



# **FAMILY HANDBOOK**

**Effective 03/10/22**

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## ABOUT US

### *Philosophy*

We create a supportive, nurturing partnership with parents which will contribute tangibly to each child's academic and personal growth.

We provide a developmental environment which address individual styles of learning and encourages imagination, compassion, joy in discovery, and supports achievement of maximum potential in all areas of growth to include academically, socially, physically and emotionally.

We encourage respect for cultural, racial, spiritual and economic diversity. We strive to offer a program as an educational alternative in our Community.

### *Mission*

We offer a child oriented environment that fosters exploratory learning as we pursue every teachable moment. We are committed to identifying areas of weakness and build upon areas of strength as we embrace the "Whole Child" with the Love of Jesus Christ

### *Certification*

Child Day Center License, Department of Social Service



### *Definition of Family*

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

### *Hours of Operation*

Child care services are provided from 6:30 AM to 6:00 PM Monday through Friday.

School age care will also be conducted at these times.

### *Holidays*

We are closed for certain holidays:

New Year's Day

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

The Day After Thanksgiving

There will be early dismissal on Thanksgiving Eve & Christmas Eve

**We will Close one week in August for Vacation. TBA**

Christmas Day

The Day After Christmas

## **Admission & Enrollment**

All admission and enrollment forms must be completed and enrollment fee and first tuition payment paid prior to your child's first day of attendance. All Parents must download the Brightwheel app and have a mobile number and email address to receive communication and to sign the child in & out each day.

An enrollment fee of \$100.00 is due at the time of enrollment. This fee is non-refundable.

**A two-week written notice is required prior to termination of service. If you choose to terminate without a two-week written notice, you will be responsible for two weeks of tuition payment.**

Based on the availability and openings, our facility admits children from 6 weeks to 12 years of age.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

## **Inclusion**

**Bountiful Blessings Day Care** believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

A **Special Needs Disclosure** form is completed by parents for each child enrolled to ensure we are able to provide suitable, adequate, appropriate and safe child care services and to determine if any special accommodations are required. If it is determined that the child has a special need or requires a special accommodation, the need and/or accommodation will be assessed to determine if the center has suitable, adequate and appropriate staffing, training, equipment, etc., to provide suitable and safe child care services.

If your child has an identified **special need**: Provide a current IEP/Assessment completed within six months of your child's start date. Before the child's first day of attendance, there shall be personal communication between the director, or his designee, and the parent to determine: 1. The child's level of general functioning as related to physical, affective/emotional, cognitive and social skills required for participation; and 2. Any special medical procedures needed. The IEP/Assessments will be provided by the parent at the intervals outlined in the IEP/Assessment

## **Non-Discrimination**

At **Bountiful Blessings Day Care** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

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### **Family Activities**

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

### **Confidentiality**

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

### **Staff Qualifications**

Our Teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications vary and are dependent upon years of experience.

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism. All Teachers and Teacher Assistants are CPR & First Aid Certified within the 90 days of employment.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Bountiful Blessings Day Care**.

### **Child to Staff Ratios**

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

| <b>Age</b>        | <b>Child to Staff</b> |
|-------------------|-----------------------|
| ≤ 16 months       | <u>4 to 1</u>         |
| 16-24 months      | <u>5 to 1</u>         |
| 2 year-olds       | <u>8 to 1</u>         |
| 3 to 5 year-olds  | <u>10 to 1</u>        |
| 5 to 8 year-olds  | <u>18 to 1</u>        |
| 9 to 12 year olds | <u>20 to 1</u>        |

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## *Communication & Family Partnership*

### **Daily Communications**



Communication through the brightwheel app from center staff will keep you informed about your child's activities and experiences at the center.. **All parents are required to download the app as this will be our primary mode for both routine and emergency communication and payments.**

**Bulletin Boards.** Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Email.** We encourage you to provide an email address that you use regularly so that we may send you Invoices/Pay Online, announcements, event invitations, newsletters and general updates.

**Family Visits.** Family participation is encouraged. Visit our classrooms, or eat a meal with your child. Signing in is required for the safety and protection of our children. Each visitor must sign in while on premises and sign-out upon leaving.

**Conferences.** Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

### *Open Door Policy*

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

### *Publicity*

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

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## CURRICULA & LEARNING

### *Learning Environment*

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

### *Curricula & Assessment*

**Bountiful Blessings Day Care** uses the Virginia Milestones for Child Development and Virginia Foundation Blocks for Four year olds. As part of our curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

### *Developmental Screening*

To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

### *Outings and Field Trips*

Weather permitting; we conduct 1 hour of supervised outdoor play and/or walking trips around the neighborhood at least once per day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips. *Permission Slips* for each trip or Summer Fun Program must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

Virginia State rules prohibit children under 2 years from going on field trips or outings if transportation is needed.



