



Parent Handbook



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The dictionary defines a "baby-sitter" as someone employed to take care of young children while parents are absent from the home. It implies no education or training, no daily schedule and no planned activities. I strive to maintain a quality program where children will learn and grow while they are having fun. My dedication to the early childhood field is evident in the time spent creating a stimulating learning environment, and the hours of training I receive annually. I have worked hard to become a professional in this field; I follow a code of ethics and exceed minimum standards of practice set by state and federal agencies. Please treat me with the same respect and dignity of any professional, as I will you. Just one more thing I should throw in for your consideration, you need not worry I have never sat on a baby.

WHAT WE OFFER:

Our days shall include:

- ~Circle Time including Calendar/Weather
- ~Daily lessons/Activities
- ~Learning centers for our toddlers and preschoolers
- ~Age Appropriate Educational Toys
- ~Lots of patience, love, and respect

HOURS OF OPERATION

Blessings Abound is open from 7:00 am to 5:30 pm. Your rate is based on a 10 hour day...anything more then that will be a higher rate, based on your needs.



MISSION STATEMENT

To provide a safe and happy place for children where they feel loved and can learn and grow physically, emotionally, intellectually, socially, and spiritually at their own pace.

PHILOSOPHIES

We believe all children are unique and are given to us as a blessing to love.

Because each child is unique, individual creativity should be encouraged.

All children have different learning styles, rates of learning and developmental levels.

We believe in child centered play that encourages freedom, independence, and opportunities to make choices.

A learning environment should be inviting and engaging to children.

It is important to expand a child's learning based on his or her interests, encouraging curiosity and open ended exploration.

Problem solving is often a hard skill to learn and this is a skill that should be encouraged.

We believe the early years are carefree years and are so short. Children grow up too fast and too soon they are exposed to a much more structured form of learning, and they should be allowed to just be kids!

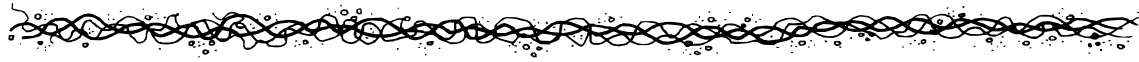
Parents are the most important aspect in a child's life and development, making parent involvement and communication an essential aspect in the child's growth and learning.

A child's self esteem is precious. Self-esteem is all about how the child views himself. It is important to not only model a positive self image, but to acknowledge every good thing about the child to encourage a positive self image.

We believe children should have fun!

We believe learning should be fun!

Preschool age children learn best through play.



PROGRAM GOALS

This early childhood program is built on the foundation, that by the time your child leaves our program, they will have or will be working toward mastering the following goals:

Feel good about his/herself and have a positive attitude.

Learn self-help skills that lead to independence and responsibility.

Develop positive social skills such as, cooperation and sharing.

Learn problem-solving skills.

Develop fine and gross motor skills.

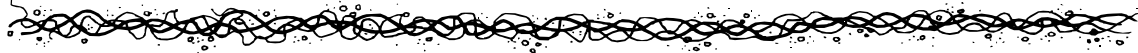
Develop a curiosity about the world he-she lives in.

Improve creative thinking and playing abilities.

Improve academic and communication skills, including listening, speaking, pre-reading, pre-writing, and pre-math.

Gain respect, acceptance, and understanding of the rights, feelings, and property of others.

Learn how to handle and store "play" materials properly.



SCHEDULES

INFANT DAILY ROUTINES AND SCHEDULES ~ Research shows that infants in group care settings can develop optimally when their schedule is tailored to their individual needs. The babies in our care eat and sleep on demand, however, routines are very important to promote a sense of security and balance though each child may have different routines.

To promote your infant's overall development, your infant will be engaged in a variety of activities throughout the day, including music, lap games, rattle and ball play, large muscle play, exercises, etc. In addition, infants can independently explore and manipulate the many high quality educational toys we have to offer.

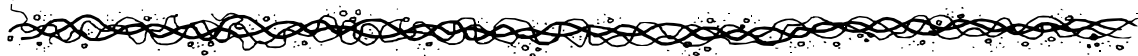
Daily Schedule

7:00	Good Morning!
7:30-8:30	Breakfast
8:30-9:00	Morning Circle
9:00-9:30	Free Play: Learning Centers
9:30-10:15	Group and Individual Activities
10:15-11:00	Learning Centers or Outdoor Time (weather permitting)
11:00-11:15	Lunch Prep - Cleanup-Toileting-Diapering-Wash Hands
11:30-12:30	Lunch served Family Style
12:30-12:45	Brush Teeth & Get Ready for Nap
12:45-1:00	Story Time
1:00-3:00	Quiet time-Nap
3:00 - 3:15	Wake up from nap, Potty, Diapers, Wash Hands - Snack
3:15-3:30	Afternoon Snack
3:30-3:45	Afternoon Circle
3:45-5:00	Free Play / Learning Centers
.5:00-5:30	Table Toys/ Transition to Go Home!



