

Blessed Beginnings
Parent Handbook

Definitions

Full time childcare: Monday through Friday anytime between the hours of 7:00am-5:30pm

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, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our Center is subject to inspection by state and city health, fire, and licensing officials.

Ages Accepted

At Blessed Beginnings Childcare we specialize in childcare for children ages 2-6 years of age. We use a preschool curriculum specifically geared towards children ages 2 and 6 years of age. This allows us to focus on the younger age group of children we have in our care, and therefore betters the childcare experience for all involved.

Termination Policy

A 30 Day written notice from parent or provider is required to terminate the contract, with the exception of 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.

Advance Notice

If you will no longer be needing our childcare services, 30 Days advance notice needs to be given to us. Whenever possible even more notice is better. This helps us tremendously. Reason being, we can only care for a limited amount of children. So when we are full we are forced to say NO to all incoming requests for childcare. If we have advance notice of discontinuation of needed services then it is possible for us make future arrangements with new families inquiring about daycare for their child. If you no longer need our services and you leave and would like to come back you will be required to re-register and have to pay a registration fee again too.

Daycare Hours

The daycare is open Monday through Friday 7:00am to 5:30pm with the following holiday exceptions:

Holidays

Labor Day	3 day for CPR &
Training	
Good Friday	Thanksgiving Day
Memorial Day	Day after
Thanksgiving	
4th of July & day before(or)day after	Christmas Eve - New Year's Day(Christmas Break)we follow MCPS calendar.

Note: If the holiday falls on a Saturday daycare will be closed the Friday before. If the holiday falls on a Sunday daycare will be closed the Monday after.

Training days

These days for our continuing education classes (CPR, Pediatric First Aid, Training, etc) in order to keep our childcare license in good standing. Of course we will give you as much of an advance notice as possible.

Vacations

The Holiday closed day are paid vacation days. There is no reimbursement of tuition on closed days.

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.

Note: Parents are responsible for finding back-up care for their children during provider vacations, holidays, training days resulting in the daycare closing.

Note: Please make checks payable to Blessed Beginnings Childcare. We do take debit or credit we have a finance processing fee of 2.9 % to cover costs on bright wheel and \$6.00 check processing fee. We encourage online payments.

Payment Policy/Attendance

Payment is due on the first business day of each month or on the first day of the month attending daycare. If received after the 3rd business day of the month a \$40 late fee will be charged. It must be understood that to hold your child's space, payment

must be paid whether your child attends or not. Payment is based on contract, not attendance.

Every June 1st there will be a 3% increase in your childcare tuition every year.

If rent is ever to go up, tuition will increase if this occurs. You will get a 30 day notice.

Rates

2-6 years old

Flat Rate \$890.00 a Month

Enrollment Fee \$50 this is not a credit.

Material Fee \$120 every September 1st.

We except best beginnings Scholarships. You will be responsible for the remaining tuition bill.

I have applications available, applications are posted on our Blessed Beginnings Web page.

Non Sufficient Checks

Due to the inconvenience of NSF checks, a \$50 fee will be charged for NSF checks.

Late Pickup Policy

If your child is picked up after 5:30pm there will be a late charge assessed of \$1.00 for every one minute. Please be courteous and arrive on time. After hours is time with our family.

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. In which case we in turn may become sick making it difficult to care for the children at the high standards that we have set for ourselves. We can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to daycare, then please call and check with us. 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.

Note: 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, and the child is otherwise feeling well enough to participate in our daily schedule.

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.

Guidelines For Children Requiring Exclusion From Daycare

A child with any of 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 temp, 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 doctor stating non-contagious is ok), pink eye, chicken pox, 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.

Note: A fever in and of itself is not all bad (given that it is not too high). A fever is your body's natural way of trying to protect itself against whatever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our body's abnormally hot environment. However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare.

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Child's Absences and/or Vacations

If your child will not be attending daycare due to illness or other, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. Also, 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 for whatever reason, you are still required to pay.

Medication

At Blessed Beginnings we do not give medications to the children. If your child needs to be medicated in order to get through the day, and be able to comfortably participate in our classroom activities, then it is quite possible he or she may be too sick to attend daycare. We will however give certain doctor prescribed medications to the children, of course given that they are no longer contagious, and only if the medication consent form has been signed. Examples of these would be; antibiotics for ear or medication for Epilepsy, epi Pen, ec.. (not to bring down a fever). If you're not sure if we will administer a certain medication or not, please feel free to ask.

Reporting Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

In case of an emergency case

- 1) phone 911
- 2) call parent on emergency contact
- 3) child is separated from other children if safe
- 4) parent, provider, or ambulance takes child to E.R

Evacuation Procedure

We have a written policies and procedures for dealing with emergencies and natural disasters. Evacuation plan 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. our emergency location is west of our building in a field or at Montana Fire pits if its cold out.

Diaper Policy

It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes, and cream, (not the providers). 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, and hand washing of childcare provider and child is performed after each diaper

change.

Toilet Training

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 week end with success before it can be effectively started at daycare. Parents will be required to supply pull-ups/under wear and wipes. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

Toys

We have well organized, separate, and age appropriate. During the initial adjusting period we encourage your child bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, 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. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to daycare with toy weapons.Â

Special Blankets are always welcomed!!!