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## *Transitions*

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

### *Transition from home to center*

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

### *Transition between learning programs*

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

### *Transition to elementary school*

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

### *Before/After school care*

Children who are of school age may continue with before/after school care at our center. The center will provide van drivers to ensure your child arrives to/from school in a timely manner.

Parents must complete the enrollment packet, the transportation agreement, pay the weekly tuition and the monthly transportation fees (if transport is required) to be enrolled in our before and after-school program.

All children requiring transport **MUST arrive by 8:15am** each morning. If children miss the van, additional transport fees will apply. If the van is not able to transport, at a later time, parents may be responsible for the full day tuition rate.

### *Electronic Media*

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All Electronic Media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Electronic Media will be offered only as a free choice, used to meet a developmental goal. Parents are required to complete an electronic device waiver form for each student bringing in a smart phone, chrome book, or tablets, etc.

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## *Multiculturalism*

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

## *Celebrations*

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. Therefore, we will celebrate and explore various holidays of our choosing to broaden our children's awareness.

## *Rest Time*

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants every 15 to 20 minutes. To reduce the risk of SIDS/suffocation, soft toys, padded guards, pillows, etc., are not allowed in the cribs with infants.

After lunch, all children less than 5 years of age, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

## *Toilet Training*

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

## **GUIDANCE**

### *General Procedure*

**Bountiful Blessings Day Care** is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to

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be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### **Discipline Policy**

We have created a discipline policy that reflects our philosophy of positive guidance with children.

### **Challenging Behavior**

Children are guided to treat each other and adults with self-control and kindness.

Each student at **Bountiful Blessings Day Care** has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

### **Physical Restraint**

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

### **Notification of Behavioral Issues to Families**

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

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## TUITION AND FEES

### *Payment*

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due Weekly, Bi-Weekly, or Monthly, upon entry on Monday or the 1<sup>st</sup> or 15<sup>th</sup>, as outlined in the *Enrollment Agreement*.

**A non-refundable registration fee of \$100 is due annually on September 1<sup>st</sup>, this fee will not be pro-rated.**

### *Late Payment Charges*

Late payments can pose serious problems for our programs. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of \$25.00 will be added to your next tuition payment for each day that it is late. If your account has not been paid in full within 5 business days, your child may be discharged from the program.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 20 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3<sup>rd</sup> party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

### *Transportation Fees*

Transportation fees: \$30 per school for each family \$15 each additional school per family.

### *Returned Checks/Rejected Transaction Charges*

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$35. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

### *Late Pick-up Fees*

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$1 per minute will be assessed beginning at 6:00PM and will be due upon arrival.

### *Special Activity Fees*

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

### *Additional Fees/ Credits*

- **Vacation** - to retain your child's spot during vacation, 50% of your regular tuition is due. Vacation days can be used if written notice is given in advance for the days the child will

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not be in attendance. Tuition must be paid prior to going on vacation. These fees are non-refundable if you choose not to return.

- A non-refundable enrollment/ registration fee of \$100 is due annually on Sep 1<sup>st</sup>.

### **Credits & No Credits**

- **Credit will be given for Excused Absences** - if your child is hospitalized, absent due to a contagious disease, or absent at the request of the child's doctor, the absence is considered excused. A written doctor's note is required to receive a credit.
- **Credit will not be given for Inclement Weather** - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account **will not** be credited for that day.

## **ATTENDANCE & WITHDRAWAL** The all-in-one app for preschool and daycare

### **Absence**

If your child is going to be absent or arrive after 10AM, please call us at 757-313-9181 or message us through the brightwheel app. We will be concerned about your child if we do not hear from you.

If a school age child will not be attending before or after school care, please notify us at 757-313-9181.

### **Vacation**

Vacation days only apply if your child is normally scheduled to attend on those days. Each child is given 5 consecutive vacation days each calendar year after one year of attendance.

### **Withdrawal**


A written notice, Two weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in forfeiture of your two-week deposit.

### **Transfer of Records**

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

### **Closing Due to Extreme Weather**


Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be through the  Mobile App. Parents can also check the daycare voicemail for updates by calling 757-313-9181. We also encourage parents refer to the city public schools announcement as well.

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If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible through the BRIGHTWHEEL App. Each child's early pick-up is your responsibility to arrange.

## **DROP-OFF AND PICK-UP**

### ***General Procedure***

We open at 6:30 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in the  app. All parents with tuition through VA Dept of Social Services ECC system, must swipe/sign their children in and out each day or enter absences as required. Parents will be responsible for ALL tuition ineligible for ECC payment.

