable conditions

Approval for childcare assistance does not automatically mean that every service, day, or hour offered by David's Kingdom Academy is covered.

Care Outside the Authorization

Parents should carefully review their childcare authorization.

If a family requests care outside the days, hours, or services authorized by the funding agency, the additional care may become the Parent/Guardian's financial responsibility when permitted.

Examples may include:

- Additional days
- Additional hours
- Extended Evening Care
- Weekend Care not included in the authorization
- Early Bird Care
- Holiday Care
- Drop-in care
- Other services not covered by the authorization

Additional care must still be approved by DKA based on availability and licensed capacity.

Family Fees & Parent-Paid Amounts

Depending on the subsidy arrangement, a family may have a financial responsibility in addition to the amount paid by the funding agency.

This may include an agency-established **family fee** and, when permitted, a difference between the subsidy reimbursement and DKA's established rate.

David's Kingdom Academy will communicate the applicable parent-paid amount based on the family's authorization and current program rates.

Parents remain responsible for amounts legally and contractually owed by them.

Example of Parent-Paid Difference

For example only:

If DKA's applicable weekly tuition is:

\$625

and the applicable subsidy payment covers:

\$500

the remaining difference would be:

\$125

when that difference is properly chargeable to the family under the applicable subsidy rules.

This example is for explanation only. It does not guarantee what CCRC will pay or what a particular family will owe.

The family's actual responsibility will be determined by the applicable authorization, agency rules, DKA's current rates, and Parent-Provider Agreement.

Sibling Discounts for Subsidized Families

David's Kingdom Academy does not automatically exclude subsidized families from its sibling-discount program.

When permitted, DKA's sibling discount may be applied to an eligible **parent-paid tuition difference** for additional concurrently enrolled siblings.

The standard sibling structure is:

- **First Child:** No sibling discount
- **Second Child:** 10% discount on the eligible parent-paid amount
- **Third Child:** 15% discount on the eligible parent-paid amount

- **Fourth Child and Each Additional Child:** 20% discount on the eligible parent-paid amount

For example, if the eligible parent-paid amount for a second child is \$125:

$$\text{\$125} - 10\% = \text{\$112.50}$$

Any discount will be administered in a manner consistent with applicable subsidy requirements.

Attendance Requirements

Accurate attendance is extremely important for subsidized childcare.

Parents must complete all required attendance procedures.

Depending on the funding program, this may include:

- Signing children in and out
- Recording accurate arrival and departure times
- Using Brightwheel
- Completing agency attendance records
- Providing signatures or verification
- Correctly documenting absences when required
- Completing other attendance documentation required by the funding agency

Parents should never intentionally enter inaccurate attendance information.

Brightwheel & Subsidy Attendance

David's Kingdom Academy may use Brightwheel for its internal attendance and childcare records.

However, **Brightwheel does not necessarily replace attendance documentation required by CCRC or another funding agency.**

If the funding agency requires a separate attendance record, verification, signature, or system, the Parent/Guardian must complete that requirement as well.

DKA will make reasonable efforts to keep the process organized and explain which attendance requirements apply to the family.

Absences

Subsidized families should notify David's Kingdom Academy when their child will be absent.

Families must also follow the applicable funding agency's absence policies.

The subsidy program—not DKA—ultimately determines whether an absence is payable or whether documentation is required under the subsidy authorization.

Parents should contact their agency representative when they have questions regarding how an absence may affect their childcare assistance.

Schedule Changes

Parents receiving subsidized childcare should notify both David's Kingdom Academy and their funding agency when a significant schedule change may affect the authorization.

Examples include changes in:

- Employment
- School schedule
- Training schedule
- Child's school schedule
- Days of care needed
- Hours of care needed
- Other circumstances affecting authorized childcare

DKA cannot independently increase a subsidy authorization.

Until an updated authorization is received or confirmed, additional care may not be covered by the subsidy.

Expired or Interrupted Authorization

Parents are responsible for monitoring their subsidy eligibility and responding to agency requests.

If an authorization expires, is suspended, is terminated, or otherwise stops covering care, the family should contact the funding agency immediately.

David's Kingdom Academy will work with the family when reasonably possible; however, DKA cannot guarantee continued subsidized care without a valid authorization.

