Dear Families

*A warm welcome to* ***YOU****!*

We are thrilled that you are interested in Beautiful Beginnings Inc. Childcare.

We look forward to partnering with you in the process

of caring for your child.

We are providing this **Parent Handbook** to help you better understand

all that you will encounter this year regarding:

**Policies**

**Procedures**

**Activities**

**Responsibilities**

Please consult the **Table of Contents** for easy reference.

*May God richly bless you as you join with us in the exciting adventure of*

***raising your children for LIFE!***

**In Christian Service,**

**The Beautiful Beginnings, Inc. Administration, Faculty and Staff**

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**ORGANIZATION**

Beautiful Beginnings, Inc. is an independent childcare facility. Our goal is to provide the highest quality primary care in a child daycare setting, and to provide the community with an alternative childcare option based on Christian values.

**AN HISTORICAL PERSPECTIVE ON BEAUTIFUL BEGINNINGS**

The source of inspiration for Beautiful Beginnings, Inc. began in 2003 when Mandy Wtulich, our Director, after 23 years of experience in early childhood education, desired to establish a quality early childhood program where children could learn of God’s love, be taught by committed Christians, and do so in a peaceful, loving and kind environment. Today, those desires remain a constant in the learning and nurturing plan.

**BEAUTIFUL BEGINNINGS, INC. MISSION STATEMENT**

Beautiful Beginnings, Inc. purposes to provide a secure, loving childcare environment, based on biblical principles, with developmentally appropriate learning opportunities designed to maximize each child’s growth mentally, physically, emotionally, and spiritually.

**ADMISSIONS**

Beautiful Beginnings, Inc. admits children of any race, color, religious creed, national and ethnic origin, ability, ancestry or age. It does not discriminate on the basis of race, color, nationality, religious creed, ethnic origin, disability, ancestry, and/or age, in the administration of its general policies, admissions policies, and other center-administered programs. Beautiful Beginnings is an equal opportunity employer and child care provider.

**ADMISSIONS CRITERIA FOR CHILD**

The child must between 6 weeks and 6 years of age.

**ADMISSIONS PROCEDURES**

To qualify for enrollment the following criteria must be met:

At least one parent/guardian must complete a tour to gain an understanding of the center’s philosophy and program.

Complete an interview with the Administrator.

Carefully read the center’s philosophy, Parents as Partners Agreement and Statement of Faith to determine their ability to agree with and support the Center in nurturing the child.

Complete the application for enrollment, the Emergency Form, child physical and Parent Agreement.

Read and complete other required documents such as the Extended Supervised Care Program.

Pay the registration and first month fees.

Provide the Center with all necessary birth, health and educational records.

Siblings of enrolled children will be given admission preference over the waiting list.

**\*Student records will be reviewed and updated every 6 months**

**EDUCATIONAL PHILOSOPHY**

**God-Centered**

Beautiful Beginnings, Inc. childcare philosophy reflects in every way a Christian philosophy of life. We are God centered. We honor God as physical Enabler and spiritual Motivator for pursuing knowledge. We recognize that it is God and His world which is the object of our learning and source of our growth. “Whoever gives heed to instruction prospers; and blessed is he who trust in the Lord.” *Proverbs 16:20*

**Motivation for Learning**

Beautiful Beginnings, Inc. affirms the biblical teaching that man is created in God’s image. We, therefore, appreciate inquiring minds, the desire to create, freedom to explore, and the will to achieve order as expressions of God’s image within us. We seek to stimulate these internal motivational forces so that our children will find their educational experiences to be genuinely fulfilling. “Show me your ways, O Lord, teach me your paths.” *Psalm 25:4*

**Goals for the Learner**

It is our goal that each child will develop his own unique God-given personality, have positive awareness of his place in the world around him and an appreciation for his environment through a multi-sensory approach. It is our intention to provide opportunities for the whole child to develop spiritually, physically, socially, emotionally and intellectually through a literate, interactive environment. “Train up a child in the way that he should go, and when he is old he will not depart from it.” *Proverbs 22:6*

**Instructional Point of View**

We espouse the developmental point of view that the physical, social, emotional and intellectual aspects of development depend on and support each other. The developmental point of view appreciates and anticipates that readiness for any task has its roots in the biological/maturational level of the child. Therefore, we cannot produce, speed up or ignore maturational readiness. We believe children learn best in a variety of settings such as interest areas, learning centers, large group, small group and one-on-one combinations. Parents, peers and relatives are welcomed into the classroom, as long as the learning environment is not disrupted. “I will praise thee; for I am fearfully and wonderfully made.” *Psalm 139:13*

Furthermore, we desire to establish a program where children can learn of God’s love, through the love and the peaceful demeanor of those who care for them.