We close at 6:00 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

### ***Cell Phone Usage***

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

### ***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after one hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

### ***Right to Refuse Child Release***

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

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## PERSONAL BELONGINGS

### *What to Bring*

- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day. All bottles must be labeled and dated.
- **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day. All bottles must be labeled and dated.
- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program. If toilet training, please provide 3 side release pull ups each day.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

### *Cubbies*

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

### *Lost & Found*

You can look for lost items and bring found items to the Lost-and-found Box located in the Reception Area. Please note that we are not responsible for lost personal property.

### *Toys from Home*

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

## NUTRITION

### *Foods Brought from Home*

To prevent the risk of cross contamination or exposure to food allergens. **Foods will not be permitted from home unless the child has a sensitivity to many foods with a physician's note.** For children with sensitivities, **a substitution** will be permitted under the following conditions:

- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children (Birthday Parties).
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

### *Food Prepared for or at the Center*

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

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## ***Food Allergies***

If your child has a food allergy, you must notify us in writing that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

## ***Meal Time***

At meal time the dining table is set with disposable plates and flatware, as the children are served. Additional servings are readily available upon request. Teachers sit with the children in a family setting as the children help themselves to a nutritious meal. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first-aid for choking is present at all meals.

## ***Infant Feedings***

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child’s home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. Breast milk and formula brought from home must be dated and labeled with the child’s name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child’s family.

## ***Children 24 Months and Older***

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 2 1/2 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

## ***School Aged Participants***

- Before and after school child care participants will be offered breakfast (before school) and a light snack (Afterschool) session. Snacks are not a meal, therefore, please make sure your child is supplied with an adequate lunch if required for school.



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## HEALTH

### *Immunizations*

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every month, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

**Parents are required to submit Immunization Updates atleast every six (6) months for children under 2 years of age.**

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

### *Physicals*

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). **A copy of your child's physical should be received before but must be received no later than 3 weeks after your child begins the program.** Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

### *Illness*

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- **Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.**
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.

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- Ring Worm, until 24 hours after treatment.
  - Chickenpox, until all lesions have dried and crusted.
  - Pertussis (Whooping Cough), until 5 days of antibiotics.
  - Hepatitis A virus, until one week after immune globulin has been administered.
  - Tuberculosis, until a health professional indicates the child is not infectious.
  - Rubella, until 6 days after the rash appears.
  - Mumps, until 5 days after onset of parotid gland swelling.
  - Measles, until 4 days after onset of rash.
  - Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

### **Allergy Prevention**

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

### **Medications**

All medications should be handed to a staff member with specific written instructions for administration that Must Be completed by the family. Parent authorizations are valid for 10 days when signed only by the family/6 months when signed by a physician. It is the family's responsibility to ensure it is renewed to continue administering the medication.

Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

**We will only administer meds requiring to be administered three times per day or more.**

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- **Non-prescription medications** Our center does not administer Non-prescription or over the counter medication to children.
  - (C) **Non-prescription topical ointments** diaper rash cream, sunscreen and insect repellent require a note signed by the family, specifying frequency and dosage to be administered as well as the length of time the authorization is valid not to exceed 10 days.

### **Communicable Diseases**

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments.

Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

## **SAFETY**

### **Clothing/Uniforms**

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

#### **UNIFORMS**

**Pre-K (3 to 5)** Red Shirt/Dark Bottom (Check Class Assignment)

**Pre-School (30 mths-3yrs)** Yellow Shirt/Dark Bottom (Check Class Assignment)

**Toddlers (16-30mths)** Blue Shirt/Dark Bottom (Check Class Assignment)

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

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Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

### ***Extreme Weather and Outdoor Play***

Outdoor play will not occur if the outside temperature is greater than 90°F or less than 40 °F degrees. Additionally, outdoor play will be cancelled if the air quality rating is 10 or below.

### ***Communal Water-Play***

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

### ***Injuries***

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Our facility is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

### ***Biting***

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

### ***Respectful Behavior***

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

### ***Smoking***

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

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### *Prohibited Substances*

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

### *Dangerous Weapons*

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### *Child Custody*

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### *Suspected Child Abuse*

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **EMERGENCIES**



**All parents are required to download the app as this will be our primary mode for both routine and emergency communication.**

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### *Lost or Missing Child*

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 5 minutes, the police and family will be notified immediately.

### *Fire Safety/Emergency Evacuation*



Our center is fully equipped with fire alarm system.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

**In the event of an emergency evacuation, parents will be notified through the Brightwheel app** and will relocate to either Tidewater Park Elementary or to closest open shelter advised by local EMS/EBS. Please refer to the Brightwheel App for communication for reunification.

### *Emergency Transportation*

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

## **CENTER POLICIES**

Our center policies not included in this handbook are reviewed annually and updated as needed. They are available for review upon request to the center director.

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# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Bountiful Blessings Day Care Family Handbook**, and I have reviewed the family handbook with a member of the **Bountiful Blessings Day Care** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Bountiful Blessings Day Care Family Handbook** that I do not understand.

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Recipient Signature

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Date

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Center Staff Signature

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Date

