

PARENT HANDBOOK

CHILD'S NAME _____ BIRTHDATE _____
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PARENT'S NAME _____ PARENT'S NAME _____
ADDRESS _____ CITY _____ ZIP _____
STARTING DATE OF CARE _____

The following is a list of rules and regulations governing our childcare agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask prior to signing! The contents of this contract and all forms required for enrollment are non-negotiable.

ENROLLMENT PROCEDURES

All necessary forms must be completed and returned to me before I will assume the responsibility of caring for your child. No Exceptions! All forms must be updated at least every year, sometimes sooner per need. Please inform me immediately of any changes.

Listed below you will find the list of forms that you need to return to [BULLOCK'S BUSY BEEZ ACADEMY](#) before or on your child's first day.

Forms needed:

- *Parent Handbook
- *Financial Agreement
- *Registration Form
- *Admission and Arrangements (State Form)
- *Immunization Record (State Form)
- *Permission to Administer (State Form)

AGES SERVED

The ages of the children I serve are 6 weeks up to and including 12 Years old. I am occasionally available for before and after school or no school days to care for older children. Arrangements must be made in advance. Please keep in mind I do not provide transportation to and from school and my home.

OUR PHILOSOPHY

We are glad that you have chosen us to provide safe and stimulating early care and education to your child. At Bullock's Busy Beez Academy we believe in working with communities and families to offer individualized opportunities for all children. Our specially trained teachers are dedicated to helping children develop the skills essential for success in school and in life through creative, hand-on experiences. Our research-based curriculum allows children to experience social interaction, discovery, problem solving, and creating all in the context of fun.

DAYS AND HOURS OF OPERATION AND CHAIN OF COMMAND

[BULLOCK'S BUSY BEEZ ACADEMY](#) is open Monday - Saturday. Childcare hours are Monday-Friday 6:30 a.m. to 7:00 p.m. and 7:00am – 3:00pm on Saturday at 4489 Martinsburg Pike Clear Brook VA 22624 phone number is 540-313-4040 Please remember that your fee is based on the hours you contract for, not the hours that I am open.

If you at times require an earlier drop-off, you must call in advance to authorize this. An extra fee will be charged. Late fee's will also be charged for pick-ups past your agreed upon times. (See financial agreement). Bullock's Busy Beez Academy will PROMPTLY close at 7:00 pm on Monday-Friday and

3:00 on Saturday and parents are expected to pick up their children NO LATER than this time .If a child is not picked is not picked up by 7:00pm Monday – Friday and 3:00pm on Saturday. If a child is not picked up by 7:00pm M-F and 3:00 Saturday, the closing caregiver or supervisor will begin to call the parents, and then all number listed as emergency contacts for the child. Late change will take effect after 7:00pm M-F and 3:00pm on Saturday at the rate of \$1.00 per minute, per child. This amount must be paid the next day. If you have any question, please context Owner Nataska Bullock or Director Kaylee Nowell at 540-313-4040

SIGN-IN SHEETS AND ARRIVING AND DEPARTURE

There is a compute at the Welcome door and on the bulletin board. Please check your child in and out each day. For the security and safety of the children and staff, parents will not ring the doorbell and staff will have you to sign in on the IPAD parents must accompany their children into the center in the morning. Please allow ample time in the mornings to help with the transition from parent to caregiver, and for a brief health screening. The child may not stay at Daycare if signs of illness are observed. Parents must sign their child out and must and a staff member will hand you your child. Please make sure anyone up picking up your child is listed on the authorized pick-up list. They must be able to show valid ID for a staff member to release your child to them. We reserve the right to hold the child if verification cannot be obtained.

DAYCARE PROGRAM

BULLOCK'S BUSY BEEZ ACADEMY is proud to offer DAYCARE CENTER. This program targets children ages 6 Weeks to 12-year-old. Activities include circle time, calendar time, weather chart, group activities and discussion and 1-2 crafts per day. We also incorporate morning and afternoon outside play when weather allows. Children under school age do not play outdoors when it is below 30 degrees. There are many learning stations in our daycare playroom. There is a housekeeping area, blocks and trucks, puzzles and books, dress up items and much more!

ABSENCES/LATE ARRIVAL

If your child will be absent or late, please call to let me know. This will help us plan our day and is especially helpful in planning meals. Your child's absence will **NOT** reduce your weekly fee.