OPEN DOOR POLICY

We maintain an open door policy. This means you are always welcome to call or drop in to see your child(ren) at any time during regular hours. It does not mean that my door will always be unlocked. For children's safety, we would not want unwanted or unexpected visitors to enter without my knowledge. We also do not want little ones leaving the house unsupervised. We would appreciate your taking into consideration my schedule when dropping in or calling and remember that visitors (even parents) usually cause the children to react in an excited manner that does not normally occur when we are alone with them. Please understand that we are taking care of children and may not have time to sit and talk on the phone or in person. If you need to pick up your child during nap/rest time, please let us know in the morning so we may have your child waiting for you so the other children are not disturbed.



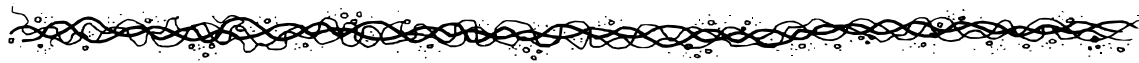
ARRIVALS / DEPARTURES

Please send your child(ren) clean, well rested, and dressed for the day. We ask that you sign your child(ren) in/out each day. The sign in sheet will be kept by the front door. It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave when it is time to go home. Please be very brief during these transition times. The longer you prolong the departure the more difficult it can get and we need to focus our attention on all the children. Children are almost always quick to get involved in play or activities as soon as parents are gone.

This is also a time of testing when two different authority figures are present (the parent and the provider). Sometimes children will test to see if the rules still apply. During arrivals and departures, we ask that parents/guardians please back up my rules. If you do not, we will remind the child that their behavior is inappropriate and take action to correct, if needed.

You are responsible for your child during drop off/pickup times, please be in control of your child(ren). For their safety, children are not permitted to go out to their car or run out the door unattended at pick up time. We will only release your child(ren) to the parent/guardian or someone else you designate. If someone else is to pick up your child, please notify us ahead of time. We must have written permission to release your child whether or not they are on your contact list. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them, we will need to see a photo ID. We will not let a child leave without a parents written permission.

Please Note: If there is a court order keeping one parent away from the child(ren), we must have a copy to put in the child's file. Otherwise, we cannot prevent the parent from picking up the child(ren).



NUTRITION

INFANTS

BOTTLES AND FOOD ~Breastmilk bottles must be pre-made and labeled with your child's name. If you use formula for your baby, you are welcome to leave three (3) bottles at our home.

All breastfed babies must be familiar with and use to being fed from a bottle. It is unfair to your child, myself and the other children in my care if your infant does not like or is not use to being fed from a bottle. This should start weeks before your infant starts in my care. We would suggest that you bottle feed at least half of the time during "daycare hours" so again, your infant will be use to the bottle when he/she starts childcare. The bonding process between a caregiver and an infant most often occurs during feeding times; to ensure a loving bond between the two, feeding time needs to be an enjoyable one.

We will provide all food and formula for your baby. We will provide Gerber Baby Food and Enfamil formula. If you have specific preferences about the brand or type of formula or food that your baby eats, feel free to supply your own choice and we will use that brand to feed your baby.

Typically, infants will start cereal around three months of age, first foods around four months of age, second foods around six months of age and third foods around nine months of age. At nine months of age, we will discuss with you about adding table foods to your child's diet. We will work with all infant parents regarding what foods your baby has tried and in what order you wish your child to start different foods. A journal is a wonderful way for us to communicate this type of information.

TODDLERS, PRESCHOOLERS, AND SCHOOLAGERS

Blessings Abound is participating in the Child and Adult Care Food Program, so healthy meals and snacks are served daily and are included in your rate. Meals served here are in accordance with the Federal Government USDA Food Program. All special diet food must be supplied by the parents/guardians.

You are responsible for feeding your child if he/she will arrive at child care after the beginning/end of a meal time.