**STATEMENT OF FAITH**

Beautiful Beginnings, Inc.’s Statement of Faith is intended to express those central Christian beliefs which are clearly taught in the Bible and which are held in common by the broad-based Christian community. The Statement of Faith is intended to provide an inclusive rather than exclusive basis for support and participation by the total Christian community.

**The Bible**

The basis of our belief is the Bible, composed of the sixty-six books of the Old and New Testaments. We believe that the Bible in its entirety originated with God, and it was given through the instrumentality of chosen men. The Bible thus at one and the same time speaks with the authority of God and reflects the backgrounds, styles and vocabularies of the human authors. We hold that the Bible is the unique, full and final authority on all matters on which it speaks, and that there are no other writings of equal authority.

**God**

We believe that there is one true God, eternally existing in three persons—Father, Son, and Holy Spirit, each of whom possesses equally all the attributes of Deity and the characteristics of personality. In the beginning God created out of nothing the world and all the things therein; thus manifesting the glory of His power, wisdom and goodness. By His sovereign power He continues to sustain His creation, according to His own wise, eternal plan.

**Salvation**

The central purpose of God’s revelation in the Bible is to call men into fellowship with Himself. Originally created to have fellowship with God, man chose to go his own independent way, and thus alienated himself from God and suffered the corruption of his nature, rendering him unable to please God. The fall took place at the beginning of human history and all men since have suffered these consequences and are thus, in need of the saving grace of God. The salvation of men is the work of God’s free grace, not the result of human works or goodness, and is appropriated by faith.

**Jesus Christ**

The saving object of faith is Jesus Christ, the eternal second Person of the Trinity Who was united forever with a true human nature by a miraculous conception and virgin birth. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of men by dying on the cross as their substitute thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He ascended bodily into heaven, and sat down at the right hand of the Father, where He, the only Mediator between God and man continually makes intercession for His own. He shall come again to earth, personally and visibly, to consummate history and the eternal plan of God.

**The Holy Spirit**

The essential accompaniment of a genuine saving relationship with Jesus Christ is a life of holiness, obedience, and service, wrought in the believer by the Holy Spirit, the third Person of the Trinity. He was sent into the world by the Father and the Son to apply to men the saving work of Christ. He enlightens their minds, awakens in them recognition of their need for a Savior, regenerates them and at the point of salvation indwells every believer to become the source of assurance, strength, wisdom, guidance, and ministry.

**Human Destiny**

The consummation of God's saving work embraces the whole man - body, soul, spirit. For all men there is a life to come, a resurrection of the body and a future judgment. There are two aspects of the righteous judgment of God: the judgment of believers reveals the quality of works done in the body for the purpose of bestowing rewards, there being no condemnation for those who are in Christ Jesus; the judgment of unbelievers reveals the depth of sin and the justice of God in allowing men to perpetuate in eternity their rejection of God.

**Church**

The corollary of union with Jesus Christ is that all believers become members one with another. There is one true universal Church, which is composed of all people everywhere, living and dead, who have trusted in Christ for salvation, without regard to organizational affiliation. God commands us to assemble together for the purposes of worship, edification and mutual encouragement, and wherever God's people meet in obedience to this command there is a local expression of the Church. It is the responsibility of each of member to keep the unity of the Spirit for the building up of the Body, and to work with other members of the fellowship to show Christian concern for the needs of people everywhere - especially to the poor - and to fulfill our Lord's final command to His Church - to spread the Good News of redemption throughout the world.