ARRIVING ON TIME

If you suspect that you may be late in picking up your child, you will need to arrange for a back up person to come in your place that on the emergency contacts listed. If you use a backup person to come for your child, please call me in advance and instruct this person to show me their photo identification upon arrival.

HOLIDAYS

BULLOCK'S BUSY BEES 2 DAYCARE is closed all major holidays. The following are observed holidays:

- *New Years Day
- *Memorial Day
- *July 4th
- *Labor Day

- *Thanksgiving Day
- *Day after Thanksgiving
- *Christmas Eve
- *Christmas Day
- *New Years Eve

Please arrange for back-up care if needed. ***These are paid holidays and your fee will not reduce during daycare closure.*** Depending on the day of the week that certain holidays fall, I may also close the day before or the day after. If any normally observed holiday is on Saturday or Sunday, I will take off the Friday before or the Monday after.

CHILDCARE RATES

Your weekly childcare rates are outlined in your *Financial Agreement*. As stated in that document, upon acceptance into **BULLOCK'S BUSY BEEZ ACADEMY**, and the signing of the contract, you will be required to pay a registration fee.

You may pay weekly fees by cash or credit or BRIGHWHEEL Payments must be made on each Monday by 5:00 p.m. ***If payment is not received by 5:30pm Monday, this will result in immediate suspension until all fees and late fees are paid. Continuing to pay late fees will result in immediate termination of your contract and you will lose your position at BULLOCK'S BUSY BEEZ ACADEMY.***

LATE FEE'S / ADDITIONAL FEE'S

You will be required to contract for specific times and days in which you will need care for your child. Any additional hours must be approved by **BULLOCK'S BUSY BEEZ Academy** and will only be available at an additional fee. All late / additional fees are outlined in your signed Financial Agreement.

REGISTRATION FEES

Before your child is admitted into **BULLOCK'S BUSY BEEZ ACADEMY**, or to hold a future spot, registration fee must be paid.

NSF CHECKS

Checks are always an acceptable form of payment or sign up with Bright wheel

MEALTIMES

Breakfast 8:00 a.m.

Lunch 11:00p.m.

Snack 2:00p.m

Dinner 5:00pm

These times are approximate.

All meals are nutritious and are served per federal nutrition guidelines. Children are never expected to clean their plate but are asked to try everything just once. If your child has any allergies, please let me know. At no time, should your child bring food from home unless enough is brought for all. Please allow your child time to finish all uneaten food prior to arriving inside **BULLOCK'S BUSY BEEZ ACADEMY**. If your child wishes to bring an occasional treat, please call me to verify quantity and approved foods. All treats etc, must arrive in sealed packages. We practice manners at childcare. We use thank you, please, your welcome and many more! All children join us at the dinner table, learn proper seating and table manners. Children will help set tables and prepare the table and meal when possible. Children will also help unset the table and clean up afterwards. Menus are posted on the bulletin board weekly. In accordance with Federal civil

rights law and U.S. Department of Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Person with Agency (State or local) where they applied for benefits. Individuals who deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English. To a program complaint of discrimination. Complete the USAD Program Discrimination Complaint Form, (AD-3027) found online at: [http: www.ascr.usda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

Mail: U.S Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax (202) 690-7442 This is an equal opportunity provider.

INFANT FORMULA AND BABY FOOD

Infant formula and baby food will be provided by you for your child until he/she turns age 1.

If your child is taking breast milk, there are a few extra steps that you will need to follow.

#1 Please make sure your child has made the transition to a bottle prior to their first day at daycare.

#2 Please send more than enough breast milk for us each day.

#3 All breast milk should come in tightly sealed bottles.

#4 Bottles must be packaged in a spill proof zippered bag.

#5 A separate iced cooler will be supplied for storage of milk.

#6 Protective gloves will be worn by anyone handling breast milk at *BULLOCK'S BUSY BEEZ ACADEMY*

#7 All breast milk/supply bottles will be sent home with you each evening.

BREAKING THE BOTTLE HABIT

I attempt to have my children off the bottle around their first birthday. If they can successfully drink from a cup, they have no need for a bottle. This helps ensure healthy teeth and gums by not allowing them to continue to suck on a nipple when it is no longer needed. I encourage you to break the habit at home at the same time.