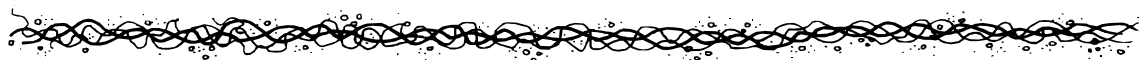
Our Meal and Snack Schedule is as follows:

Breakfast: 7:30-8:30 am
Lunch: 11:30-12:30 pm
Afternoon Snack: 3:15-3:30 pm

All meals are served family style at the kitchen table. Children are invited to help set the kitchen table and are taught to serve themselves as much as possible. At 18 months of age we will begin to teach them to pour their own drinks and begin to scoop up their own food.

We encourage each child to take a bite of everything served at mealtime, but they are never forced to eat something they don't want.

Sippy cups, eating utensils and bibs will be provided for you.



ENROLLMENT POLICY

There are a few forms that **must** be completed and in my possession **before** we can assume the responsibility of caring for your child. There are **no** exceptions. These forms include:

- ❖ Parent/Provider Contract
- ❖ Annual Enrollment Record
- ❖ Certificate of Immunization
- ❖ General Health Appraisal Form
- ❖ Emergency - Permission Form
- ❖ Medication Administration Form
- ❖ Non-Ingestible (OTC) Medication Administration Form
- ❖ Excursion & Transportation Consent
- ❖ Photo Release Form
- ❖ Infant or Toddler/Preschool Resume

You are required to keep me informed of any change in address, telephone numbers, and any other pertinent information on these forms as they arise, including notifying me of additional childhood immunizations. Any questions regarding the completion of the forms, please feel free to ask. Each child's file will be updated on January 1st.

Trial Period

There is a two (2) week trial period beginning on your child's first day of care. During this time the child care agreement can be terminated with at any time. After the trial period a two (2) week notice is required. Any and all pre-paid fees are non refundable.

Holding A Space

If it is decided that your child(ren) will enroll in my care and you will not be placing your child(ren) with me until a later date, you must pay a deposit for tuition to hold the spot. All fee rules apply. The deposit is **NON-REFUNDABLE** if you decide, for any reason, that you will not be enrolling your child(ren). Also, an Intent to Contract form must be filled out and signed to hold this space.

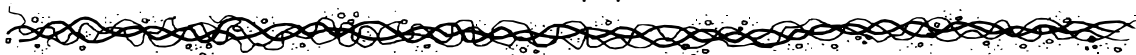
Termination

Care can be terminated with two (2) weeks written notice. No other notice will be accepted. If parent(s) wish to terminate this agreement without a two (2) weeks notice, he/she agrees to pay the two (2) weeks fee at time of notification. Termination notices will not be accepted while provider or parent is on vacation.

Blessings Abound Family Home Care reserves the right to terminate for the following reasons (but not limited to):

- Lack of compliance with handbook policies
- Failure to pay or pay on time
- Failure to complete required forms
- Lack of parental cooperation
- Disrespect
- False information given by parent either verbally or in writing
- Consistent late pickups/early drop offs disrupting our routine
- Failure of child to adjust to the child care after a reasonable amount of time
- Physical or verbal; abuse of any person, animals, or property
- My inability to meet child's needs
- Serious illness of child or provider
- Attendance - we reserve the right to terminate a part time position in the event that a full time position can be filled. You may opt to pay for a full time position to maintain your spot.

We reserve the right to give written notice of immediate termination where there are extreme circumstances that affect the well being of myself, my staff or other children in attendance (with all fees due and payable). Absences of more than one day without notification can result in an automatic withdraw (with all fees due and payable). Re-admittance, if accepted, will include all back pay including late fees. If parent/guardian breaches contract he/she will be liable for all collection, attorney, court, any/and all costs involved in breach. We will also give two (2) weeks notice if the child is to be terminated from care (with all fees due and payable).



TUITION & FEES

Tuition **Budget Billing**

I use a budget billing method that simplifies tuition

365 (days in a year)
-104 (weekends)
- 15 (days off)

$$246 \text{ (days)} \times \$30 \text{ per day} = \$7380 / 12 = \$615.00$$

\$615.00 per month

Full Time Enrollment(4-5 days).....\$615.00 per month
Part Time Enrollment (3 days).....\$400.00 per month
Parents wishing to enroll children less than 3 days.....\$ 30.00 per day

Families with multiple children may receive a 10% discount on the tuition of the second child.

We offer both full-time and part-time care. Full-time positions will generally be preferred over part-time positions. We reserve the right to terminate a part time position if the position can be filled with a full-time family. You may opt to pay for a full-time slot in order to keep your part-time position.

The tuition reserves a space for your child and must be paid even if your family misses a day or more.