**SHARED VALUES**

The unique strength of Beautiful Beginnings, Inc. Childcare Program lies in the values shared by its administrators, faculty and staff. These values are exemplified in the ongoing commitment to:

Maintain an excellent, biblically-based academic curriculum.

Build a challenging, yet nurturing learning environment which promotes inquisitiveness,

creativity and confidence.

Identify opportunities for developing each child’s unique qualities and talents.

Promote the spiritual growth of children through classroom and extracurricular activities.

Encourage child enrollment and participation regardless of race, color, religious creed, nationality and/or ethnic origin or socio-economic status.

Partner with children’s families in the educational process, program development and direction of the center

**PARENTS AS PARTNERS AGREEMENT**

**A. Finances**

We agree to complete our financial responsibilities as outlined on the Tuition and Admittance schedules and policies below:

There will be no refunds for temporary absences or withdrawals unless approved by the Director.

We understand that children of parents owing delinquent tuition for the current month will not be readmitted to the center the following month.

Payments are due at the first of the month. Returned checks will be assessed a $25 handling fee plus the $15 late fee. Unpaid fees will result in disenrollment of children until the account is current.

Continued failure to meet the above stated obligations or agreements with the Business Manager ON TIME will result in action to consider refusal of enrollment for subsequent periods regardless of whether or not the bill is paid.

When a child has been voluntarily withdrawn from the center for any reason, fees must be paid in full for each month in which the child was registered regardless of the number of days in attendance.

Beautiful Beginnings, Inc. considers that all unpaid accounts from past years are still due to the center. Careful records are kept and any parent may determine the status of his or her account by inquiring through the Business Office.

**B. Discipline**

We agree that our child(ren) will be subject to the rules and regulations of discipline set forth in the daily program. The Parent Handbook elaborates upon this area (see page \_\_11\_\_ of this Handbook.)

**C. Cooperation**

We support and pledge our full cooperation to the center and its rules, goals and philosophies. We will bring any questions and criticisms directly to the teacher (Matthew 18:15) and if further clarification is needed, to the administration so that they can be properly considered by those in authority.

**D. Understanding**

We understand that:

Beautiful Beginnings, Inc. reserves the right to dismiss any child for lack of cooperation by the child or the parent or guardian.

This agreement may not be changed or voided without the written approval of the

Director.

We will cooperate with the administrative, educational, spiritual, and financial policies as set forth by Beautiful Beginnings, Inc.

We will attend those activities and special events which will familiarize us with the goals and purposes of the center and the care our children will receive at Beautiful Beginnings, Inc.

**Statement**

Beautiful Beginnings, Inc. views the care of its children as a partnership. The center provides a quality childcare environment integrated with a Judeo-Christian world view. The center expects that the parents will nurture respect for the center at home via a positive attitude towards faculty, staff and administration. It is believed that the developmental progress of the children can only be completed when the partners execute to the fullest of their abilities, this Agreement. Therefore, both parents or designated legal guardian(s) must sign acknowledging approval of this Agreement before enrollment status can be granted.

**“GETTING TO KNOW YOU”**

Sometime within 60 days of enrolling your child, the teacher or an administrator will call you or meet with you to discuss questions that are critical to the safety and health of your child. The exchange of information is critical to the development of a partnership between you as a parent and Beautiful Beginnings staff. You will also be asked to answer a questionnaire that will help us meet the developmental needs of your child.

**THE LEARNING PLAN**

At Beautiful Beginnings, Inc. the learning plan is built on the fundamental truth that each child is a valuable individual who possesses unique gifts and learning styles. Children enrolled in Beautiful Beginnings, Inc. programs build positive relationships with classmates and teachers. Together they explore nature, science, arts and crafts, music, drama, physical exercise, language, pre-reading, pre-writing skills, mathematics and God's Word. With a high degree of sensitivity to each child's learning readiness, teachers encourage each child's progress.

There are many aspects of God's world. The following curricula are introduced age-appropriately, developmentally and often thematically to the children with great attention given to the readiness of each child:

**\*MUSIC/DRAMA** enjoys a place in the daily diet of auditory and role-playing fun.

**\*BIBLE** stories profile Godly themes of sharing and caring.

**\*LANGUAGE ARTS** affords opportunities for oral and self-expression.

**\*SCIENCE** explores God's wonders in His world.

**\*MOVEMENT EDUCATION** encourages whole body responses and small muscle

challenges.