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

Open Door Policy

Please feel free to come and go at anytime throughout the day to visit your child. However, please keep in mind Nap times at 1:00 !!! lets let them rest during times like these.

Furthermore, if you or any other part of your family i.e. (grandparents, etc) would like to come and visit or play with the child for an extended period of time, please take the child in question out of the daycare, to places such as your home, a park, or on a walk, etc, after which, feel free to bring the child back to daycare.

Behavior Management & Discipline Â

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by

the example we as providers set. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the daycare frequently, so 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), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These 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 given an opportunity to try again at another time.
- 3) Take a break- This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting ones 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.

Note: Sometimes if both 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 of Center, 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.

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 home and the children in it as clean as possible, in order 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 bleach solution, or Lysol, etc. 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 and carefully supervised when in use. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list

of activities.

Providers wash their hands:

Before beginning work

Immediately 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:

Immediately 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

Arrival and departure

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), fed and ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please do not send food i.e. (half eaten breakfasts, breakfast bars, candy, etc) or gum with the children. Please make your goodbye brief (no more than a couple minutes): the longer you prolong departure the harder

it gets for both parent and especially for your child. 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. We will ask for ID so have the individual bring a picture 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.

Supplies needed

Parents are responsible for supplying the following items: diapers/pull-ups, wipes, diaper creams, Sun Screen, tooth brush, weather appropriate clothes and a couple change of clothes, jacket, shoes that lace-up or Velcro, pacifier (if needed), and a swimsuit. We apply sunscreen every day in the summer to any child playing outside. A small water bottle that can stay at school. It must be dishwasher safe so we can sanitize it. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, potty accidents. So please dress your child accordingly for play. Wet, dirty, and soiled clothes will be put in a plastic bag in your child's locker 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) in order to prevent any clothing mix-ups.

-Supplies-

Extra clothes (2 pairs)
socks (2 pairs)
Diapers, Wipes, & Creams
Sun screen
Special Blanket for rest time

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. We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all of his or her necessary belongings with them at daycare. This way we can care for your child in the best possible way.

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Meals/Snacks

Each day we provide three nutritious and well balanced meals. We provide morning breakfast at 8:30-9:30am lunch at 12pm and afternoon snack at 3:00pm. Water is offered throughout the day. We will have menus posted at all time, So you can see what your child is having that day. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her 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 foods.

Learning and fun

For ages 2-6, we offer a structured preschool curriculum this is on-going 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, finger plays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. Some of these projects will be taken home to share with you, and others will be group activities. We will have the Preschool calendar posted on the parent Board. We know that children learn best by "doing". Therefore, the activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because we believe that 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. It is our 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

Activities

We know that children also learn through play; because of this, we do not under estimate its importance on a growing child's 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 primarily have only one

group of toys or activity out at a time in order to allow the children to concentrate fully on each thing they do. Age appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages. Activities that we and the children participate in, include, but are not limited to the following. Indoor activities include: books and story-time, Legos, circle-time, tumbling exercises, Kids-K™nex, music and dancing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, 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 story books, 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. As you know, children play hard and will get some bumps and bruises from time to time. We do our best to limit the amount 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 creations, and The bible.

Quiet Time

Quiet Time is during the time between 1:00pm and 3:00pm each day. No child will ever be forced to sleep, however they are encouraged to remain quiet and on their mat during this time. We will be watching a movie quietly. We will provide a clean cot, mat and sheet. Bring a blanket to keep at the preschool.

Daily Schedule

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and

their various ages.

7:00 - 8:30 welcome children
8:30 - 9:30 breakfast(Diapers)Â Â Â
10:00 - circle-time
10:30 - learning Activities
10:30 - 12:00 outside play-time (Diapers)
12:00 - FREE time and wash hands for lunch
12:00 - 12:30 lunch time, clean-up/wash-up,
12:30 - Bible Time (Diapers)
1:00 - Quiet Time
3:00 - 3:30 snack time (Diapers)
4:30 - 5:30 Get ready to go home Free Play(Diapers at 5:00)

Communication

Bright wheel will be a great communication tool for us all. So we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved. Staff Has to be attentive to the children all times .There will be alot of parents coming through so please dont keep staff to long. State requirement that staff be attentive at all times. You can always email me 406kidZ@gmail.com or call/text 406-552-2794 on my personal phone. Director/staff and parent can have great communication through Bright wheel. for instant "my childs going to be late due to a doctors appointment" it simple and easy it will notify staff. Bright Wheel will be our check in and out System. So please Down load app.

Set Schedule

Filling out your daily schedule for drop off and pick up is very important. This is how we will schedule our staff. If you are drop kids off early it will put our numbers of staff to children ratio over and it is against out state license policys. Please be friendly and stick to your schedule. If your schedule changes please fill out Blessed Beginnings Schedule sheet so we can change our staffs schedules.

A Final Note

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or 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.

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

Parent Name: _____

Parent Signature: _____

Date: _____

Director

Signature: _____