We do provide occasional drop in care as space permits. My rate for drop in care is \$5.00 per hour with a minimum of 2 hours and is due when your child is picked up for the day.

Payment Schedule

Payment is due in advance of services. You have two payment options available.

- You may choose to pay your monthly tuition in one payment.
- You may choose to pay your monthly tuition in two payments. If you choose this option you must pay at least half of the tuition costs each time.

A payment schedule will be agreed upon when you sign your contract. If for some reason your payment is more than 5 days late, child care services will be suspended. Your child will not be readmitted until payment is received in full.

Referral Fee

You will receive a \$25.00 referral credit to be used towards one (1) week's care for any referral in which another child becomes full-time. The credit will be available when the referrals two (2) week trial period is up.

Miscellaneous Charges

Late Pickup/Early Drop Off Fee

If you (or any of your designated drop off/pick up people) drop off/pick up before/after your contracted times, there will be a fee of \$5.00/15 minutes or any portion thereof. This is strictly enforced and you will be billed for early/late times (to be paid each week on Friday). **Repeated** late pickups/early drop offs, even if you call me to let me know, can be grounds for termination of services (with all fees due and payable). Please choose your drop off and pick up times carefully, allowing for your daily commute. Don't assume that because we are open for 1 family you can come early or stay late...each family's contracted hours are different.

Late Payment Fee

There is a charge of \$10 per day that payment is not received (to include Sat & Sun). If this fee and your weekly fee are not paid at drop off time Monday morning, we will not accept your child for daycare until all fees are paid. Continued late payments will result in termination of services (with all fees due and payable).

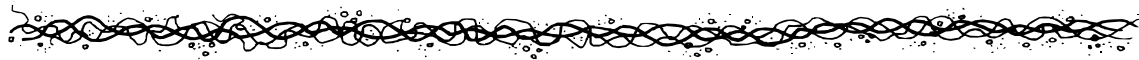
Returned Check Fee

We will charge \$25 plus any additional costs we may incur for any returned checks. Service will be halted until we receive full payments in cash. In addition, we will only accept cash payments from that point forward.

Taxes

We will supply you with a year end summary of all child care fees paid for the year for tax purposes no later than January 31st. If care is ended before the end of the year, your receipt will be provided on your last day of care.

We will provide receipts at the time of payment only upon request.



TIME OFF

Holidays

Blessings Abound will be closed for the following paid holidays:

- ❖ New Years Eve (close at 1:00 pm)
- ❖ New Years Day
- ❖ Memorial Day
- ❖ 4th of July
- ❖ Labor Day
- ❖ Thanksgiving
- ❖ Day after Thanksgiving
- ❖ Christmas Eve (close at 1:00 pm)
- ❖ Christmas Day
- ❖ Day after Christmas

If a holiday falls on a Saturday then Blessings Abound will be closed the Friday before and if a holiday falls on a Sunday, Blessings Abound will be closed on the Monday after.

Absences

Although very rewarding, child care is a very high stress occupation. As a Childcare Provider on the Practitioner Registry in Montana we are required to have 23 hours of training per year excluding CPR and First Aid in order to

maintain our child care level on the registry. As well, the state requires I we keep our training current as well. Therefore, we reserve the right to take up to **five (5) paid training days** per year. Two (2) weeks notice will be given for these days.

Although we will make every attempt to be available each day, there will be occasions when one of us or another family member is ill and we are unable to provide care. You will be notified as soon as possible of any personal or family illness, funeral, or emergencies. If we are unable to provide care for any of these reasons, we will credit your next week of care per day.

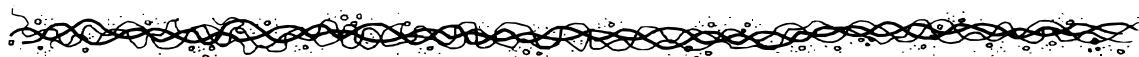
We ask that you notify me as soon as possible if you will not be bringing your child or will be arriving late. Your child could be the only one in attendance and we would not like to be kept waiting or we may be able to fill your spot for that day with a drop-in.

When one of us must be away for a short time, i.e. doctors or dentist, backup care will be provided by my substitute caregiver. If we are unable to use a substitute caregiver then it will be necessary for us to close for half the day or the full day.

There are a limited number of spaces available therefore weekly payments are **not** based on child's attendance. **NO** refunds are given for late arrivals, early departures, parental vacations, or exclusion due to illness, weather and holidays.