The Parent/Guardian may become responsible for childcare charges not covered by the funding agency when permitted by the applicable agreement and rules.

Agency Payment Delays

A processing delay by CCRC or another funding agency is different from the agency denying or not authorizing care.

DKA will make reasonable efforts to work through ordinary agency processing issues.

Parents may be asked to assist by contacting their agency representative or providing missing documentation when necessary.

Parent Communication With CCRC

Parents should contact CCRC directly regarding questions about:

- Eligibility
- Certification
- Family fees established by the agency
- Authorized hours
- Changes to authorization
- Eligibility documentation
- Notices issued by CCRC
- Termination or reduction of benefits
- Other matters controlled by CCRC

David's Kingdom Academy can explain its own rates, invoices, attendance records, and program policies but cannot make eligibility decisions on behalf of CCRC.

Provider Communication With Funding Agencies

When appropriate and permitted, David's Kingdom Academy may communicate with the funding agency regarding matters necessary to administer subsidized childcare, including:

- Attendance
- Enrollment
- Provider information
- Authorized schedules
- Payment documentation
- Verification
- Other information reasonably required for subsidy administration

DKA will provide accurate information regarding childcare actually provided.

False or Inaccurate Information

David's Kingdom Academy will not knowingly falsify:

- Attendance
- Arrival or departure times
- Days of care
- Childcare schedules
- Provider records
- Payment information
- Other subsidy documentation

Parents may not ask DKA or its staff to report childcare that did not occur or otherwise submit information known to be false.

Subsidy Does Not Change Program Policies

Unless a funding-program requirement provides otherwise, families receiving childcare assistance are expected to follow the same applicable DKA policies as privately paying families, including policies regarding:

- Arrival and departure
- Child release
- Communication
- Health and illness
- Required supplies
- Behavior and safety
- Enrollment documentation
- Additional care
- Program operations

Receiving a subsidy does not reduce the quality of care or participation a child receives at David's Kingdom Academy.

Changes in Subsidy Programs

CCRC and other subsidy-program rules, reimbursement procedures, attendance requirements, and family responsibilities may change.

When a subsidy-program requirement conflicts with an older version of this handbook, David's Kingdom Academy will follow the applicable current program requirements and notify affected families when appropriate.

David's Kingdom Academy's goal is to make subsidized childcare as straightforward as possible for families while maintaining accurate records, following funding requirements, and clearly explaining what portion of childcare—if any—remains the Parent/Guardian's responsibility.

SECTION 25 — ENROLLMENT, TRIAL PERIOD, WITHDRAWAL & TERMINATION OF CARE

David's Kingdom Academy wants every childcare arrangement to be a positive fit for the child, family, and program.

Enrollment is a partnership. Families are expected to follow program policies, maintain required documentation, communicate appropriately, and meet their financial obligations. David's Kingdom Academy is responsible for providing care consistent with the Parent–Provider Agreement, this handbook, applicable licensing requirements, and the needs of the children enrolled.

Enrollment Approval

Submitting an inquiry, touring the program, completing an application, or receiving enrollment paperwork does not by itself guarantee enrollment.

Enrollment is confirmed after David's Kingdom Academy:

- Determines that an appropriate space is available

- Reviews the child's care needs
- Confirms that the program can appropriately meet those needs
- Receives required enrollment documentation
- Receives applicable registration and deposit payments
- Receives a signed Parent–Provider Agreement
- Completes any other requirements applicable to the child

Enrollment is always subject to licensed capacity and applicable age-mix requirements.

Required Enrollment Documents

All required enrollment documents must be completed before the child begins care unless a particular document is legally permitted to be completed at another time.

Families will receive an **Enrollment Forms Checklist** identifying:

- Required California Community Care Licensing forms
- Required David's Kingdom Academy forms
- Forms required only when applicable
- Infant forms when applicable
- Informational documents for parents to keep

Parents are responsible for providing complete and accurate information.

Changes After Enrollment

Parents must notify DKA when information affecting the child's care changes.

This may include changes involving:

- Address
- Telephone number
- Emergency contacts
- Authorized pick-up persons
- School enrollment
- Custody or court orders
- Allergies
- Medication
- Medical conditions
- Developmental or individual support needs
- Childcare schedule
- Subsidy authorization
- Other important enrollment information

Updated forms or documentation may be required.

