



# Parent Handbook 2024

# Ashley's Baby Bear Christian Daycare

Welcome aboard! We aim to provide exceptional care for your child in the comfort of our home. Ashley's Baby Bear Christian Daycare or ABBCD is a safe environment that fosters learning while imparting biblical values. We are committed to assisting you in raising kingdom minded Cubs/kids. In this handbook you can find our program policies, procedures, and practices.

## Registration & Tuition & Discounts

A non refundable registration fee of 50\$ at time of enrollment and is charged every fall payable by September 1, to cover administrative fee of 25\$ and supplies fee of 25\$ for a total of 50\$. If a child is withdrawn from the program and subsequently re-enrolls, a new registration fee is due at that time.

Tuition:

We know that your child's care and education is of the utmost importance and does not come without a price. Paying tuition on time helps ensure consistent scheduled care for your child.

**Please note all tuition due in advance of service provided in accordance with your enrollment agreement.**

\*If tuition is not paid on time there is a 35\$ Late fee. If you are late on tuition a third time you forfeit your spot and your child will be unenrolled.\*

1 Weekly- you can pay at the beginning of every week.

Failure to make payments on-time will subject a late fee of 35\$ If payment is more than a week late your child's enrollment will be terminated.

Discounts:

-Referring a friend 5\$/weekly for every child in family you referred up to (5) max 50\$ off weekly tuition

## Meal Services & Nutrition Program

As soon as your child is old enough for table food we serve meals that are equally delicious as they are nutritious. Breakfast, AM Snack, Lunch, and PM snack will be provided daily. Please make any allergies or food intolerance known at time of enrollment. Healthy & Balanced meals are exactly what their little bodies need to grow. Menu will be distributed the week before the start of a new month. You are welcome to send children with food but please know we take the utmost pride in our healthy and delicious meals at ABBCD. We participate in family style dining as this creates an opportunity to work on etiquette and the ability to practice good manners at the table. We can always adjust the menu to accommodate food intolerance to gluten or lactose or if a family prefers a vegetarian option we can ensure there will be and just as tasty.

# Breastfeeding

Please know we are here to support you. We will provide you a nurturing environment while nursing. Our facility is equipped to handle your expressed milk. Milk must be bottled in liquid form, not frozen. Please discuss your needs so that we can provide proper assistance for you and your child.

# Infant and Toddler Supplies

When it comes to feeding infants and toddlers, we know each child is different. That is why we typically require you to bring all food for your child until they can eat table food. Once your child begins eating table food, nutritious meals and snacks will be provided according to the menu. Bottles should be brought to ABBCD already prepared unless state guidelines or formula requires any bottles left overnight will have content discarded and cleaned before returning. Bottles are not left in the crib with the child due to potential tooth decay. Please provide your infant/toddler with two complete sets of clothing labeled with your child's name or initials on the inside tag. Additionally, we ask that you provide your own bibs, disposable diapers and wipes for your little one.

# Holidays & Closure due to Emergency, Weather or Illness

Below are the holidays ABBCD will be closed. **If the listed federal holiday falls on a weekend, the holiday is usually observed the Friday before or the Monday after. Federal holidays and observed federal holidays are paid days off tuition will not be prorated for these days.**

2024 Holidays & Dates

**\*TUITION WILL BE PRORATED FOR THE WEEK CLOSED FOR VACATION**

Date	Holiday
Monday, January 1	New Years Day 2024
<b>* January 25-31th</b>	<b>*Arroyo Family Vacation 2024</b>
Monday, January 15th, 2024	Martin Luther King Day 2024
Monday, February 19*, 2024	Presidents Day 2024
Monday, May 27th	Memorial Day 2024
Thursday, July 4	Independence Day 2024
Wednesday, June 19, 2024	Juneteenth National Independence Day

Monday, September 2	Labor Day 2024
Monday, October 14, 2024	Columbus Day 2024
Monday, November 11	Veterans Day 2024
Thursday & Friday, November 28-29	Thanksgiving 2024
<b>MON-FRIDAY December 23th-27th</b>	<u>Christmas Break 2024</u> *23rd 26*&27th Prorated
<b>Monday the 30th- Wednesday January 1st 2025</b>	<b>NEW YEARS EVE &amp; NEW YEARS DAY 30th*</b>

Vacation time will be disclosed in January of the current year or at enrollment. No vacation time is planned for 2023. ABCCD Vacation time for 2024 will be disclosed SEPTEMBER 2023 so that you can arrange care well in advance.

Closure due to emergency, weather or illness: The procedure for notifying families will be issued via text, call and email as promptly as possible. Closure due to extreme weather warnings will require you to pick up or arrange an early pick up. There are no tuition reductions for holiday or center early closure due to emergency, weather or illness.

## Emergency situations and evacuation plans

We make every effort to be prepared for potential emergency situations. We regularly schedule and practice emergency evacuations as required by local child care licensing regulations. In addition, an emergency plan and list of procedures are in provider possession copies can be distributed. Please be aware of the procedures and evacuation location in the event of an emergency evacuation. If an emergency requires evacuation, we'll notify you and ask that you pick them up as we do not transport once children have been relocated to the safest area of the house.