Backup Providers

We are not responsible to find backup care in case of child care closing and/or sickness of a child. We will be happy to provide a list of family home child care's in the area for your reference. However, it is up to you to find a backup provider that you are comfortable with. It is often wise and even customary to interview and select a backup provider before a need arises. That way there are no surprises in the case that you might have to use one. Please have a list of backup providers, friends, or family that you can call in case we are unable to work because one of us is sick, has a doctor appointment, emergency, vacation, etc.



HEALTH AND SAFETY MATTERS

Hand washing - Hands will be washed before and after meals, after bathroom use, after nose blowing and wiping and after handling an ill child.

Toys & Equipment - Toys will be sterilized daily or as needed with the recommended bleach solution.

Fire/Tornado Drills - Practice drills will be conducted quarterly and recorded.

Symptoms Requiring Removal Of Child From Childcare (no exceptions)

Please do not bring your child if he/she is sick; the health and well being of all the children here are of the utmost importance to me. It is for the protection of the children that we must insist on a strict adherence to our illness policy. Please read it carefully.

Communicable Diseases: Not permitted by law in childcare. Some of these illnesses are, but not limited to: **Infectious Conjunctivitis (pink eye), Impetigo, Hepatitis A, Scabies, Ringworm, Infectious Diarrhea, Chicken Pox, Scarlet Fever, Lice, Strep Throat.** If your child is thought to have a communicable disease, you will be notified and asked to pick him/her up.

Your child will be accepted back into care when no longer contagious and must have a doctor's note saying so. All other parents will be notified of possibility of a communicable disease and what symptoms to watch for.

Fever: Not Permitted. A temperature above 99 degrees is considered a fever. A child needs to be fever free for a minimum of 24 hours before returning to childcare; that means the child is fever free without aid of any fever reducing substance.

Diarrhea: Not Permitted. Children may return to care 24 hours after beginning an antibiotic or needs to be diarrhea free for a minimum of 24 hours. Infants and toddlers with fevers and/or diarrhea pertaining to teething will only be accepted into care with a doctor's note, stating that these symptoms are due to teething.

Vomiting: Not Permitted. If your child vomits while at daycare, you will be expected to come within the hour to pick your child up. The child must stay home until 24 hours have passed with no vomiting episodes.

Runny Nose: Your child may be brought to daycare if he/she has a common cold (slight occasional cough, clear runny nose, occasional sneezing).

Discharge of any color other than clear is not acceptable in child care.

A constant runny nose, which lasts longer than a week and you suspect it may be due to allergies, I will require you to bring a doctors note stating the same.

Rashes: Not Permitted. Any rash other than diaper rash must accompany the child to child care with a note from a doctor stating it is not contagious.

Runny and/or Crusty Eyes: Not Permitted. Watery, matted, and/or red/pink eyes are not acceptable in child care under any circumstances.

Excessive Crankiness: If your child is irritable, excessively whining or crying, wants to be constantly held or requires more attention than we can provide without jeopardizing the health, safety, or well being of the other children in our care, you must keep your child home regardless of the presence of other symptoms. If this occurs during child care hours, you will be called to come pick up your child.

Lice: Not permitted back to child care until **after** the **second** hair treatment.

24 Hour Rule: Your child must be free from any of the above symptoms for a minimum of 24 hours before you can return to childcare. **NO**

EXCEPTIONS. If you arrive and tell me your child's fever broke at noon the previous day, you will be asked to leave.

Please take the rules seriously. It is always best to call me and ask if you are unsure whether or not you may bring your child. It is always best for you to have a back up plan available to you in the event your child is ill and you cannot miss work. Any infractions of the rules (on previous page) and you will be called at work or school to come and pick up your child. Repeated calls to have you return to the child care to pick up your child may result in termination (with all fees due and payable). If someone in our family has any of the symptoms (on previous page), we will call you the previous evening, or as soon as we are aware of the situation, so that you may determine whether or not you want your child exposed to such symptoms. We will ask you to make other arrangements if we feel the illness in our family will hinder the quality of care we give your child.

Medical Emergencies - First Aid

Any non-life-threatening injury will be handled on a case by case basis. For minor injuries like bumps and bruises, we will provide first aid and a report will be taken. Cuts and scrapes will be cleaned and a band-aid will be applied to the area. If we feel an injury needs more medical treatment than we are qualified to give; a parent or guardian will be notified and asked to seek proper medical attention.

If a child suffers a potentially life threatening injury or sudden serious illness, 911 or the poison control center (1-800-525-5042) will be called immediately. You will be notified as soon as possible.