**\*MATHEMATICS**  teaches orderliness to the developing child.

**\*ARTS AND CRAFTS** allows every child a sense of completion and satisfaction with each creative endeavor.

**\*HEALTH AND SAFETY** prepares children to make wise choices and to appreciate the world God has made.

**\*SOCIAL STUDIES** enables children to discover their immediate community and learn how their decisions impact their friends.

"The goal of our instruction is LOVE from a pure heart and a good conscience and a sincere faith."

*I Timothy 1:5*

**\*Kindergarten program will follow the curriculum outlined by the Director of Education.**

**THE LEARNING ENVIRONMENT**

Beautiful Beginnings, Inc. Childcare Center is located on the campus of St. Luke Lutheran Church in Devon. The setting provides a large playground and enough building space to support the learning program with a gymnasium, and colorful classrooms that are filled with learning centers, print‑rich materials and a vast assortment of manipulatives.

**THEMATIC TEACHING**

Thematic teaching integrates the various disciplines taught with the thematic content. Instructional strategies include the use of educational technological media, parents, field trips and special in-house programs. Parents are encouraged to share resources. Thematic room decorations enrich the learning environment.

**ADMINISTRATION**

The responsibility of the center’s daily operation is a delegated function of the Director who implements the standards established by the Department of Welfare, Tredyffrin Township, Environmental Protection Agency, Department of Public Health, Pennsylvania Keystone Stars and other regulatory agencies.

**ARRIVAL AND DISMISSAL PROCEDURES**

The Center opens at 6:30 A.M. for the morning Extended Care session. Teachers will bring children to their rooms at 8:00 AM. Those children who remain after 4:00 PM will return to the Extended Care room until they are picked up by their parents.

Parents will park in the left area of the parking lot (facing the building) and escort their children through the gate and down the path into the side entrance of the facility. The outer door will be unlocked and parents will have a proximity key which will unlock the inner door to admit their child. All children must be signed in on a daily basis and a phone number listed for where the parent can be reached **that day**. Under NO circumstances shall children be picked up **after** 6:00 PM.

***NOTE: If for some reason a parent or relative is not to visit with or transport your child, we must have IN WRITING your request.*** Please then also state the names and the relationship of the people permitted to transport and pick up your child. In cases of separation and/or divorce, a court order may be required.

**BIRTHDAY PARTY GUIDELINES**

Celebrating birthdays is an important part of classroom activities. To keep the birthday celebrations within the framework of our program, we request the following guidelines be honored by parents:

Date of party is to be approved by the teacher.

Party time is assigned by the teacher.

Party food may be cupcakes and juice or a special snack. Please send small cupcakes you may borrow our cupcake tins located in the office. They are the perfect size.

We cannot accommodate party entertainers during these celebrations.

Party invitations will only be distributed from the classroom if the whole class is invited. (Otherwise please send your invitations through the mail, they will not be allowed to be distributed by the classroom teacher.)

**CALENDAR**

Please note the days the center is closed by marking them on your calendar. We will be closed on the following dates: New Years Day; Martin Luther King Day, Presidents Day, Good Friday before Easter, Memorial Day, Independence Day, Labor Day and Thanksgiving (Thursday AND Friday), and Christmas Day.

**CHANGE OF ADDRESS**

Your child's teacher and the Center office must be made aware of any change of address or change in telephone number. This is for both home and work and for those listed on your authorization forms in case of emergencies.

**CHURCHES**

Beautiful Beginnings, Inc. values interaction with local church leaders. The opportunity for the center to work in combination with churches to teach Christian principles and reinforce Christian values is greatly appreciated. We encourage all our families to worship together weekly in a Bible-believing church.

**CLASSROOM VISITATION**

Please contact your child's teacher if you wish to sit in on class activities. All visitors, including those you bring to the Center, are to report their presence to the Office. You are welcome in your child’s classroom at any time. Please be sensitive to your child’s needs if this causes disruption for your child or the class as a whole.

