

SPRING BILINGUAL DAYCARE LLC

PARENTS HANDBOOK

A warm place to learn, play & grow

Address	20650 Yeandle Ave, Castro Valley, CA 94546
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Website	www.springbilingualdaycare.com
Regular Hours	Monday–Friday, 8:00 AM–6:00 PM

This handbook is designed to help families understand the day-to-day experience at Spring Bilingual Daycare. It complements the Parent–Daycare Agreement and focuses on practical information for families.

Thank you for trusting us with your child.
We look forward to learning, playing, and growing together.

1. Welcome to Spring Bilingual Daycare

Welcome! Our goal is to provide children with a warm, safe, caring, and engaging home daycare experience where they can feel comfortable, build confidence, and enjoy learning every day.

We value close communication with families and believe that children learn best when daycare and parents work together. Each child is welcomed as an individual, and daily care is adjusted to age, developmental level, personality, and needs.

2. Our Bilingual Environment

Chinese and English are naturally incorporated throughout the day. Children hear, practice, and experience both languages through everyday routines, conversation, stories, songs, activities, and play.

- Chinese and English conversation throughout the day
- Stories, songs, and language activities
- Age-appropriate learning and hands-on activities
- Opportunities to listen, speak, explore, and build confidence

Our approach: We meet children where they are. A child does not need to be fluent in Chinese or English to participate. Language exposure is gradual, positive, and age-appropriate.

3. Learning Through Play

Learning is part of our everyday routine. Activities are planned to support curiosity, creativity, early learning, communication, social development, and independence.

Area	Examples
Language	Chinese & English conversation, reading, songs, vocabulary
Early Math	Counting, shapes, colors, sorting, simple numbers
Art & Crafts	Drawing, painting, cutting, gluing, creative projects
Music	Songs, rhythm, movement, simple instruments
Science	Observation, nature, simple experiments, discovery
Indoor Play	Blocks, pretend play, puzzles, books, age-appropriate toys
Outdoor Play	Movement, fresh air, gross-motor play, nature exploration

4. A Typical Day

Our routine gives children a predictable rhythm while allowing flexibility for individual needs. The exact timing may change when children need additional rest, meals, diapering, or support.

Time	Typical Activity
8:00 AM - 8:45 AM	Arrival & Breakfast - Opening and Breakfast
8:45 AM - 9:15 AM	Reading & Circle Time
9:15 AM - 9:30 AM	Indoor Playing - Changing diaper and potty training
9:30 AM - 10:00 AM	Snack Time
10:00 AM - 10:30 AM	Morning Project - Chinese, English, Month, Art, Music, Craft
10:30 AM - 11:30 AM	Outdoor Playing
11:30 AM - 11:45 AM	Clean Up - Wash hands, change diapers, and prepare lunch
11:45 AM - 12:30 PM	Lunch Time
12:30 PM - 12:45 PM	Indoor Playing
12:45 PM - 3:00 PM	Nap Time
3:00 PM - 3:30 PM	Change Diaper & Snack - Change diaper and snack time
3:30 PM - 4:00 PM	Afternoon Project
4:00 PM - 4:30 PM	Dinner Time
4:30 PM - 5:30 PM	Outdoor Play Time
5:30 PM - 6:00 PM	Change Diaper & Pickup - Change diaper and pickup time

Please note: This is a typical routine rather than a rigid schedule. Young children may need more time for transitions, meals, diapering, comfort, and rest.

5. Meals, Snacks & Milk

During the regular program day, the daycare provides three meals, two snacks, milk, and seasonal fruit. Meals are part of the children's daily routine and are offered in a calm, child-friendly setting.

- Please tell us about food allergies, sensitivities, or dietary restrictions before your child starts.
- Please keep us updated if your child's food needs change.
- Children are encouraged to eat independently according to their age and ability.
- We encourage children to try foods without pressure.

6. Nap & Rest Time

A consistent rest period is included in the daily routine. Children are given a comfortable opportunity to rest after lunch. Individual sleep needs may vary by age.

- A quiet environment is maintained during rest time.
- Children who wake earlier may have quiet, age-appropriate activities as appropriate.
- Parents are welcome to share information about their child's usual sleep routine.

7. What Parents Should Bring

Please label your child's personal belongings whenever possible. Keeping supplies available helps us provide smooth, comfortable care throughout the day.

- Diapers and wipes, as needed
- A complete change of clothes
- Weather-appropriate clothing for outdoor play
- Any personal comfort item that helps with transitions or rest, when appropriate

8. Arrival & Drop-Off

A calm arrival helps children begin the day comfortably. Please allow enough time for your child to transition into the daycare environment.

