

## Provider Information

### My Child Care Philosophy/Mission Statement

- Primeros Pasos offers our high quality Spanish language immersion program to infants and toddlers aged 12 weeks to 5 years. We are fully licensed by the state of California, and present a year-round, full day program in a warm and nurturing home-like setting. We know that infants and toddlers are sensory motor learners, and we carefully create learning opportunities through a variety of discovery and play opportunities. We are a child-centered program that focuses on the individual needs of each child.

### My Qualifications

- I have an undergraduate degree from Smith College in Art History.
- I have been around children / education / language all my life. My mother was a bilingual teacher. My family members are native Spanish speakers. My sister is a certified interpreter.
- I have taken classes on the following topics: early childhood education; children's literature; art; Spanish, French and Italian; language acquisition.
- My caregivers and I all have an up-to-date certification in CPR, Health and Safety, and First Aid.
- My caregivers, I, and all adults in my household have cleared background checks by the State of California as part of the licensing process.
- I have the following special talents and skills: I play piano and sing; I speak and write Spanish fluently; I am conversant in French and Italian. I am an experienced Mother.
- I am a member of the Family Child Care Association of San Francisco.
- I am listed in the Children's Council of San Francisco Referral Database.
- I participate in the USDA CACFP Food Program.

### Licensing and Liability Insurance

- I am licensed by the State of California, Department of Social Services, Community Care Licensing Division, and operate a family child care home in compliance with the laws of the state of California.
- You may see a copy of my license **#384002331** upon request. It is hung inside the Center entry for viewing.
- My license capacity as specified by state regulations is:  
Maximum capacity 12; no more than 4 infants; OR maximum capacity 14; no more than 3 infants; 1 child in elementary school at least age 6.

- My licensor's name is State of California Community Care Licensing Division and you may contact them at 650-266-8843.
- I carry business liability insurance for my child care business.

## **I Am a Mandated Reporter**

- I am a state-mandated reporter and am required to report any suspected cases of physical or sexual abuse or neglect.
- If I have reason to believe that your child has been abused or neglected, I will report the situation to my licensor or to the local child protection office.

## **Employees/Substitute Caregivers**

- Occasionally I may need to hire a substitute child care provider because of:
  - Illness or vacation coverage
  - an appointment that cannot be made before or after the child care hours
  - a child care professional meeting
  - training
  - an emergency
- When I need to use a substitute provider, I will notify you at least one week in advance, except in the case of an emergency.
- I have at least one permanent employee who works with the children on a daily basis. I have done a background check on this person and s/he meets all state licensing regulations, including first aid and CPR training.

## **My Privacy Policy**

- I will do all that I can to protect your family's privacy and will abide by the state privacy law. I will keep all records and information about your child and your family private and confidential, unless I have your written permission to reveal specific information. I also ask that you respect the privacy of my family by not sharing any information you learn about my family without my written permission.
- You may contact me during the hours that my business is open, Monday through Friday from 8 AM to 6 PM.
- You may contact me to discuss business at other times.

## **I Do Not Discriminate**

- I will not discriminate against any child, parent, or family based on race, color, sex, disability, national origin, sexual orientation, or public assistance status.

## **Children with Special Needs**

You must provide me with written instructions if your child requires special therapy, an individualized program of instruction, or behavior guidance. These instructions do need to be prepared by a physician or therapist. I do not have experience with caring for children with special needs.

## **The Rules of My Home**

- You are welcome to drop by to visit your child any time.
- Please keep the entry gate to the street pulled shut and locked at all times.
- Please ring the center intercom bell for access. If you are arriving during naptime, please call / text rather than ring the doorbell.
- Please do not disturb the occupants at 16 Fairmount Street.
- Please do not block the driveway of our next-door neighbor at 20 Fairmount Street, or the driveway of our home which prevents the occupants of 16 Fairmount Street from removing their car from the garage, or of any other neighbors.
- Please leave all wet items such as umbrellas and jackets inside the main building entry. Please do not bring them in to the wood floor area.
- When it is raining, please remove shoes / boots inside the main building entry before entering.
- We do not use street shoes inside our facility. Please remove your shoes before entering. Please bring a pair of “inside shoes” for your children to use inside.