**DAILY SCHEDULES**

General daily and weekly schedules are posted in each classroom and shared during your Open House visit. Specific curricula for the week will be posted on the classroom chalkboard or whiteboard. Specific details concerning your child’s day will be sent home daily.

**DRESS**

Dress is casual and functional. Since physical movement, recess and art class occur regularly, parents are urged to dress their children appropriately. **Sneakers or rubber soled, closed toe shoes are required for safety reasons.** No sandals, jellies, or flip-flop type shoes are permitted. Please label all clothing, especially in the winter months. An extra set of clothing for each season must be kept at the center for all children in case of accidents or emergencies.

On specially designated days, dress will reflect a program theme.

**Please knot the ends of all strings on hoods or jackets** for safety reasons. Earrings should be post style only. **No** hoops or dangles permitted.

**DISCIPLINE IN THE EARLY CHILDHOOD ENVIRONMENT**

Beautiful Beginnings, Inc. supports a discipline policy based on the biblical principles written in God’s

Word, the Bible. As we partner with parents our goal is “training up a child in the way he should go”, *Proverbs 22:6*, and “bringing (our children) up in the training and instruction of the Lord”, *Ephesians 6:4b*. The first step is the establishment of developmentally appropriate guidelines that clearly express behavioral expectations. These guidelines, also known as “rules of the game” are posted in each classroom and reiterated by the teachers throughout the day. Secondly, a positive discipline plan is implemented in each classroom, rewarding appropriate behavior. Examples of rewards are verbal praise, extra time for favored activities, stickers, etc.

When a guideline or directive is not followed, it is restated one-on-one with the child to assess the level of understanding. If after careful explanation the child continues with inappropriate behavior, the parent or guardian will be contacted and informed of the situation. After discussion with the parent, the teacher will choose a time-proven plan of action, until appropriate behavior is achieved. Anytime a child endangers themselves or others, the child automatically receives reflection time and a Parent Communication form is sent home to the parent. Repeated violations will require conferencing with the administrator, involved teachers, and parent(s), for resolution.

In summary:

Guidelines are established.

Appropriate behavior is rewarded.

Understanding is assessed.

Redirection or restatement of directive is given.

Reflection for inappropriate behavior.

Parent is contacted if inappropriate behavior continues.(cont.)

\* At Beautiful Beginnings, Inc. reflection time is an opportunity for a child to sit down and to think about what they have just done, recall the appropriate response and purpose to do it.

**Probation Policy**

Probation is administered at the discretion of Administration in light of circumstances and fact. Probation by definition is to be a time of testing or trial of character, ability, or qualification of the child over a predetermined period of time.

A probation contract will be instituted which will involve (1) Goal setting, (2) Time limits (3) Methods and (4) Consequences. This contract will define the problem and state the goals of adjusted behavior within a prescribed period of time, indicating the appropriate means to achieve the goal, as well as the consequences of either success or failure.

Failure to meet the probation contract will result in suspension or permanent dismissal.

**Permanent Dismissal of a Child**

A child may be dismissed from the center for any of the following conditions:

The child’s behavior after a suspension or probation contract remains inappropriate for our early childhood setting.

The child’s needs are of such a nature that the traditional classroom setting offered at Beautiful Beginnings, Inc. is not sufficient to meet the variety and scope of the child's needs.

The child's behavior consistently causes disruption of the environment such that other

children are deprived of their rightful share of the teacher's time and attention.

The parents fail to cooperate with the procedures and policies as outlined by this handbook.

The scenario for dismissal due to behavior will be as follows:

The child will have displayed behavior that indicates inappropriate placement at Beautiful Beginnings, Inc.

The teacher has communicated to the child the inappropriate behavior and the behavior expected.

The teacher has communicated the child’s behavior to the parent, again communicating the behavior that is appropriate and expected.

The teacher has conferenced with the parent concerning the child’s behavior.

The teacher has communicated the child’s behavior to the Director.

If misbehavior continues, the Director will be informed and strategy to be taken will be laid out for the best solution.

If inappropriate behavior continues, Beautiful Beginnings, Inc. reserves the right to suspend and/or dismiss the child from the childcare center.

Procedures 1 through 7 will be bypassed if the child’s behavior is deemed by the Director to be extraordinary and dangerous to the offending child and/or to others.