In the event of power outage caused by extreme weather the first two days of tuition is still due everyday after ABCCD remains closed will be prorated and returned via your normal payment method. \_\_\_\_\_ initial

## Absence, Sick Day, and Vacation

If your child is unable to attend please notify ABCCD by 9AM day of so that we can have the proper amount of staff. please keep in mind if your child is out a day or week due to illness or vacation your tuition is still the same cost and due prior to service as you are paying to keep your child's spot at ABCCD.

If a family goes on vacation a two weeks notice is preferred however tuition is still due as you are paying for the spot at ABCCD.

## Your First Day

Getting comfortable in a new environment isn't always easy and looks different for everyone. We are here to work with you and for you to make your child's first day the best it can be. Don't hesitate to share any concerns you have before that first drop off. If possible we encourage you to spend a little extra time on premise as they get used to the new daycare setting. This often helps both of you ease into routine. You are always welcome anytime to call text or pop on by to see how your child's adjusting or if you would like periodic updates.

## Our Approach to Learning

Respect for children and their families is at the heart of our program. By nurturing strong relationships, providing a safe, caring environment, and committing to the best practices in early childhood education. We help children value community, indulge their curiosity, and build confidence for life.

Our biblical curriculum empowers children to be world shakers and history makers for the kingdom of Jesus by inviting them not only to have a relationship with Him but practice praying, and develop spiritual disciplines that will carry them through every season of life. This Christian community aims to build up children and most importantly allow them to have fun through play based learning experiences.

## Licensing and Accreditation

Our program is state-licensed and regularly inspected to ensure we are continually meeting and exceeding standards, care-ratios, and ultimately your expectation. Our program is subjected to inspections by state local health, fire, and licensing agencies. Regulation and inspections pertain to staff qualification, the facility, playground, nutrition, healthy and safety matters, record-keeping, child-to-staff ratios. This outside review process ensures we are giving your child the very best care and education.

## Custody & Visitation

Families that have legal custodial orders that address who is permitted to pick up or visit a child. If such custodial orders regarding your child ABBCD needs a copy of these orders on file. This information is confidential and solely for the safety and well-being of your child. Parents are responsible for providing updated copy when orders change or expire. Employees cannot be responsible for supervising parenting time(visitation), and as a result, visitation for non custodial parents is not permitted on ABBCD home.

## Late pick up

Please, please, please make every effort to pick up your child on time. If you cannot make it on time please

make arrangements to have your child picked up by another adult who has been authorized on your enrollment agreement. If a pick up is unavailable and you are unable to reach your designated emergency contact, please notify us immediately. If you are not able to arrive on time ABBCD MUST BE NOTIFIED, TO REACH OUT IMMEDIATELY.

If your child is not picked up after normal closing time and you have not contacted the center:

- We will attempt to contact someone authorized to pick up your child.
- If we cannot reach you or authorized person within 30 minutes after closing, due to licensing regulations we will have to contact CPS Child Protective Services and or the appropriate authorities.
- When authorities are contacted, a note in a sealed envelope will be taped to the front door with specific information regarding your child's whereabouts, including name and phone number of the agency or person to contact.

In the event of a late pick up that we can NEVER transport your child from the center under any circumstances. Also, an additional fee for late pick up will apply when children are picked up after closing. For more information on the topic consult your enrollment agreement.

## Child Accidents

We take every precaution to make sure your child is safe, and that you receive communication regarding accidents or injuries. This includes a comprehensive safety awareness program, as well as frequent inspections and maintenance of our buildings, playground, and equipment. In spite of all our efforts, accidents do sometimes happen. If your child is injured at the center, you'll receive an Incident/Accident Report at pickup time. If your child needs medical treatment, we'll make every effort to contact you and we'll make sure your child receives any necessary emergency treatment until we can reach you. If we can't reach you, we'll do our best to reach one of the emergency contacts you've listed on the Enrollment Agreement. **If your student is a threat to the overall safety of all the other children at ABBCD I reserve the right to refuse service at any time, meaning I can terminate enrollment immediately! If your student cannot keep my home a safe environment I will give you a final notice & 3 days of additional care to obtain child care elsewhere.**

## Withdrawing your child

**If you need to withdraw your child, we ask that you let us know in writing two weeks before your last day at ABBCD.** Your enrollment agreement specifies how many days' written notice your center requires prior to the last day of attendance. Closing an online account does not constitute withdrawal from the center or end of payment obligation.

## Suspension and expulsion

We believe children and families deserve to be full members of their communities and to experience a sense of belonging. We know that suspensions and expulsions from early childhood programs can have a significant negative impact on children and families. We take suspension and expulsion decisions seriously, consider the impacts carefully, and keep children enrolled whenever possible. We work closely with families

to set children on positive paths. To prevent suspension and expulsion, we:

- Create learning environments in which every child feels good about being there.
- Design a learning environment that promotes children's engagement.
- Focus on teaching children what to do, specifically by teaching expectations and routines as well as skills children can use in place of challenging behaviors.
- Talk to families about issues as they arise.