All costs involved in emergency treatment and/or the cost of an ambulance is your responsibility. The owner/staff and my family of Blessings Abound cannot be held liable for any sickness/injury of either the parent/guardian or child while on these premises, or while the child is in the company of myself/staff during outings.

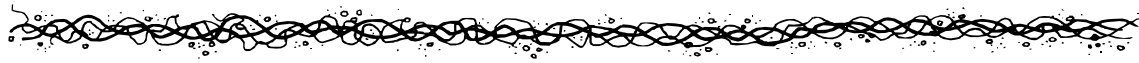
Medicine

If at all possible, please administer medications at home; however, in the event that medication must be administered while the child is in my care, we are required by law to receive additional paperwork to do so. If a child requires medicine while in our care, a Medication Administration Form must be filled out and signed by the child's physician and the parent. In addition to the Medication Administration Form, the medication administration log on the refrigerator must be filled out as well.

ALL medications must be in the original container. Parents are required to supply any and all medications including: Tylenol, Motrin, gas drops, teething tablets and gel, as well as diaper rash lotions. Medications will need to come with you in the morning and go home with you in the evening.

Prescription medications must come in the original container labeled with: child's name, name of medicine, time medicine is to be given, dosage, date medicine is to be stopped, and licensed health care provider's name. Pharmacy name and phone number must also be included on label.

Over the counter medication must be labeled with child's name. Dosage must match the signed health care provider authorization, and medicine must be packaged in original container. If at all possible, please give children medicine at home.



HOUSE RULES

We have summed up the expectations in our house in one word... "respect". Children are taught to respect themselves, respect others, and respect our belongings and our environment. This means that any behavior that would hurt themselves, hurt others or damage property is discouraged and further action may be required.

We will do everything in our power to maintain the safety and well-being of your child. Please remember that biting is a normal stage of development; we will try our best to protect your child while our toddlers pass through this stage.

Discipline:

The philosophy of a child-centered classroom, with its freedom, independence and opportunities to make choices, does not overlook the importance of discipline. Safety and respect for the rights and feelings of children need to be incorporated into any method of discipline. Discipline for infants is a matter of safety. There is no such thing as a bad or naughty baby. They do not understand rules or consequences. A safe environment is provided to prevent problems by:

- ❖ Removing and keeping the child away from harmful areas
- ❖ Saying "no" in a calm but firm manner when s/he is in danger
- ❖ Child-proofing areas where infants play
- ❖ Helping older children understand what things need to be kept away from babies and why

Toddlers are beginning to understand simple directions, but they are unable to remember things, so rules are repeated frequently. Because the toddler is struggling to understand his/her world, s/he often exhibits acceptable behavior with unacceptable objects; i.e. throwing blocks. Safety procedures used with infants are used with toddlers as well as:

- ❖ Keeping things out of reach
- ❖ Removing him/her from frustrating situations
- ❖ Talking to him/her about his/her feelings and giving him/her words to express those feelings
- ❖ Redirecting attention
- ❖ Focus on "do's" instead of "don'ts" and outline for them how to handle the situation in a better way. Telling a child what "not" to do does not prepare him/her for what "to do" in the future.
- ❖ Give a choice. It is important for children to learn to make decisions. "Sit at the table or sit in the high chair."
- ❖ Explaining a more appropriate behavior ("Blocks are for building." Or "Keep the blocks on the floor, please. You can throw a ball when we go outside.")

Preschool and school age children are better able to understand and remember rules and consequences. The children are reminded of what is expected of them at all times. When children know what is expected of them, problems are less likely to occur. The basic rules are:

- ❖ Walk while inside
- ❖ Use quiet voices while inside
- ❖ Use polite words (no name-calling, foul language)
- ❖ Be kind to our friends (no hitting, kicking, pushing, biting, pulling hair, taking toys away)
- ❖ Use manners (please, thank you, etc.)
- ❖ Use toys respectfully
- ❖ Follow directions

When a problem does occur, positive methods of discipline are used in a quiet, calm manner. These methods encourage self-control, self-direction and cooperation. The child is directed and encouraged to solve his/her problems using polite words. "I" messages are used with children such as: "I

don't like to hear those kinds of words" or "My job is to keep you safe and I can't allow you to stand on the table." The methods used are:

- ❖ Redirect attention
- ❖ Focus on "do's instead of "don'ts". Explain a more appropriate behavior.
- ❖ Have child go to the "safe" place, if necessary, to gain control of him/herself

If a child is misbehaving or hurting another child, and does not cease after attempts at redirection and verbal warnings, we will send him or her to the "safe" place. This is a place where the child can go whenever he or she needs a little time or space to regroup and reconnect with what was happening around them. Once the child is ready to return, we use behavior-modification techniques to encourage appropriate ways of acting. Our goal is to help each child develop a strong sense of self-discipline and self-esteem.