**EARLY DISMISSAL FOR SNOW**

As soon as an early closing is announced, you are to arrange for your child to be picked up promptly.

**EMERGENCIES**

**All enrolled children must have an Emergency Card on file with up-to-date telephone numbers for parent/guardian employment and contacts.** In the event that your child must be taken to a local hospital, you will be directed to that hospital.

In the event that your child must be dismissed early because of illness or injury, you or your designated driver are to come immediately to the Center and **report to the office** before you go to get your child, **then** proceed to your child's classroom.

Allergies, what causes them and how to respond to them, must be identified with specific written instructions for the staff.

**EMPLOYER IDENTIFICATION NUMBER**

Beautiful Beginnings, Inc.’s identification number for tax purposes, for parents declaring childcare is 32-0124329.

**EXTENDED ABSENCES**

Please alert your child's teacher if you plan for your child to be absent for more than 3 successive days.

**EXTENDED SUPERVISED CARE (ESC)**

As a service to our families, Beautiful Beginnings, Inc. offers both morning (A.M.) and afternoon (P.M.) Extended Supervised Care (ESC) for all children. This service is designed to accommodate families who need more than 8:00AM – 4:00 PM care due their work schedule.

**The center closes at 4:00 PM. A $1.00 per minute fee will be charged after 4 p.m.**

**Please be on time!**

**FIELD TRIPS**

Beautiful Beginnings, Inc. does not participate in field trips. However, we will sponsor several visitor events, in which we invite community members into the school to interact with the children. A signed parent permission slip and all required fees must be given to your child's teacher before the event.

**FIRE DRILLS/CRISIS PLAN**

Fire drills are held monthly to prepare children for quick exiting from the building in the event of fire or another emergency. Plans have been developed for other emergency situations. Code words alert teachers to implement procedures. Emergency drills are practiced several times each year.

**GUIDELINES FOR FIRST AID/ILLNESS**

**For use by Parents/Guardians and Center Personnel for Emergency Care of**

**Accidents or Illnesses Occurring under our Jurisdiction**

**Communicable Diseases**

If a communicable disease is suspected, the child will be excluded from the Center. He/She shall not be re-admitted to the Center in less than the prescribed interval as established by the state and local Bureau of Health; unless the physician certifies that the child is not suffering from a communicable disease. Communicable disease is suspected if any of the following are noted: upper respiratory symptoms, diarrhea, inflamed eye, rash or skin lesion, nits or worms, vomiting, temperature over 101 degrees.

**Re-Admission After Illness**

**Procedure for children to be re-admitted to the Center after routine illness:**

**Children must be fever free/vomit free/diarrhea free for 24 hours (without medication) before returning to the Center.**

1. Less than three (3) days, a call from the parents is required.

2. After three (3) days, a doctor's excuse or a parent's excuse that requires the approval of the

administration staff.

If the administrator determines that the child is not ready for re-admission to the center, the

parent will be contacted and asked to obtain a note or fax from his/her physician of choice,

indicating that the child may return to the center.

B. **Procedure for re-admission after serious illness or hospitalization:**

1. Diagnosis of illness or reason for hospitalization must be reported to the Administration.

2. Emergency medications can only be administered by designated office staff when accompanied by a doctor’s note, as well as written parent/guardian permission, with medicine in

original containers. Medications must be kept in the office. Medications should always be given at home by the parent/guardian whenever possible.

3. Activities allowed or restricted must be reported to the Administration as well as to the teacher.

4. Restrictions or limitations must be advised by the physician in writing or faxed from the Doctor’s office and sent to the Center when the child returns to the Center.

C. **Procedure for children to be re-admitted to the Childcare Center after a contagious disease:**

1. Parents must submit a written Doctor's excuse or have the Doctor’s office fax assurance of non-infection before the child will be re-admitted to the Center.