- Please arrive within your child's scheduled attendance hours.
- Let us know if your child needs extra support with the morning transition.
- Please share important information about your child's morning, including unusual sleep, appetite, mood, or other changes.
- Please do not send a child to care when the child is not well enough to comfortably participate.

9. Pickup & Authorized Adults

For your child's safety, pickup should be completed by the agreed-upon end time. Only adults authorized by the parent/guardian should pick up the child.

- Please notify the daycare in advance if someone else will pick up your child.
- Please keep authorized pickup and emergency contact information current.
- Please bring identification when requested for an unfamiliar pickup person.
- If you anticipate being delayed, please communicate as soon as possible.

10. Communication With Families

Good communication helps us understand your child and provide consistent care. Parents are encouraged to communicate questions, concerns, schedule changes, and information that may affect the child's day.

- Please let us know about major changes in sleep, eating, mood, routines, or family circumstances that may affect your child.
- Please communicate schedule changes as early as possible.
- We welcome respectful questions and conversations about your child's development and daily experience.
- If an issue needs a longer discussion, we may arrange a convenient time to talk so that we can give it proper attention.

11. Health & Comfort During the Day

Children sometimes become tired, uncomfortable, or unwell during the day. We will monitor children and communicate with families when a child's condition affects participation or requires attention.

- Please inform the daycare promptly about contagious illness or other health information that may affect your child or others.
- If your child becomes unwell during care, you may be contacted for prompt pickup.
- Please follow medical or health guidance when deciding when your child is ready to return.

For detailed illness, absence, vacation, and tuition requirements, please refer to the Parent–Daycare Agreement.

12. Positive Guidance

Children are learning how to communicate, share, wait, manage emotions, and interact with others. We use calm, age-appropriate guidance rather than harsh discipline.

- Redirection and gentle reminders
- Positive reinforcement
- Simple, clear expectations
- Helping children name feelings and learn appropriate ways to communicate
- Working with parents when a behavior concern needs additional support

Behavior and safety provisions are addressed in the Parent–Daycare Agreement. This handbook provides the day-to-day approach used to support children.

13. Outdoor Play & Clothing

Outdoor play is an important part of the children's routine. Please dress your child in comfortable, practical clothing suitable for movement and play.

- Choose clothes that can get dirty during art or outdoor activities.
- Provide weather-appropriate layers when needed.
- Comfortable shoes are recommended for active play.
- Please keep a complete change of clothes available.

14. Personal Belongings

To reduce lost or misplaced items, please label personal belongings. Toys from home should generally remain at home unless we have discussed a specific need or arrangement.

- Please label clothing and personal items.
- Avoid sending valuable or irreplaceable items.
- If an item is accidentally misplaced or damaged during normal daycare activities, please let us know so we can help locate or address it.

15. Birthdays & Special Occasions

We enjoy celebrating children's special days in simple, age-appropriate ways. If you would like to recognize your child's birthday or another special occasion at daycare, please discuss the plan with us in advance.

- Please check with the daycare before bringing food or treats.
- Please share any allergy or ingredient information for food brought from home.
- Simple, child-friendly celebrations are encouraged.

16. Family Partnership

A strong relationship between families and daycare helps children feel secure and supported. We appreciate families who communicate openly and work with us as partners.

- Share information that helps us understand your child's needs.
- Keep emergency contacts and authorized pickup information updated.
- Respond to important daycare communications in a timely manner.
- Treat children, families, and daycare staff with kindness and respect.
- Work together with us when your child needs additional support.

17. California Licensing & Required Forms

Spring Bilingual Daycare follows applicable California child care licensing requirements. Families may be asked to complete or acknowledge separate state-required forms, notices, health information, emergency information, or other enrollment documents.

The Parent–Daycare Agreement and required enrollment documents remain the primary documents for enrollment terms and legal or financial requirements. This handbook is intended to provide practical guidance and does not replace required forms or the signed agreement.

18. Important Reminder

This Parents Handbook is provided as a companion to the Parent–Daycare Agreement. The handbook is intended to explain our daily routines, family communication, and practical expectations in an easy-to-read format.

For specific enrollment, payment, deposit, attendance, illness, holiday, withdrawal, and other contractual requirements, please refer to the signed Parent–Daycare Agreement.

Thank You

Thank you for choosing Spring Bilingual Daycare LLC. We are grateful for the opportunity to care for your child and to be part of your family's journey.

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