If a child seems to exhibit a behavior that is not age-appropriate and it continues to be a problem, we will set up a time when the parent and we can work together on possible solutions. If a problem becomes so severe that it is disrupting the other children's' daily activities, removing the child from the program will have to be considered.

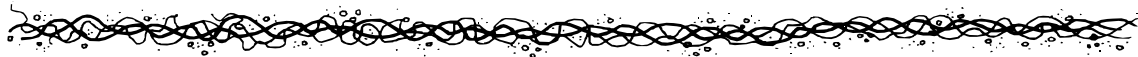
When attempts at behavior modification continue to be unsuccessful, we will conference with the parents to work together on possible solutions. If a problem becomes so severe that it is disrupting the other children's' daily activities, then another childcare arrangement will have to be considered. We believe children are responsible for their actions and we teach them to respect other people's property and the value of those items. Should a child break a toy or personal item due to excessive roughness after they have been asked not to, or because s/he broke a rule, parents will be responsible for AT LEAST 50% of the replacement cost.

The following methods of discipline will *never* be used on any child at any time.

- ❖ spanking, hitting, pinching, slapping or any forms of physical force

- ❖ restricting a child's movement by binding or tying him/her
- ❖ mental or emotional cruelty
- ❖ depriving meals, snacks, rest or toilet use
- ❖ confining a child to a closet or locked room

Moderate restraint may be used to prevent a child from harming him/herself or other persons or property, or to allow a child to gain control of him/herself.



CLOTHING AND PERSONAL BELONGINGS

Personal Belongings

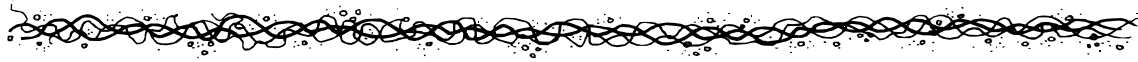
We prefer that children do **not** bring toys from home **unless** it is something that can be shared with all the children (**except for infants**). If toys are brought, please note they may be put away if they cause problems among the children. All personal items must be clearly marked with child(ren)s name. We take no responsibility for lost, stolen or broken toys/videos brought from home. Should the child(ren) deliberately destroy my toys or other property through misuse or willfulness, the parent will be required to replace it. If your child needs a special toy or item for sleeping, it will be put away until naptime.

Supplies Needed

Parents are responsible for supplying disposable diapers/pull-ups, bottles, nap blanket (2 yrs. and older), weather & play appropriate clothes (including a warm jacket, hat and gloves during the winter months). Children will need to have one change of clothes (no matter what the age of the child), a crib sized sheet, and a blanket for naptime. All supplies need to be marked with child(ren)s name.

Clothing/Attire

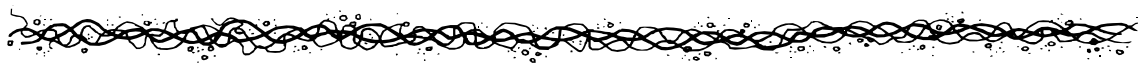
Children should arrive dressed for play! Having fun includes outdoor activities and can include messy activities, so please make sure your child is dressed appropriately. Please do not expect me to constantly change your child's clothing from "nice" clothes to "play" clothes.



POTTY TRAINING

We will be more than happy to help with the potty training provided that it is done when the child is **ready**. Some signs to look for include appropriate language skills to communicate the need to use the potty, **staying dry** for long periods of time, that ability to dress and undress self, and **interest** in staying dry or clean. We take a very relaxed attitude towards potty training, children potty train easy when ready.

We must work together as a team in order for potty training to be a success. We require that your child wear pull-ups only through this process (no plastic pants) for health and safety reasons in my child care setting. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here as well) and can control his/her bladder and bowels for a few minutes beyond that announcement. We will need to go **two full weeks** with **no** accidents here before putting your child in big girl or boy underpants at childcare. While your child is learning to use the potty, please: **NO** overalls, onesies, belts, buckles, snaps, buttons, or zippers. A second full set of spare clothing is required. **If** your child is not ready and does **not** use the potty it is easier to keep them in diapers until they are ready to train. It makes diaper changing much easier, we don't have to remove all clothing to change a diaper like we do a pull-up. It is also cheaper for you to buy diapers than pull-ups.