2. Along with the Parent's note, the absence must correspond with time limits noted below:\*

a. Measles (Rubella) - Four days from onset of rash.

b. Chicken Pox - Six days from last crop of new vesicles.

c. Mumps - Nine days from onset or until subsidence of swelling.

d. German Measles (Rubella) - Four days from onset of rash.

e. Whooping Cough (Pertussis) - Four weeks from onset or seven days from start

of therapy.

f. AIDS - See District Guidelines.

g. Respiratory Streptococcal Infections including Scarlet Fever –

Not less than seven days from onset if no physician is in attendance or 24 hours from

start of medication.

h. Viral Hepatitis - requires a doctor's note indicating the child has been under care and

is now able to return to the center.

i. Meningitis - Requires a doctor's note indicating child has been under doctor’s care and

is now able to return to a childcare setting.

*\* Per Commonwealth of Pennsylvania - Department of Health - Public Health Regulations, Title 28, Health and Safety, 27 - 71 (12/78).*

D. **Procedure for children to be re-admitted to the center after an acute contagious disease:**

Those children who have been excluded from the Center or absent from the Center for the following conditions will be re-admitted after 24 hours of adequate therapy with a note from family physician, stating that the child is under adequate and effective therapy, or judged non-infective by Center nurse/health assistant:

1. Conjunctivitis (Pink Eye)

2. Impetigo Contagiosa

3. Scabies

4. Tinea Capitis - Ringworm of Scalp

5. Tinea Corporis - Ringworm of Body

6. Enterobius Vermicularis (Seatworm or Pinworm) - Needs RX.

7. Pediculosis - See separate listing.

*\*NOTE: Erythema Infectiosum (Fifth Disease) - Isolation not necessary. Children need not be excluded from Center.*

**Reportable Diseases**

The following diseases are to be reported to the Chester County Health Department:

(Main Administration Office)

AIDS Mumps

Amebiasis Pertussis

Animal Bites Plague

Anthrax Poliomyelitis

Botulism Psittacosis

Brucellosis Rabies

Cancer Reye's Syndrome

Cholera Rickettsial disease, including

Diphtheria Rocky Mountain Spotted Fever

Encephalitis Rubella and Congenital Rubella Syndrome

Food Poisoning Salmonellosis

Giardiasis Shigellosis

Gonococcal Infections Smallpox

Guillain-Barre Syndrome Syphilis - Infectious

Hepatitis, Viral, including Type A Tetanus

and Type B Toxoplasmosis

Malaria Trichinosis

Measles Tuberculosis

Meningitis - all types Typhoid

Meningococcal Disease Yellow Fever

E. **Well Visits**

It is extremely important that we receive your child’s physicals when they are due. Infants must have a physical every three months, toddlers every six months and preschool children must have a physical every year.

**HOURS OF OPERATION**

Teaching Hours for Center: 8:00 A.M. to 4:00 PM

Extended Supervised Care: 6:30 A.M. - 8:00 A.M.

After Care Program: 4:00 P.M. – 5:00 P.M. for additional fee (limited spots available)

**ILLNESS OR EMERGENCY OCCURING WHILE ON CAMPUS**

In case of major injury to or illness of a child while on campus, we will contact the parent and ask that the child be taken home. The Emergency Information Form will be consulted prior to administering first aid. Please inform the Center office immediately of any changes in the information on this Form.

All teachers are certified in CPR and Standard First Aid. Beautiful Beginnings, Inc. has a team of trained First Responders who are called upon for all emergencies.

**INCIDENTAL EXPENSES**

During the year families can anticipate additional expenses for field trips, special days, missions giving, and various small fund-raisers.

## INCLUSION/ NON-DISCRIMINATION

Beautiful Beginnings 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 their individual capabilities and needs.

At Beautiful Beginnings equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religious creed, 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.

**LOST AND FOUND**

Please check the “Lost and Found” bin area, located on the shelf catty corner to the office for lost items. Remaining items are donated to local charities periodically. Parents will be notified before any items are donated. Labeling of all articles of clothing, rest items, lunch boxes, book bags, etc. is highly

recommended, to prevent loss.

**LUNCH**

We do not provide lunch. Parents must pack enough food to make sure their child’s nutritional needs are met each day. We provide microwaves and refrigerators for heating and cooling your provisions.

