

Blessed Beginnings Parent Handbook

Full-Time Childcare: Monday to Friday between 7:00 AM- 5:30 PM

Advance Notice/ Termination

If you will no longer be needing our childcare services, a 30 day advance notice needs to be given, in WRITTEN FORMAT. If we have advance notice of discontinuation of services, we can fill vacant positions with new families inquiring about daycare for their children. We are always grateful for a notice as far out as possible. If you no longer need our services, leave, and would like to return, you will be required to re-register and pay the registration fee again.

A 30-day written notice from the parent or provider is required to terminate the contract, except for gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.

Attendance

Payment is due on the first business day of each month or the first day of the month attending daycare. If received after the 3rd business day of the month, there will be a \$40 late fee. It must be understood that to hold your child's space, a \$100 deposit payment must be paid. For an infant spot, the deposit is \$250. Payment is based on contract, not attendance.

Every January 1st there will be a 5% increase in your childcare tuition.

If rent goes up, tuition will increase. You will get a 30-day notice.

Late Pick-up Policy- If your child is picked up after 5:30 pm there will be a late charge assessed of \$1.00 for every minute. Please be courteous and arrive on time.

If your child will not be attending daycare due to illness or another reason, please let us know as soon as possible. We need to know how many children we need to prepare meals for. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending daycare, you are still required to pay.

Students are not to be at daycare longer than 9 hours each day. If this is a problem for you, please contact Jondell Peterson. You may request permission for longer hours.

Ages Accepted

Blessed Beginnings Childcare specializes in children aged 0-12 years. Our preschool curriculum is specifically geared towards this age, which allows us to focus on a wholesome experience for all.

Behavior Management & Discipline

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We teach the children manners, kindness, and be respectful to others. We understand that our actions and reactions speak much louder than our words. The children are knowledgeable of the rules of the daycare and they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, aggression, etc), hurting others, or property, the following developmentally appropriate guidance techniques will be used.

Techniques are as follows:

- 1) Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.
- 2) Redirection: The child is redirected to another activity and allowed to try again at another time.
- 3) Take a break: This technique is only used when a child repeatedly will not follow directions, is exhibiting temper tantrum type behavior, or hurting one's self, others or

equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

4) Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents.

If a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. Please help show your child that you respect us, the rules, and our property by reminding them that the rules still apply when you are around. We will also remind them of the rules and correct them if needed.

Please make your goodbye brief (no more than a couple of minutes) but never leave without telling your child goodbye. Please be in control of your child during drop-off and pick-up times. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child and we will ask for an ID. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Communication

Please feel free to communicate any needs, wants, and/or concerns regarding your child on Brightwheel. It is only through good parent/provider interaction that good quality nurturing care can be achieved. There will be many parents coming through so please don't keep staff too long, as they need to be attentive at all times. You can always email me at 406kidZ@gmail.com or call/text 406-552-2794. For example: "my child's going to be late due to a doctor's appointment". Bright Wheel will be our check-in and out system. Please download the app before your child's first day.

Daily Health Checks

Upon arrival, children will be given a daily health check. Teachers will assess the overall condition of the student based upon the following criteria: general behavior, activity level, breathing difficulty, skin color, coughing/sneezing, nasal discharge, rashes/unusual spots, swelling/bruises, and sores. The daily health check is not a detailed exam of children but rather a quick look for changes in a child's mood or appearance. All issues will be reported on Brightwheel.

Diapers/ Toilet Training

It is the parent's responsibility to provide diapers, wipes, and diaper cream. Each child has his or her own clearly labeled diaper bin in the bathroom. Diapers are checked frequently, and changed every three hours or more often if required. Diapers containing BM are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change. Hand washing of the childcare provider and child is performed after each diaper change.

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least one weekend with success before it can be effectively started at daycare. Parents will be required to supply pull-ups, underwear, and wipes. Communication between parents and the daycare provider is imperative for a successful transition from diapers to the toilet.

Emergency, Evacuation, and Reporting

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child may be questioned by Child Protective Services without your consent.