COMMUNICATION WITH PARENTS

Keeping close communication with our families is a priority! Because we may not always have the time to talk about how and what your child is doing, we have established the following communication system to help us keep in

touch at all times:

~Entryway Posting~

I will post information regarding your child's day, upcoming events, reminders, sign-up sheets and other "newsy" information pertaining to the child care and your children. The Parent's Bulletin Board contains our monthly calendar, curriculum information, community information and other fun tidbits.

~Email~

We send regular emails to all parents regarding upcoming activities, daily activities, questions about a child or just to share a cute little "ditty".

~Parent Conference~

Occasionally parents will be invited to meet and discuss their child's development and concerns. This may be initiated by either the parent, myself or one of my staff.

~Calendars and Newsletters~

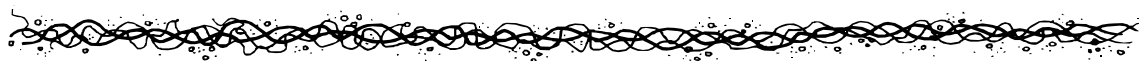
A monthly calendar will be distributed to keep you informed about learning themes, special dates and topics of interest.

~Evaluation Forms~

We encourage you to give us feedback about our program through conferences, daily conversations or surveys in a formal evaluation. Written surveys are given to each parent twice a year. Please be honest as we will use this information to better our program.

PARENT PARTICIPATION

Occasionally we will invite parents to some special events each year such as their child's birthday party or special holiday parties. Additionally, you may participate by helping with a field trip or in any way you like. Of course you are always welcome to visit at any time during the daycare day!



ACTIVITIES

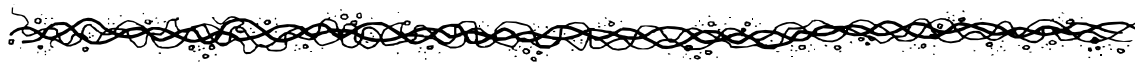
Our main goal at Blessings Abound is to provide a variety of fun learning experiences for all of the children. We will be using a variety of activities like free play, reading, arts, crafts, music/singing, dancing, pretend play, puzzles, building and board games.

TV Viewing- We allow TV viewing of educational and age appropriate videos/shows. We do not use it as a babysitter. We will have a special "Movie Day" once a week on Fridays featuring an educational age appropriate movie with a popcorn snack, etc. "Movie Day" is a special day that kids usually look forward to.

Nap/Rest Time- All children under the age of 5 are required to rest quietly or take a nap. No child is forced to sleep, however they must remain quiet and on their nap mat. Nap time occurs between the hours of 12:30 and 2:30 pm.

Pictures

We may take candid pictures of the children at various times during the day and/or on field trips to use for craft projects, newsletters, and/or decorating the daycare. As long as we have permission and the Picture Permission Form signed, we will use such pictures.



TRANSPORTATION OF CHILDREN

Blessings Abound is a home based child care so there will be times when it will be necessary for your child(ren) to go with us somewhere. We also go places to play and do extra curricular activities. A signed permission slip for transportation is **required** at the beginning of childcare services. "Field Trips" requiring additional money will be announced before hand and an additional permission slip will be sent home. All transportation is done within the requirements under state law.

Reporting Child Abuse

It is law and also our responsibility as a childcare provider to report any and all abuse or neglect performed on a child. We cannot turn our heads on a child that has been abused or neglected. Therefore, we will notify Children's Protective Services and the Police Department when it appears that a child in our care is being physically, sexually, or emotionally abused, neglected, or exploited.

What is included for your Child Care Fees?

- * Unconditional love and nurturing of your child - priceless
- * Dependability
- * Family atmosphere; Big Brother, Big Sister, and another Sister
- * Preschool program
- * Craft supplies: crayons, tape, scissors, markers, paint, paper, pipe cleaners, foamies, etc.
- * Daily communication on your child's day
- * Nutritious meals and snacks according to the Federal Food Program
- * Treats: things that might not be included on a normal basis.
Lunch at McDonald's, pizza, admission to the zoo, pumpkin farm, etc
- * Toys, games, puzzles, books, movies, sandbox house, upkeep of swing set, tricycles, strollers, cribs, bedding
- * Training for provider: CPR/First Aid certification, nutrition classes, daycare safety, abuse training, crafts, etc.
- * Daycare Insurance
- * Utilities: electricity, heat, air conditioning, water, garbage, gas
- * Vehicle: Gas and wear and tear with trips to the library, McDonald's, parks, etc
- * Furniture: wear and tear, cleaning, replacing, repairing rips or tears

And the list goes on.....