Two-Week Trial Period

All newly enrolled families begin with a **two-week trial period** starting on the child's first day of care.

The trial period allows both the family and David's Kingdom Academy to determine whether the childcare arrangement is an appropriate fit.

During this period, DKA will observe factors such as:

- The child's adjustment to care
- The child's schedule and routine
- Communication between the family and Provider
- The child's individual needs
- Whether DKA can safely and appropriately meet those needs
- Whether the contracted schedule works for both parties
- Compliance with program policies

The purpose of the trial period is **not to expect a child to adjust perfectly within two weeks**. Some children naturally need more time to become comfortable in a new childcare environment.

Ending Care During the Trial Period

During the two-week trial period, either the Parent/Guardian or David's Kingdom Academy may determine that the arrangement is not an appropriate fit.

The normal withdrawal-notice requirement may be shortened or waived during the trial period as stated in the Parent–Provider Agreement.

Families remain responsible for childcare already provided and any other amounts properly owed through the child's final day of care.

Parent Withdrawal After the Trial Period

After the trial period, Parents/Guardians who wish to withdraw their child must provide **30 calendar days' written notice**, unless a different written arrangement is approved by DKA.

Notice should include:

- Child's name
- Date notice is being provided
- Intended final day of care

Notice may be submitted through an approved written communication method.

Tuition During the Withdrawal Notice Period

Tuition remains due during the required withdrawal-notice period because the child's space continues to be reserved.

This applies even if the Parent/Guardian chooses:

- To stop bringing the child before the final date
- To begin another childcare arrangement early
- To take vacation during the notice period
- Not to use some or all of the reserved childcare days

Any exception must be approved by the Provider in writing.

Provider Termination With Notice

David's Kingdom Academy may terminate a childcare arrangement when the program determines that continued enrollment is no longer appropriate.

Whenever circumstances reasonably allow, DKA will provide **30 calendar days' written notice** of Provider-initiated termination after the trial period.

This notice period is different from the **two-week trial period**.

The two-week period is an initial evaluation period for a new enrollment. The 30-day termination notice applies to an established childcare arrangement and gives the family reasonable time to locate alternative care.

Reasons Care May Be Terminated

Reasons may include, but are not limited to:

- Repeated nonpayment or unresolved outstanding balances
- Repeated late pick-up
- Repeated failure to follow contracted schedules
- Failure to maintain required enrollment documentation
- Failure to provide necessary medication or supplies
- Repeated violations of program policies
- Threatening, abusive, harassing, or unsafe conduct by a Parent/Guardian or authorized person
- Serious breakdown in the Parent-Provider relationship
- Repeated failure to communicate regarding significant childcare concerns
- Fraudulent or intentionally inaccurate subsidy or attendance information
- A child's needs changing to a level that cannot reasonably and safely be met within the program after appropriate consideration of reasonable supports
- Circumstances affecting licensing, capacity, or program operations
- Other substantial circumstances making continued care unreasonable or unsafe

Termination involving a child with a disability or individual support need will not be based solely on the existence of the disability, diagnosis, or support need.

Immediate Termination or Suspension

Some circumstances may be serious enough that David's Kingdom Academy cannot safely or reasonably provide a 30-day notice period.

DKA may immediately suspend or terminate care when reasonably necessary because of circumstances such as:

- Threats or violence
- Serious safety risks
- Abuse or harassment toward the Provider, staff, children, or families
- A dangerous custody confrontation
- Intentional provision of materially false emergency or medical information
- Serious or repeated nonpayment
- Illegal activity affecting the childcare environment
- A situation creating an immediate danger to a child or another person
- Another serious circumstance in which continuing care would create an unreasonable safety or legal risk

Immediate termination will not be used simply because a child has a difficult day, needs additional support, or requires reasonable accommodation.

Behavior & Termination

David's Kingdom Academy does not expect young children to behave perfectly.

Normal developmental behaviors will be addressed using the positive-guidance and support practices described in this handbook.

When behavior becomes an ongoing concern, DKA will generally attempt to:

1. Communicate with the family.
2. Identify possible triggers or causes.
3. Use appropriate positive-guidance strategies.
4. Consider reasonable modifications or additional supports.
5. Use an Individual Support Plan when appropriate.
6. Review relevant professional recommendations provided by the family.
7. Reevaluate whether the strategies are working.