• Provide Incident Reports after the second incident your child's enrollment in the program will be terminated upon a 3rd injury Incident report we do this to maintain the safest program for all children enrolled at ABBCD. After the first injury incident report we will meet with parents and create Behavior Plans when appropriate and partner with the family to identify the best ways to teach positive replacement behaviors. **Suspension and expulsion are a last resort, used only when other steps taken to resolve an issue have been unsuccessful.** Even after the difficult decision to end care has been made, we will do our best to help make the transition as smooth as possible for the child and family.

We do this by:

- Giving families reasonable notice, generally at least one week, prior to ending care, unless it is necessary to immediately discontinue services immediately.
- We reserve the right to cancel enrollment for the following reasons: • Non-payment of tuition • Failure to adhere to policies • The child's needs exceed the capabilities of our center • A child or family member's behavior or actions threaten or endanger the safety and well-being of other children or staff

# Educational Programs

## 1. Infants (0-1)

We know learning starts from birth so it makes sense we would have a curriculum for our sweet little baby bears! Brain development is at an all time high as they are making connections about themselves and connections to the world around us. Our infant program is designed for nurturing moments. The responsive relationship between infant and caregiver supports the development of their sense of security which empowers them to explore and learn at their own pace. ABBCD infant program provides them the freedom to try new things, discover new challenges, and build confidence with every experience.

- sleeping and eating based on your baby's needs and schedule
- safe sleep policies guided by the American Academy of Pediatrics
- group interaction to spark curiosity and socialization
- a focus on cognitive and motor skills through play and activities
- whole child development through sensory materials and age appropriate toys

## 2. Toddlers (2)

A whole new world opens to kids when they take to their feet. From walking to talking and creating relationships. ABBCD toddler program is full of sensory that emphasizes awareness of their environment and relationships. Using observation to better understand their needs and provide high interaction while individually nurturing each child.

- daily community experiences that promote social emotional development.
- child directed play to ensure their developing at their own pace.
- participate in a variety of cognitive, physical, and social development.
- create a portfolio that captures all your child's precious work that reflects their uniquely creative art.

## 3. Pre-schoolers & Pre-Kindergarteners (3&4)

A preschooler & pre-kindergartener world full working through challenges and mixing and mingling with



their peers. Our ABBCD program for these age groups includes language, math, science, and social skills in a fun accessible way that prompts learning one step at a time. We aim to deepen their knowledge and understanding of working through problems.

- daily small groups focused around math and literacy.
- the development of strong vocabulary writing their names
- using letters and drawings to describe things like people, places, experiences and feelings.
- dense portfolio collection that captures and reflects your child's unique and creative expression.
- community experiences to develop social skills like talking through sharing and taking turns with friends and resolving conflict by using our words



# DOGS ON PREMISE Notice & Acknowledgement of Dogs in Writing

Due to licensing requirements we must provide parents with in writing notice that we have two Saint Bernards in the backyard during inclement weather dogs will be created in the garage. Licensing has updated vaccine records on file. If you would like I can also provide you with a copy of the vaccination record showing our pets are disease free and in good health. Under no circumstances will dogs be indoors during operating hours. Children will NOT have access to animals.

I, \_\_\_\_\_(printed legal name) have seen and acknowledged and accept that dogs are in the backyard: and will remain there during business hours.

## [Parent Guardian]

\_\_\_\_\_  
[Print First name]

\_\_\_\_\_  
[Print Last name]

\_\_\_\_\_  
[Signed First & Last name]

\_\_\_\_\_  
[Today's Date ]

\_\_\_\_\_  
[Title]

I, \_\_\_\_\_(printed legal name) have seen and acknowledged and accept that dogs are in the backyard: and will remain there during business hours.

## [Parent Guardian]

\_\_\_\_\_  
[Print First name]

\_\_\_\_\_  
[Print Last name]

\_\_\_\_\_  
[Signed First & Last name]

\_\_\_\_\_  
[Today's Date ]

\_\_\_\_\_  
[Title]

# HandBook Acknowledgement

**IN WITNESS THAT I HAVE READ AND ACKNOWLEDGE ALL OF THE PROGRAM POLICIES AND WILL COMPLY WITH POLICIES LISTED.**

**[Parent Guardian]**

\_\_\_\_\_  
[Print First name]

\_\_\_\_\_  
[Print Last name]

\_\_\_\_\_  
[Signed First & Last name]

\_\_\_\_\_  
[Today's Date ]

\_\_\_\_\_  
[Title]

**[Parent Guardian]**

\_\_\_\_\_  
[Print First name]

\_\_\_\_\_  
[Print Last name]

\_\_\_\_\_  
[Signed First & Last name]

\_\_\_\_\_  
[Today's Date]

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