

Day Care

POLICIES AND PROCEDURES



Grace Fellowship Church & Amador Christian Playschool

[This document will be continually updated.]

Current Update Version: October 2024 – V.02

GENERAL LEASE SUMMARY

This is a comprehensive **Commercial Lease Agreement** document designed for the rental of premises by Amador Christian Playschool, LLC from Grace Fellowship Church in Jackson, CA. The lease outlines the obligations, responsibilities, and expectations of both the **Landlord** and the **Tenant**, covering key aspects such as:

1. Parties Involved

- **Landlord:** Grace Fellowship Church.
- **Tenant:** Amador Christian Playschool, LLC.

2. Leased Premises

- The tenant will occupy classrooms 1-6, The men's bathroom, the kitchen, and the outdoor playground which will be maintained at the landlord's expense.
- Barrett Hall may be used during inclement weather or when not being used for church functions with prior approval.

3. Term of Lease

- The lease lasts for 12 months, with the potential to renew up to five times (one year each), provided both parties agree.

4. Rent and Security Deposit

- Monthly rent is \$5,000, of which \$1,000 is allocated for utility costs. The tenant also pays a \$2,500 security deposit.

5. Utility Costs

- Utility reconciliation will be conducted at the end of the year, and any overpayment or underpayment will be adjusted accordingly.

6. Maintenance and Repairs

- **Landlord's responsibility:** Major repairs, including HVAC, plumbing, playground maintenance, and exterior upkeep.
- **Tenant's responsibility:** Minor repairs, cleanliness, and compliance with safety standards.

7. Late Fees and Default

- Late payments incur a flat fee of \$50.

- The Landlord has the right to terminate the lease if rent or other terms of the agreement are not met after a 15-day notice of default.

8. Insurance

- The tenant must provide liability insurance and worker's compensation, with the landlord listed as an additional insured party.

9. Termination and Holdover

- The tenant has the option to cancel the lease if the premises do not meet licensing requirements.
- If the tenant remains after the lease term without a new agreement, it converts to a month-to-month lease.

The lease also contains various standard provisions related to subletting, modifications to the premises, indemnification, and applicable governing laws (California). This agreement is highly detailed and designed to address potential issues arising from the rental of commercial space for a childcare center.

COMMUNICATION IS KEY:

Clear communication between the daycare and the church is essential to maintaining a positive relationship and addressing any shared concerns. To facilitate this, we are scheduling regular check-ins between both parties. These meetings will allow the daycare and church to discuss needs, upcoming events, and any potential challenges. Pastor Jonathan, Laticia, and Charlie will serve as liaisons, ensuring smooth communication and bridging connections between the two groups. In addition, there are regular contacts via text and email that are consistently shared. If there is any immediate need, rest assured it can be promptly addressed.

POTENTIAL FRICTION POINTS

Here are potential friction points that could arise between Grace Fellowship Church (Landlord) and Amador Christian Playschool, LLC (Tenant) under the terms of the Commercial Lease Agreement:

1. Shared Spaces: Playground and Barrett Hall

- **Playground and Barrett Hall:** The daycare has priority over the outdoor playground and can use Barrett Hall with approval during inclement weather or when the church isn't using it. This could lead to scheduling conflicts or disagreements about priority access, especially during unforeseen events or church functions.
- **Kitchen Use:** Both parties share access to the kitchen. Issues may arise over cleanliness, appliance usage, or scheduling conflicts when both parties need the space simultaneously.

-
- **Solution:** Implement a **calendar** for both parties to book the playground and Barrett Hall in advance. Clear communication and scheduling will prevent conflicts and ensure each party knows when the space is available.

Marcy will help with communications in the kitchen.

- **Backup Options:** Ensure there is an alternative indoor space available for the daycare in case Barrett Hall is unavailable due to bad weather. Likewise, if Barrett Hall is being used by the daycare, an alternate space for church activities should be arranged.

2. Operation Hours

Open and ongoing communication can help avoid any potential disruptions and ensure both the church and daycare can function smoothly.

- **Daycare Hours & Church Events:** The daycare's hours of operation (Monday to Friday, 7:30 a.m. to 5:30 p.m.)

Entry Access: As per California regulations, only Day Care employees with live scans and up-to-date shots can enter the Day Care area. If access is needed please see the **note under Kitchen Use & Management, section 3.