Immediate action may still be necessary when an urgent safety concern exists.

Parent Conduct

Enrollment is also dependent on maintaining a workable relationship between the adults responsible for the child.

Parents and authorized individuals are expected to communicate respectfully with:

- The Provider
- Staff
- Other families
- Children in care

Disagreement with the Provider is not automatically grounds for termination.

Families may ask questions, raise concerns, or disagree respectfully without fear that their child will be treated differently.

Failure to Provide Required Supplies

Parents are responsible for providing applicable personal supplies identified by DKA, such as:

- Diapers
- Wipes
- Pajamas for Evening Care
- Toothbrush and other requested personal oral-care supplies
- Extra clothing
- Authorized medications
- Authorized topical products
- Infant supplies
- Other child-specific items

DKA may occasionally have emergency supplies available, but families **should not rely on DKA to provide personal supplies on an ongoing basis.**

Repeated failure to provide essential supplies may require a meeting with the family and, if unresolved, may affect continued enrollment.

Re-Enrollment After Withdrawal

A family that withdraws and later wishes to return may contact David's Kingdom Academy regarding re-enrollment.

Previous enrollment does not guarantee:

- Immediate availability
- The same schedule
- The same tuition rate
- The same childcare space

Re-enrollment will be based on current availability, capacity, rates, policies, and enrollment requirements.

Records After Enrollment Ends

David's Kingdom Academy will maintain required childcare records for the period required by applicable law or licensing requirements.

Families should keep copies of important documents provided to them, including their:

- Parent–Provider Agreement
- Tuition & Rate Sheet
- Parent Handbook
- Other applicable records

Final Account

When enrollment ends, any outstanding balance should be resolved according to the Parent–Provider Agreement.

Ending enrollment does not automatically eliminate amounts properly owed for childcare already provided, reserved care during an applicable notice period, or other authorized charges.

Returning Program Property

Families should return any property belonging to David's Kingdom Academy when care ends.

DKA will likewise make reasonable efforts to return the child's remaining personal belongings.

Goal of the Enrollment Relationship

David's Kingdom Academy recognizes that not every childcare arrangement will remain the right fit forever.

Children grow, family schedules change, program needs change, and circumstances may evolve.

When a childcare relationship must end, DKA's goal is to handle the transition **clearly, respectfully, safely, and with as much reasonable notice as circumstances permit**, while keeping the child's well-being at the center of the process.

SECTION 26 — COMPLAINTS, CONCERNS & GRIEVANCE PROCEDURE

David's Kingdom Academy wants families to feel comfortable asking questions, raising concerns, and discussing problems regarding their child's care.

Whenever possible, concerns should be addressed promptly and respectfully so that misunderstandings can be resolved before they become larger issues.

Speaking With the Provider

Parents/Guardians are encouraged to speak directly with the Provider/Director when they have a concern regarding:

- Their child's care
- Program policies
- Staff interactions
- Communication
- Billing or tuition
- Another child-related concern
- Health or safety
- Program practices

Whenever possible, concerns should be discussed privately and away from children.

If the issue requires a longer conversation, the Parent/Guardian and Provider may arrange an appropriate time to speak rather than attempting to resolve the matter during a busy drop-off or pick-up period.

Raising a Concern Will Not Affect a Child's Care

Parents have the right to ask questions, request clarification, disagree respectfully, or raise legitimate concerns.

A child will not be punished, treated differently, or denied appropriate care because their Parent/Guardian raised a concern in good faith.

Resolving Concerns

Depending on the situation, David's Kingdom Academy may:

1. Discuss the concern with the Parent/Guardian.
2. Review relevant records or program policies.
3. Gather additional information when necessary.
4. Determine whether a change or corrective action is appropriate.
5. Communicate the resolution or next steps to the family.
6. Document significant concerns when appropriate.

Not every disagreement will result in a policy change, but families will be given an opportunity to communicate their concerns.

Immediate Health or Safety Concerns

A concern involving an immediate risk to a child's health or safety should be brought to the Provider's attention immediately.

DKA will respond promptly and take appropriate protective action when necessary.

Concerns About Staff

If a Parent/Guardian has a concern regarding an employee, assistant, substitute, volunteer, or other person involved with the program, the concern should be reported directly to the Provider/Director.