Emergency Protocol

- 1) Phone 911
- 2) Call parent on an emergency contact

- 3) Child is separated from other children if safe
- 4) Parent, provider, or ambulance takes the child to E.R

Evacuation Procedure

We have written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. The emergency location is west of our building in a field or at Montana Fire Pits if it's cold out.

Health Matters

For the health and safety of your child and all of the children in our daycare, please do not bring your child to daycare sick. Blessed Beginnings can only care for children with mild cold-like symptoms that are feeling and acting well. Mild cold-like symptoms are a clear runny nose, a slight cough, and a slight or no fever. If your child is not well enough to go outside they should not be at school. We do not have enough staff to do so.

If you are not sure if your child should be brought to daycare, please call to discuss. If a child becomes ill during daycare hours, the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

Once the child is removed from daycare due to illness, they may not return to daycare until symptoms requiring removal are no longer present. The child must also be void of any contagious disease unless accompanied by a doctor's note stating the illness in question is not contagious.

Guidelines For Children Requiring Exclusion From Daycare

A child with the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he/she has below

100 temps, is no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from a doctor stating non-contagious is ok), pink eye, chickenpox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected so a note can be posted.

Cleanliness

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our facility and the children in it as clean as possible, to help minimize and/or prevent the spread of germs. Our home is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using a bleach solution, or Lysol. The tables are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water.

Providers wash their hands:

Before beginning work

Before handling food or feeding children

After using the toilet, helping a child use the toilet, or after changing soiled clothing or diapers

After coming into contact with any bodily fluid, such as a wet or soiled diaper, runny nose, spit, or vomit

After handling a pet or pet equipment

Whenever hands are visibly dirty

After cleaning a child, the room, toys, or bathroom

Before giving medication or applying ointment

After work

Children wash their hands:

Before and after eating

After using the toilet or having soiled clothing or diaper changed

Before and after using water tables

After using play-dough or other substances

After playing on the playground

Whenever hands are visibly dirty

Before going home

Holidays, Closures, and Training Days

MLK Day

President's Day

Three days for CPR, training, and cleaning

Good Friday

Easter Monday

Memorial Day

4th of July (closed for the whole week- staff vacation)

Labor Day (closed Friday and Monday)

Thanksgiving (Wednesday-Friday)

Columbus Day

Christmas Eve to New Year's Day (we follow MCPS calendar)

The Holiday closed days will be paid vacation days and there is no reimbursement of tuition.

Parents are responsible for finding backup care for their children during provider vacations, holidays, training days resulting in the daycare closing.

Emergency Road Closure

We will be following MCPS instructions. We need to keep everyone safe. There will be no reimbursements on these missed days or hours.

Training days

These days for our continuing education classes (CPR, Pediatric First Aid, Training, etc) to keep our childcare license in good standing. We will give you as much notice as possible.

Learning and Activities

Blessed Beginnings offers a structured preschool curriculum. This ongoing preschool program is offered Monday through Thursday and is both entertaining and educational. Your child will enjoy activities ranging from art and craft projects to games, songs, fingerplays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. Many projects will be taken home to share with you and we will have the calendar posted on the parent board. The activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because learning is an exciting experience. We encourage participation, but the child will not be forced to participate. Most importantly, our goal is to make learning for all ages fun, and non-intimidating. We hope that both you and your child will be as enthusiastic as we are about our program.

Preschool months are from September through May. We will have summer activities and will be posted on the activity calendars

Children learn through play and we acknowledge its importance on growth for the mind, body, and spirit. Therefore, the children under our care receive lots of both free play and structured play throughout each day. During structured play, we have only one group of

toys or activities at a time to allow the children to concentrate fully on each thing they do. Age-appropriate activities are scheduled with the flexibility allowed to respond to the needs of each child and their various ages.