SAFETY

I pride myself in having a warm, loving and safe environment in which your child can explore, learn and experience many different things. Some features that help ensure your child's safety are: We also do time out for behavior or call the parent to pick up if the behavior is out of control the child we be terminated from our program and we do not do corporate punishment.

Inside

- *Adequate Ventilation throughout the center.
- *Fire extinguishers are maintained properly.
- *Toys are age appropriate and in safe manner.
- *Electrical outlets are covered.
- *Pens, pencils and office supplies are out of reach.
- *Knives and scissors are kept out of reach.
- *Cleaners and chemicals are out of reach and locked away,
- *The hot water heater is regulated at 120 Degree's.
- * Medications are out of reach.
- *A well-stocked first aid kit is kept near and expiration dates
- *Provider is CPR and First Aid certified.

OUTSIDE

- *Safe grassy areas to play.
- *Safety approved play equipment and toys.
- *Yard routinely treated to prevent insects.
- *Entire back yard is fenced, and gate locked.

*Children do not play outside unsupervised. *Playground Safety Plan Book in the office if Parent would like to review it.

INSURANCE

ERIE Insurance. A policy is available for review.

EMERGENCIES and TRANSPORTATION

In the event of an emergency with your child, you will be called, TO PICK UP AND IF NECESSARY, the child will be transported by ambulance to the nearest hospital. If an accident occurs at our Daycare and your child is injured, the guidelines below will be administered depending on the type of accident. Our teacher is trained to apply first aid to minor injuries (cuts, scrapes, bruises.)the Director will report the occurrence to you at the end of the day or during the day as necessary, based on the nature of the injury. If your child sustains a serious injury that requires medical attention, Bullock's Busy Beez Academy will notify you immediately and the personnel. Parents will be asked to pick up their child. Will do not provide any transportation.

ILLNESS AND SICK CARE

The health and wellbeing of all the children here are of utmost importance to me. It is for the protection of the children that I must insist on strict. Even with all our precautions children do get sick and or hurt. Due to my concern for all the children enrolled in my childcare center there are certain guidelines that I require my clients to observe. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to childcare. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours.

There are several immunizations required by law before your child may attend childcare. Upon application for enrollment you will be asked to bring your child's immunization record. You will be informed of any immunizations that will be needed before your child starts childcare.

It is important to realize that if a child is unable to participate in the normal routine or needs more care than I can provide without neglecting the others in my care, that child must stay home. I know we both agree there are times a child needs to be with the parent for both physical and emotional comfort. There are also some illnesses that by law exclude the child from attending childcare. Some of those illnesses are but not limited to:

- Infectious Conjunctivitis
- Infectious Diarrhea
- Impetigo
- Chicken Pox
- Hepatitis A
- Scarlet Fever
- Scabies
- Lice
- Ringworm
- Strep throat

I would be happy to discuss the details of any of these infections with you at your request. When a child has certain symptoms, he should be kept home or in a special setting. Some of these are:

FEVER

A fever is a sign that the body is fighting some problem. The importance of a raised temperature depends on what is causing the fever. For example, if nothing else is wrong and the child had a DTP shot, the fever is not cause for the child to stay home unless it directly affects his or her ability to handle normal daily activities. There are certain times when a fever means a child should stay home. These include: An infant up to 4 months with a temp of 100 degrees or higher. A child 4-24 months with a temp of 101 degrees or higher. A child over 24 months with a temp of 101 degrees or higher. In the event of this type of temperature, the child should not return until the temperature has been gone for 24 hours without the aid of fever reducing medications such as Tylenol. If your child awakes with a high temp and you administer a fever reducer, this generally only lasts a few hours and I must call you when you arrive at work to come pick up your child. In the meantime, the other children have possibly been exposed to an undiagnosed illness.

VOMITING OR UPSET STOMACH

A child who has been vomiting can easily spread germs through vomit. The child may also need my help. If your child vomits while at childcare, you will be expected to come immediately to remove your child from childcare. If you are not able to come as soon as you are called, please arrange for someone else to come pick up your child. The child must stay home until 24 hours has passed with no vomiting episodes.

DIARRHEA

When a child has a single loose stool, he or she does not need to be at home. However, if a child has very runny stools that cannot be contained in a diaper, or the child cannot reach the toilet in time, the stool may contaminate the childcare setting and this child must remain home. Sometimes a child may get diarrhea from antibiotics or eating something different or too much of something. If they feel well and do not need extra attention and can participate in normal daily activities, they do not need to stay home. Children with diarrhea, who look or feel sick, or have a fever along with their diarrhea, need close attention. They should stay home until 24 hours have passed with only one bowel movement.