Serious allegations involving child safety, inappropriate conduct, abuse, neglect, or licensing violations will be handled according to applicable reporting and licensing requirements.

Licensing Complaints

Nothing in David's Kingdom Academy's internal concern process prevents a Parent/Guardian from contacting **California Community Care Licensing** regarding a licensing concern.

Parents are **not required to obtain DKA's permission or complete DKA's internal complaint process before contacting Community Care Licensing.**

Families receive applicable licensing and parent-rights information as part of their enrollment materials.

No Retaliation

David's Kingdom Academy will not retaliate against a child or family for appropriately exercising their rights or making a good-faith report to an appropriate licensing or governmental agency.

Respectful Conduct During Disagreements

Both DKA and families are expected to communicate respectfully even when they disagree.

Threats, harassment, intimidation, abusive language, violence, or conduct that creates an unsafe environment are not acceptable.

A serious safety issue involving adult conduct may be handled under DKA's enrollment and termination policies.

Documentation

DKA may document significant parent concerns, meetings, agreements, corrective actions, or other important communications when appropriate.

Written documentation helps ensure that both the family and Provider have a clear understanding of what was discussed and what actions were agreed upon.

Our Goal

David's Kingdom Academy believes strong family partnerships require open communication.

Parents should never feel that they have to remain silent about a legitimate concern. Our goal is to listen, communicate respectfully, protect children, and work toward reasonable solutions whenever possible.

SECTION 27 — POLICY CHANGES, HANDBOOK UPDATES & PARENT NOTIFICATION

David's Kingdom Academy may periodically update its policies, procedures, forms, operating practices, or Parent Handbook to reflect changes in program operations, licensing requirements, safety practices, or the needs of the program and families.

The goal is to keep families informed while allowing David's Kingdom Academy to maintain current and effective policies.

Handbook Updates

This Parent Handbook may be revised when necessary because of changes involving:

- California Community Care Licensing requirements

- Health and safety practices
- Program operations
- Hours or scheduling
- Enrollment procedures
- Emergency procedures
- Technology or communication systems
- CACFP or other program requirements
- CCRC or subsidy procedures
- Program services
- Other operational or regulatory needs

Minor administrative corrections, formatting changes, or clarifications that do not materially change a family's responsibilities may be made without requiring a new acknowledgment.

Material Policy Changes

When a change significantly affects families, David's Kingdom Academy will provide reasonable written notice before the change takes effect whenever circumstances allow.

Examples may include significant changes to:

- Regular operating hours
- Payment policies
- Enrollment requirements
- Withdrawal requirements
- Major program procedures
- Services offered
- Other substantial Parent/Guardian responsibilities

Notification may be provided through Brightwheel, email, written notice, an updated handbook, or another approved communication method.

Changes Required by Law or Licensing

Occasionally, David's Kingdom Academy may need to implement a policy change because of a new or revised:

- Law
- Regulation
- Licensing requirement
- Government directive
- Health or safety requirement
- Funding-program requirement

When a change must take effect immediately to maintain compliance or protect children, DKA may implement the change without the normal advance-notice period.

Families will be informed as soon as reasonably possible.

Tuition & Rate Changes

Tuition and fee changes are addressed through the current **Tuition & Rate Sheet** and applicable Parent–Provider Agreement.

When recurring tuition rates change, affected families will receive written notice before the new rate takes effect.

The Parent Handbook does not need to be completely reissued every time an individual dollar amount changes when the applicable rate is maintained on the current Tuition & Rate Sheet.

Current DKA Program Schedule & Holiday Rate Notice

Changes involving holidays, planned closures, special operating dates, or other calendar-specific information may be communicated through the **Current DKA Program Schedule & Holiday Rate Notice** rather than requiring a handbook revision.

Families should always refer to the current calendar for the most up-to-date operating dates.

Updated Forms

DKA may occasionally revise enrollment or program forms.

When an updated form requires new information, authorization, or acknowledgment from a family, the Parent/Guardian may be asked to complete or sign the revised form.

Parents are responsible for returning required updated documentation by the requested deadline.