- **Dividing Wall:** A temporary dividing wall has been installed to separate the daycare area from the rest of the church. This wall will be removed outside of daycare hours for regular church use. Please avoid entering the walled-off daycare area while the dividing wall is in place.
 - **Permission to Enter:** The church can enter the daycare area for inspections and repairs but must provide 24-hour notice outside of emergencies.
-

- **Solution:** Foster open communication between the church and the daycare to ensure both are aware of any upcoming events. **A notification system where both parties share their schedules in advance** can help avoid surprises and maintain a harmonious relationship. For unexpected events, a early notice policy can be established to allow for adjustments on both sides.
- **Flexible Hours:** In the rare event of a significant church occasion, the daycare is willing to adjust its hours to accommodate without disrupting regular operations. (Such as Creative Arts Camp) Adequate advance notice is essential, allowing the daycare time to inform parents and make the necessary arrangements.

POLICIES AND PROCEDURES

1. Maintenance Responsibilities

- **Playground Maintenance:** The church is responsible for maintaining the playground to licensing standards.
- **Utilities and Repairs:** The church is responsible for major systems like HVAC, plumbing, and electrical.

2. Bathroom Retrofit

In compliance with California regulations, the men's bathroom will be exclusively for daycare use during operating hours (Monday to Friday, 7:30 a.m. to 5:30 p.m.). To accommodate this, a portion of the women's bathroom has been converted to serve as a men's restroom. Men can access this area through a door in the library, while women will continue to use the regular entrance. The men's section includes two stalls and two sinks. Adequate signage will indicate this change.

Outside of daycare hours and on weekends, the bathrooms will return to their usual setup. During daycare hours, a separation wall with a locked door in the women's bathroom will restrict access, but the door will be unlocked for regular use on Sundays.

Please note that during Day Care hours, due to state regulations, the men's bathroom can only be used by children. As a result, teachers must use the women's bathroom.

3. Kitchen Use & Management

- The Kitchen is a shared space and is available for use by both the daycare and church staff, with each party respecting scheduled times to minimize and prevent overlap.

****Please note Taylor, the daycare head of the kitchen, is generally done preparing by 2 PM. It may be easier for us to have uninterrupted access after 2 PM when the space is clear. Communication is very helpful so no one is surprised by an impromptu visit. If Kitchen access is needed, please utilize the breezeway double doors off of the Sanctuary to avoid using the hallway.**

- **Cooking & Food Prep:** The daycare will employ its own cooks and manage the kitchen for preparing lunches for the children. During daycare hours, the church is requested to use the Breezeway entrance when accessing the kitchen. Advanced notice regarding kitchen use, including what will be needed, is appreciated to facilitate coordination and avoid conflicts.
- **Refrigerator:** There are two separate refrigerators, one for Day Care and one for Church use. On rare occasions, there may be a need to coordinate with the daycare if they require temporary use of the church refrigerator.
- **Storage:** The daycare will have a dedicated storage space for its supplies. Church staff should ensure that any items stored in the kitchen are clearly labeled and that the Day Care space is left available for their use.
- **Clean-Up:** All users are responsible for cleaning up after use, including washing dishes, wiping down surfaces, and disposing of trash.

Additionally, all users please ensure that all appliances are turned off and that the kitchen is secured after use.

In the event of any maintenance issues or concerns with the kitchen equipment, users should promptly notify the designated liaison, either **Pastor Jonathan, Laticia or Charlie**, so that repairs can be arranged. Cooperation and adherence to these policies are essential to maintaining a functional and pleasant kitchen space for everyone.

4. Classroom Usage

It is essential for both daycare and church staff to respect this schedule to ensure that the learning environment remains uninterrupted.

- **Classroom Priority:** Classrooms are designated for daycare use Monday through Friday, from 7:30 AM to 5:30 PM, and are reserved exclusively for the daycare's activities during these hours. Any necessary adjustments to classroom use should be coordinated with the daycare manager in advance.
- **Classrooms Operations:** Classrooms will be returned to normal church operation by the Day Care staff on Friday by the end of day. And classrooms will be returned to Day Care operation by the church directly after service. These instructions are already in place and are subject to change.
- **Broken Toys:** Responsibility for replacing broken toys rests with the responsible party.
- **Daycare Office Occupancy:**
Summer, the Assistant Director, typically occupies the daycare office from 3–6 PM.