RUNNY NOSE

Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their noses on their hands, then rub them on their own and others clothing and on surfaces and toys. This is a difficult one to call. Please keep in mind how you would feel if another child's parent brought their child to care and exposed your healthy child. These instances will be handled on a case by case basis. Your cooperation will be greatly appreciated. Other symptoms of illness that will cause some concern are: Gray or white stool, Infected skin patches, difficult or rapid breathing, pink eye, severe itching, sore throat, severe coughing, yellowish skin or eyes, spots or rashes, dark urine, headache/stiff neck, and unusual behavior.

It is my wish that we may work together to keep our children happy and healthy.

Some of the features that help insure your child's health are:

- *NO SMOKING ON THE PREMISES
- *My health policy is strictly adhered to.
- *Current immunizations are required
- *Good hygiene
- * Infants are held while drinking from a bottle. Therefore, children are not allowed to carry around or have a bottle in their beds.
- *Favorite blankets or sleeping toys may be brought but kept for rest time. They are not shared with the other children and will be kept out of the daycare room.
- *Children do not bring food or drink to childcare. (The only exceptions are pre-arranged treats)
- *Children do not bring toys from home.
- *Children are prevented from sharing cups, utensils and food
- *Every attempt is made to keep toys and play area is sanitized.
- * Napping is done on individual cots or mats.
- *Food preparation is done in a safe and hygienic manner.
- *Menu's follow Federal Nutritional Guidelines.

MEDICATIONS

At Bullock's Busy Beez Academy will do not give any MEDICATION only diaper creams and sunscreen.

DIAPERING

The diapering surface is waterproof and free of cracks. Disposable paper cover and latex gloves are used when changing diapers. After use, the changing table is cleaned and sprayed with a bleach and water solution for disinfecting and cleaning. Soiled diapers, wipes, gloves are immediately thrown away. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. On occasions that these products are needed it will be discussed with parents before applying. We very seldom have a problem with diaper rash. Most cases occur because of the child having been on certain medications.

HAND WASHING

Children's hands are washed:

Before eating.
After diapering or use of toilet.
When coming in from outside play.
After meeting a sick child and/or runny nose.
After completing messy crafts or projects.

Provider's hands are washed:

Before preparing food.
Before feeding an infant or giving a bottle.
Before and after giving medications.
After diapering and or assisting a child using the toilet.
After touching body secretions.
And about 100 other times during the day.
Hands are always dried with single use paper towels.

REST TIME

Infants nap at varying times and their personal schedules take precedence. By the time a child reaches one year of age, they are generally into the same nap routine as the rest of the childcare group. We have rest time each afternoon between the hours of 12:30p.m. and 1:30p.m. Children are not required to fall asleep, but many do. Please understand that no child can be excluded from rest time. Children awaken early and have a highly active day. Quiet activities are provided for those that wake early from rest time. Cots/mats are supplied for the children, as well as travel cribs for those that still require them. Blankets or sleep companions may be brought for rest time. If you arrive during rest time, please quietly enter and keep your child quiet on your way out as to not disturb the other children.

INFANT SLEEP ARRANGEMENTS

State Child Care Regulations state that all infants must sleep on their back. No wedges or blankets may be used to prop the child. All recommendations by the SIDS *Back to Sleep Program* are followed when caring for a sleeping infant. Please remember, your infant does need tummy time to strengthen their arms and back while awake. Back positioning is recommended for sleeping only. Infants are slept on their backs in a travel crib with nothing but a light blanket for warmth when needed.

SUPPLIES NEEDED FOR YOUR CHILD

- *Bottles until age 1 yr.
- *Diapers
- *A COMPLETE change of clothing for each child
- *A new toothbrush
- *A paint shirt

Please label all items

PROPER ATTIRE

Child's play is messy work. Your child will be cooking, painting, playing on the grass and sand, and various other activities. Please do not expect me to keep your child's clothes clean and free from stains. Please remember to replace your child's clothing in their cubbies at least every 6 months to assure we have a garment that fits.

BOTTLES, DIAPERS AND TOILETRIES

For infants, you must furnish bottles. If your baby requires a special formula or must be on formula past one year of age, you must also provide that. I will coordinate with you when to start the child on solids, generally this is around 4 months unless the child has medical reasons for a delay.