Parent Notification

Depending on the nature of the change, DKA may communicate updates through:

- Brightwheel
- Email
- Written notice
- Updated enrollment materials
- Updated Parent Handbook
- Updated Tuition & Rate Sheet
- Updated Current DKA Program Schedule & Holiday Rate Notice
- Parent meeting or conversation when appropriate

Parents are responsible for reviewing important notices provided by the program.

Parent Questions About Changes

Families are encouraged to ask questions if they do not understand a new or revised policy.

DKA will make reasonable efforts to explain:

- What changed
- When the change takes effect
- Whether the change affects the family
- Whether the Parent/Guardian needs to complete any additional documentation

Current Version Controls

Parents should rely on the **most current version** of David's Kingdom Academy's Parent Handbook, Parent–Provider Agreement, Tuition & Rate Sheet, Current DKA Program Schedule & Holiday Rate Notice, and applicable enrollment forms.

An outdated copy should not be relied upon when a newer version has been properly issued.

Parent Acknowledgment

Parents acknowledge receipt and review of applicable enrollment documents through DKA's **Enrollment Document Receipt & Acknowledgment** and other applicable acknowledgment forms.

DKA does **not** require families to sign a completely new handbook acknowledgment every time a minor correction is made.

A new acknowledgment may be requested when a revision is substantial enough that additional documentation is appropriate.

Maintaining Clear Policies

David's Kingdom Academy will make reasonable efforts to avoid unnecessary or conflicting policies across the Parent Handbook, Parent–Provider Agreement, Tuition & Rate Sheet, and enrollment forms.

When a family believes two documents contain conflicting information, the Parent/Guardian should contact the Provider for clarification.

David's Kingdom Academy's goal is to maintain policies that are current, understandable, consistent, and accessible to families without requiring parents to repeatedly complete unnecessary paperwork.

SECTION 28 — RECORDKEEPING, DOCUMENTATION & RECORD UPDATES

David's Kingdom Academy maintains records necessary for the safe and appropriate care of children and for compliance with applicable California Community Care Licensing, CACFP, subsidy, and business requirements.

Families are responsible for helping DKA keep information concerning their child accurate and current.

Child Records

Depending on the child and services received, DKA may maintain records including:

- Required California Community Care Licensing forms
- David's Kingdom Academy enrollment forms
- Emergency information
- Health and medical information
- Immunization or applicable school-enrollment documentation
- Medication authorizations
- Infant documentation
- Attendance records
- Parent–Provider Agreement
- Individual Support Plan, when applicable
- Relevant IEP, IFSP, medical, behavioral, or professional documentation provided by the family
- Incident or injury documentation
- Transportation authorization
- Media authorization
- Custody or court documentation when applicable
- Subsidy documentation
- Other records required for the child's care or program operation

Not every child will require every type of document.

Keeping Information Current

Parents/Guardians must notify David's Kingdom Academy when important information changes.

This includes changes to:

- Home address
- Parent/Guardian telephone numbers
- Email addresses
- Emergency contacts
- Authorized pick-up persons
- School enrollment
- Custody or court orders
- Allergies
- Medical conditions
- Medication
- Physician information
- Individual support needs
- Subsidy authorization
- Other information affecting the child's health, safety, or care

Parents should **not wait until annual paperwork is requested** to report an important change.

Annual Record Review

David's Kingdom Academy may periodically review each child's enrollment file to make sure required information remains current.

Families may be asked to:

- Verify existing information
- Update outdated information
- Replace expired documentation
- Provide updated medical information
- Sign a revised form when necessary
- Complete documentation newly applicable to the child

DKA will avoid requiring families to repeatedly complete forms when an update or verification is sufficient and legally permissible.

School Enrollment Documentation

For school-age children, parents may be asked to provide applicable documentation regarding the child's enrollment in a public, private, or charter school when that documentation is relevant to California childcare requirements.

Parents must notify DKA if the child's school enrollment status changes when the change affects documentation required by the program.

Immunization & Health Documentation

Parents are responsible for providing applicable health and immunization documentation required for enrollment.

When updated records are required, families should provide them within the applicable timeframe.

DKA will maintain these records according to applicable requirements.

Medication Records

Medication documentation must remain current.

Parents must notify DKA when:

- A medication changes
- Dosage or instructions change
- Medication is discontinued
- A new medication is required
- Emergency medication is replaced
- A medication expires

Required authorization must be completed before DKA administers medication as applicable.