Indoor activities include books and story-time, Legos, circle-time, tumbling exercises, Kids-nex, music and dancing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flashcards, animals/dinosaurs, trains, musical instruments, balls, dolls and Barbies, various learning toys, musical instruments, various games, Mr. Potato Head, bean bag toss, blocks, beads and string, song games, play dough, coloring, sing-along storybooks, painting, science, board games, puppets, Simon-says, and singing.

Outdoor activities include climbing, sliding, jumping, running, balls, jump rope, racing, water balloons, parachute, catch, bubbles, follow the leader, squirt bottles, ride-on toys, wagons, tunnels, safe water toys, various games, water table, painting, neighborhood walks, exploring nature/weather, soccer, and yes falling.

Children play hard and will get some bumps and bruises from time to time. We do our best to limit the number of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/toys, we have surrounded ourselves with, we hope to prevent any injuries before they can happen. During the summer months (June, July, and August) we allow for more outdoor activities and creative art projects. Weather permitting, we play outdoors every day.

Faith-Based Preschool

We are a faith-based preschool. The children will learn and have fun exciting activities. Our students will learn through play, stories, art, science experiments, and the Bible.

Understand that your child may be included in pictures connected with our daycare program unless otherwise specified by you the parent.

Meals/ Snacks

Blessed beginnings will provide two meals and one snack that are well balanced and nutritious. Water is offered throughout the day. The meals and snacks for each week constantly vary to ensure variety and the menus will be posted at all times. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious foods to the children, as nutrition is a vital part of daily energy needs and to help them build a strong body and mind.

Special Diets- If your child has any particular dietary needs please talk to me, so we can make sure we can find substitutes for foods. If your child has an allergy or a restriction, please bring a doctor's note.

Medication Administration

We believe that children should be given medication, when needed, in the safest possible way for the child, parent, and providers. Administering medication is based on parent consent and the child's health care provider recommendations. We will only give medication that must be given at times when the parent's work schedule prevents them from giving it.

The medication policy was developed so that medications will be administered in a safe and expedient manner that protects children and staff. Non-prescription or prescription medication will ONLY be administered when we have the parent's signed consent and a health care provider's prescription or written recommendation that a specific medicine is given to a specific child. A medication log sheet will be kept in each child's chart where a parental signature is required each time a medication is needed.

Prescription medication must be in the original child proof container that is labeled by a pharmacist with the child's name, the name of the medication, the date the prescription was filled, the name of the health care provider who wrote the prescription, the medication's expiration date, and the administration, storage, and disposal instructions.

Over-the-Counter (non-prescription) medications must also be in their original child proof container that is labeled with the child's first and last name, specific legible instructions for administration and storage supplied by the manufacturer, and the name of the health care provider who recommended the medication.

A Medication Authorization Log will be kept in each child's chart. A parental signature will be required for each medication and also a prescription or health care provider's written recommendation. The staff person administering the medication will immediately record the date, time, medication, and dose and sign his/her name on the Medication Log. Medication Logs are part of the child's personal health history. Only staff trained in medication administration will give medication.

A health care provider may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition. The instructions for such a medication must include the child's name, the name of the medication, the dose of the medication, how often the medication may be given, the conditions for use, and any precautions to follow.

Medications will be stored at the recommended temperature, in a child proof container, in a place inaccessible to children. Medication will be administered in the area where it is stored. Expired medication will be disposed of in the recommended manner.

Blessed Beginnings will not provide or stock any medications. All medications administered at Blessed Beginnings will be provided by the parent for their own child.

Parents will be notified if their child suffers any side effects from medication, or if a medication error or incident occurred. A medication error/incident report will be completed by the staff person administering medication and co-signed by the director. In the event of an adverse effect or serious allergic reaction, staff will call 911 if the child is in distress. Parents will be provided a copy of this policy on enrollment of their child in our program. When medication is brought with the child, staff will provide a consent form for the parent(s) to sign. If the parent(s) refuse to sign or fail to provide the health care provider's prescription or recommendation, the medication will not be administered.

Open Door Policy

Please feel free to come and go at any time throughout the day to visit your child. Please keep in mind we have quiet and nap times after lunch. Furthermore, if you or any other part of your family would like to come visit with the child for an extended period, please take the child out of the daycare and feel free to bring the child back to daycare.