I also request that you sign the form for sunscreen for your child will be playing outside a lot in the warm weather. If you wish me to use any type of diapering ointment, please sign the form.

TOYS AND PERSONAL ARTICLES FROM HOME

No Toys should be brought from home. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children.

MATERNITY LEAVE

Every family has their own desires and needs when deciding on the length of maternity leave. If a position is or will be available, you have the option of paying a deposit to hold this position for you. I cannot hold this position longer than 6 weeks. If you wish to hold a position, you will need to pay 50% of the weekly rate each Monday to hold the position. I cannot hold a position for free. At the end of this 6-week period, you will be required to pay 100% of the weekly fee to continue a hold on that position or you forfeit the position and lost all monies paid until that date.

VACATIONS

Please notify me at least 2 weeks in advance as to your Family vacations. **Please leave childcare payments with me prior to your departure. I will hold these checks until the appropriate**

TOILET LEARNING

I am always willing to assist a child with toilet learning. However, you child must be ready, and you must be ready as well. Training takes both daycare and home participation. Toilet learning must first begin at home, once your child has shown enough readiness and willingness, we will begin the training at daycare as well. I have a wonderful handout available when your child is ready for that big step. This handout discusses readiness skills, training tips and gives you an idea of the training techniques that are used at [*BULLOCK'S BUSY BEEZ ACADEMY*](#)

OUTSIDE PLAY

When weather permits, we will play outside every chance we get. Please send appropriate clothing and label all attire with your child name. When weather is below 20 degree's in the winter children we play inside. We have lots of fun outdoors and do not want to worry about grass stains in our new clothes so please send your child in play clothes. Every child age 6 weeks – 12 years will go outdoor for one hour a day when weather is permitting.

OPEN DOOR POLICY

At *BULLOCK'S BUSY BEEZ ACADEMY* you can always be assured that the door is open to you. Please feel free to drop in and check on your child, however, keep in mind a child just adjusting to a new surrounding will want to leave with you when you pop in for a visit.

You are also invited to call and check on your child during the day. Please keep in mind there may be times if the phone goes unanswered, please do not become alarmed, simply leave me a voice mail message and I do have a visual monitor on the phone which allows me quick notification of a message waiting. I will then return your call as quickly as possible. You may also communicate any information to me or staff via email or text. Per code of Virginia every custodial parent has the right to be admitted to the center. Legal custodial paperwork must be on file if a custodial parent is not to be allowed in. At Bullock's Busy Academy we are mandatory reporters so if we suspected any child abuse, we must report to child welfare.

Bullock's Busy Beez Academy

If you decide to remove your child from *BULLOCK'S BUSY BEEZ ACADEMY*, I require a two-week written notice. You are required to pay for these two weeks. If I decide I can no longer provide care for your family I will also provide you with a two-week written notice. If violations of this agreement occur, you may be given immediate termination from *BULLOCK'S BUSY BEEZ ACADEMY*. Examples of why I would terminate your child's care include: (but are not limited to)

- #1 Failure of parents to pay fee.
- #2 Failure to complete and sign any required forms.
- #3 Lack of parental cooperation.

GOALS

The primary goal of my daycare center is to provide a loving, safe, stimulating environment for your child while you are at work. It is important that we work together as partners and that we feel comfortable discussing your child's needs. I look forward to a long and rewarding friendship with your child and family. There may be updates to this parent handbook occasionally. I will give you a separate addendum as the need arises. Communication is the key, please feel free discussing your concerns with me. Thank you for your interest in finding the best possible care for your child!

Welcome to *BULLOCK'S BUSY BEEZ ACADEMY!*

AGREEMENT

I have read and fully understand this *BULLOCK'S BUSY BEEZ ACADEMY* Parent Handbook. I now agree to enter this agreement with of *BULLOCK'S BUSY BEEZ ACADEMY*. I understand that the contents of this contract may be changed at any time by *BULLOCK'S BUSY BEEZ ACADEMY* providing two weeks written notice to me. Anytime a change is made, I will be given a new contract if I intend on continuing childcare at *BULLOCK'S BUSY BEEZ ACADEMY*. I have received an exact copy of this Parent Handbook for my own records.

Parent Signature _____ Date _____
Parent Signature _____ Date _____
Provider Signature _____ Date _____