Custody & Legal Documents

Parents are responsible for providing DKA with current copies of court orders or other legally controlling documents affecting:

- Custody
- Child release
- Visitation
- Restraining orders
- Protective orders
- Other access restrictions

DKA cannot be expected to follow a legal restriction it has not been appropriately informed of or provided when documentation is necessary.

Incident & Injury Documentation

DKA may document significant incidents, injuries, illnesses, behavioral concerns, medication matters, emergencies, or other events when required or appropriate.

Parents may be asked to review or sign applicable documentation.

A Parent/Guardian signature acknowledging receipt of an incident report does not necessarily mean the Parent/Guardian agrees with every statement in the report; it may simply document that the information was provided.

Attendance Records

Attendance records will be maintained as required for program operations and applicable licensing, CACFP, or subsidy requirements.

Parents are responsible for completing required attendance verification accurately.

Attendance records must not intentionally be falsified or altered to reflect care that did not occur.

Electronic Records

David's Kingdom Academy may maintain certain records electronically through systems such as Brightwheel or other secure administrative platforms.

Other records may be maintained in paper files.

Electronic documentation may be used for:

- Attendance
- Parent communication
- Daily reports
- Billing
- Enrollment information
- Program documentation
- Other administrative purposes

Confidentiality of Records

Child and family records will be maintained with reasonable attention to privacy and confidentiality.

Records may be accessed or disclosed when appropriate or legally required for purposes such as:

- Providing childcare
- Emergency response
- Community Care Licensing
- Mandated reporting
- CACFP administration
- Subsidy administration
- Court orders
- Other legal or regulatory requirements

Parents do not have general access to another enrolled child's confidential records.

Licensing Review of Records

Authorized California Community Care Licensing representatives may inspect or review records when permitted or required under applicable law.

DKA will cooperate with legally authorized licensing inspections and record requests.

Record Retention

David's Kingdom Academy will retain records for the period required by applicable licensing, program, financial, subsidy, or other legal requirements.

Because different records may have different retention periods, DKA does not use one universal destruction date for every document.

Parent Copies

Families should maintain their own copies of important documents provided to them, including their:

- Parent–Provider Agreement
- Current Tuition & Rate Sheet
- Parent Handbook
- Current DKA Program Schedule & Holiday Rate Notice
- Other applicable documents

Parents may request another copy of applicable DKA documents when needed.

Accurate Information

Parents/Guardians are expected to provide information that is complete and accurate to the best of their knowledge.

Knowingly withholding information that is necessary to safely care for a child—particularly significant medical, emergency, allergy, medication, or legally controlling child-release information—may create a serious safety concern.

Staff Responsibility

DKA staff should promptly bring missing, expired, incomplete, or inconsistent documentation to the Provider's attention.

When additional documentation is required because of an answer on the **Family & Child Information Questionnaire** or another enrollment form, staff should ensure that the applicable DKA or California form is provided to the family.

David's Kingdom Academy's goal is to maintain complete and useful records without overwhelming families with unnecessary duplicate paperwork. Records should have a purpose: protecting the child, communicating important information, documenting authorization, or meeting an applicable program requirement.

SECTION 29 — PARENT/GUARDIAN RESPONSIBILITIES & FAMILY EXPECTATIONS

David's Kingdom Academy believes successful childcare requires partnership between the program and families. This section provides a simple summary of the primary responsibilities expected of Parents/Guardians throughout enrollment.

It is not intended to repeat every policy in this handbook. Families should refer to the applicable handbook section, Parent–Provider Agreement, and enrollment documents for complete requirements.

Parent/Guardian Responsibilities

Parents/Guardians are expected to:

- Provide complete and accurate enrollment information.
- Keep emergency contacts, phone numbers, addresses, authorized pick-up persons, medical information, and other important records current.
- Follow the child's contracted childcare schedule.
- Sign the child in and out as required.
- Notify DKA of absences or significant schedule changes.
- Pick up the child by the contracted pick-up time.
- Pay tuition and applicable fees according to the Parent–Provider Agreement.
- Provide required diapers, wipes, extra clothing, pajamas, toothbrush/oral-care supplies, infant supplies, medications, and other child-specific items when applicable.
- Complete required medication or medical authorization forms before requesting administration.
- Notify DKA of allergies, medical conditions, developmental or individual support needs, or other information necessary to safely care for the child.
- Provide updated custody or court documentation when applicable.
- Review important Brightwheel messages and program notices.
- Follow DKA's health and illness policies.
- Follow child-release and security procedures.