Payment and Rates

Please make checks payable to Blessed Beginnings Childcare. Additionally, we take debit or credit. We encourage online payments. Please know we are allowed to change rates up to 3 times per year due to inflation.

(A \$50.00 fee will be charged due to the inconvenience of non-sufficient checks).

Rates

Ages 3 and Up: \$935 month/ 5 days a week
\$815 month/ 4 days a week

Ages 2-3: \$980 month/ 5 days a week
\$900 month/ 4 days a week

Ages 1-2: \$1000 flat rate

Ages 0-1: \$1200 flat rate

Enrollment Fee: \$50 (this is not a credit)

Material Fee: \$150 (Due September 1st)

Best Beginnings: You will be responsible for the remaining tuition bill. If you are absent more than 3 days of the month, Best Beginnings will not cover your absent days. The copay amount for full time students on Best Beginnings changes with each case. If you are full time, your copay will be \$55 per month. Students that are part time or are absent more than 3 days each month, you will be required to pay a flat rate of \$265.00 each month PLUS your co-pay amount. You will need to be accepted into Best Beginnings BEFORE you are enrolled. On your enrollment sheet, you will need to include your case worker's name. Blessed Beginnings will confirm this from Child Care Resources.

Scheduling

Filling out your daily schedule for drop-off and pick-up is very important. This is how we will schedule our staff. If you drop kids off early, it will put our numbers over ratio and it is against our State License policies. Please be friendly and stick to your schedule. If your schedule changes, please let us know, so we can update your profile.

Daily Schedule

7:00 - 8:30 Welcome Children

8:30 - 9:30 Breakfast (diapers)

10:00 - Circle Time

10:30 - Learning Activities

10:30 - Outdoor Play (diapers)

12:00 - Clean up and wash hands for lunch

12:00 - 12:30 Lunch

12:30 - Bible Time (diapers)

1:00 - Quiet / Nap

3:00 - 3:30 Snack (diapers)

4:30 - 5:30 Wrap Up/ Free Play (diapers at 5:00)

Quiet Time- No child will ever be forced to sleep, however, they are encouraged to remain quiet and on their mat during this time. We will watch a movie quietly in the preschool room during this time. We will provide a clean cot, mat, and sheet. Please

bring a blanket to keep at the preschool. Blankets will be washed at the facility every week.

State Licensing Requirements

Blessed Beginnings Childcare is licensed and complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, caregiver-to-child ratios, and record keeping. Our center is subject to inspection by state and city health, fire, and licensing officials.

Supplies to Bring

Extra clothes (2 pairs)

Socks (2 pairs)

Diapers, Wipes, & Creams

Sunscreen (spray only)

Blanket for nap

Swimsuit

Weather appropriate outerwear

Pacifier (under 2)

Sleep sack (under 1)

Formula or breastmilk

We apply sunscreen daily in the summer to all children playing outside. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, potty accidents. Please dress your child accordingly for play.

Wet, dirty, and soiled clothes will be put in a plastic bag to be taken home and cleaned. We are not responsible for replacing stained or soiled clothing. We will do our best to keep them clean with aprons. We suggest that you write your child's name on the tags of their clothing (especially socks and underwear) to prevent any clothing mix-ups.

Note: Please periodically check your child's locker/cubby to make sure they still have all of their necessary items needed at daycare. Furthermore, as the weather changes throughout the year, so do your child's items needed at daycare.

Toys

During the initial adjustment period, we encourage your child to bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, friends, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, please do not bring your child's toys to daycare except on designated sharing/show and tell days. Never send your child to daycare with toy weapons. Special blankets are always welcomed!

Final Note

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or feel uncomfortable with one or more of our policies and procedures, it is important that you express that to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of the Blessed Beginnings Childcare handbook are understood and agreed upon.

Parent Name: _____

Parent Signature: _____

Date: _____

Director Signature: _____