- Respect the privacy of other enrolled children and families.
- Treat the Provider, staff, children, and other families respectfully.
- Review updated policies, calendars, or enrollment information when provided.

Communication About Your Child

Parents do not need to tell DKA every detail of their personal lives.

However, families should communicate information that may reasonably affect their child's care, safety, health, emotions, or behavior.

For example, it may be helpful for DKA to know that a child:

- Did not sleep well
- Received medication before arriving
- Has a new injury
- Is experiencing unusual symptoms
- Has experienced a significant change that may affect their behavior
- Has started a new medication or therapy
- Is struggling with a new transition
- Needs additional emotional support that day

This allows DKA to respond to the child with greater understanding and consistency.

Respectful Partnership

Parents are welcome to:

- Ask questions
- Request clarification
- Share concerns
- Make suggestions
- Discuss their child's needs
- Disagree respectfully

DKA asks families to communicate directly with the Provider when concerns arise so they can be appropriately addressed.

Following Program Policies

Enrollment at David's Kingdom Academy requires families to follow applicable program policies.

Parents are responsible for reviewing the Parent Handbook and asking questions when something is unclear.

A family's responsibilities are also governed by the applicable:

- Parent–Provider Agreement
- Tuition & Rate Sheet

- Current DKA Program Schedule & Holiday Rate Notice
- Enrollment forms
- Individual authorizations or plans
- Applicable California Community Care Licensing requirements

Family Changes

Parents should promptly notify DKA when a significant change affects the child's enrollment or care.

This may include changes involving:

- Childcare schedule
- School enrollment
- Subsidy authorization
- Emergency contacts
- Authorized pick-up persons
- Custody arrangements or court orders
- Medical needs
- Allergies
- Medication
- Individual support needs

Additional documentation may be requested when necessary.

Working Together

David's Kingdom Academy does not expect families to be perfect.

DKA does expect families and the program to communicate, follow agreed-upon policies, address concerns appropriately, and keep the child's well-being at the center of the childcare relationship.

The strongest childcare partnerships are built when families and providers respect one another, communicate clearly, and work together to support the child.

SECTION 30 — ABOUT THIS HANDBOOK

This Parent Handbook is provided to every David's Kingdom Academy family as a reference throughout their child's enrollment.

The handbook explains important program policies, procedures, expectations, health and safety practices, and general information regarding the operation of David's Kingdom Academy.

Parents/Guardians are not required to sign this handbook. Receipt of the handbook is documented separately through the **Enrollment Document Receipt & Acknowledgment** completed during enrollment.

Parents/Guardians are responsible for reviewing the handbook and becoming familiar with the policies that apply to their child's care.

If a Parent/Guardian has a question or does not understand a policy, they are encouraged to contact the Provider for clarification.

The Parent Handbook should be used together with the family's:

- Parent–Provider Agreement
- Current Tuition & Rate Sheet
- Current DKA Program Schedule & Holiday Rate Notice
- Enrollment forms
- Any additional authorizations or individual plans applicable to the child

David's Kingdom Academy may update this handbook as program practices, licensing requirements, or other operational needs change. Families will be notified of material policy changes as described in this handbook.

The most current version of the Parent Handbook will govern current program policies and procedures, subject to applicable law and licensing requirements.

PLEASE KEEP THIS HANDBOOK FOR YOUR RECORDS

This handbook contains important information that families may need to reference throughout enrollment. Parents/Guardians are encouraged to keep the current copy available and refer to it whenever questions arise regarding David's Kingdom Academy policies or procedures.

Questions are always welcome. If something in this handbook is unclear, please contact David's Kingdom Academy for clarification.

WELCOME TO DAVID'S KINGDOM ACADEMY

Thank you for choosing David's Kingdom Academy and allowing us to be part of your child's care, learning, and development.

We look forward to building a positive partnership with your family and providing your child with a safe, nurturing environment where they can learn, grow, play, and thrive.

Learn • Love • Laughter

END OF PARENT HANDBOOK