**MEDICATION DURING CENTER HOURS**

The major responsibility for administering medication rests with the child's parent or legal guardian. It is recommended that all medication **BE TAKEN AT HOME** such as at breakfast, dinnertime and at bedtime. This allows for one, two, three or four doses of any drug such as antibiotics, cough and cold medicines and nasal sprays. All over the counter medications must be kept in the office. No medication of any kind may be given prior to signing the child’s medication log.

**MEDICATION MAY BE ADMINISTERED ONLY IN EMERGENCY SITUATIONS BY AN AUTHORIZED MEMBER OF THE PROFESSIONAL STAFF.**

No medication is to be sent to the Center unless it is a prescription drug for preventive reasons such as hyperactivity, seizures or heart condition, or a prescription drug for emergency conditions such as asthma, bee stings, or allergies. These preventive or emergency medications may be sent to the Center if the rules listed below are followed:

Note from parent stating name of medication, how it is to be given, amount and time of administration, and the reason for the medication.

Note from doctor with specifics of dosage and schedule.

Child’s name must be on medication in the prescription bottle with proper label.

Medicine must be handed directly to the main office staff. Please do not send medicine in the child’s lunch box or book bag, or any other belongings.

Measuring items that provide exact dosage must accompany medication.

All medicines must be within the expiration date stated on the label.

**MESSAGES AND DELIVERIES**

**Written messages to your child’s teacher are the best form of communication.** Please attach all written communication in your child’s lunch bag to assure delivery. Please be sure to send a lunch bag in daily. In case of emergencies, calls to the office can be made.

**OFFICE LOCATIONS**

Main Office is located in room # 110. Office appointment hours are between 10:00 AM and 3:00 PM.

The telephone number is 610-964-1030 and our email address is: **bbeginnings@comcast.net.**

**PARENT PARTICIPATION**

Parent involvement is vital to our program! Opportunities are presented for participation in learning centers, field trips, cooking projects, special theme days, evening programs and “read aloud” days. Parents are invited to share talents, hobbies, collections, etc. with our classes.

Parents not available during the Center day can help by preparing activities, gathering supplies, sewing, building or organizing special projects at home. Check with your child’s teacher to see how you can be involved.

**PARKING**

Cars are to be parked in the left side parking lot when facing the building. Do not park in areas designated as Fire Lanes and only use the handicapped parking if you are handicapped. Please drive slowly (5 M.P.H.) and carefully.

**ARRIVAL PROCEDURES**

**You or a car pool parent must hand your child directly to a teacher in the correct room. Teachers are on duty beginning at 8:00 A.M. No child will be permitted to go to and from the car unattended. All children MUST be signed in and then taken to wash their hands, by a parent/guardian.**

Please drive carefully at all times when entering/exiting the Center. The speed limit in our driveway/parking area is 5 m.p.h.

**PAYMENT OF TUITION & FEES**

**All rates (weekly and monthly) have been calculated with consideration given to holidays and emergency closing. You are responsible for tuition during extended absences resulting from illness and/or vacation (see vacation policy).**

Your Parents as Partners Agreement states that tuition are due on the dates indicated on the Tuition Statement. Please keep current in all financial obligations. Late fees are charged. The Business Office will notify you of any past due accounts.

All fees may be paid by placing a check into the tuition box or mailed to the center. If paying with cash please pay the office to receive a receipt. **Please do not send in your tuition payment with your child or give it to your child's teacher.**

**PERSONAL PROPERTY**

Please label **EVERYTHING** that comes to Center: lunch boxes, lunch bags, clothing, books, etc. with your child’s **first** and **last** names.

**PERSONAL NEEDS**

Your child will need a book bag and a large lunch bag to carry home important papers, art projects and empty food containers. We also suggest serviceable clothing and sturdy shoes or sneakers with rubber or crepe soles. Flip flops, sandals, clogs and work boot type shoes are hazards in the Center. **All children should have a complete change of seasonal clothes available including underwear/socks.** Please send in a standard crib sheet and small blanket for their rest cots. Children will go outside everyday that is 25 degrees F or above. Your child should always have a hat and mittens to wear with his/her jacket or coat during cold weather that can be left on campus.

**POSTING ANNOUNCEMENTS**

A communication bulletin board is located in the parent entrance area. All postings must be approved and initialed by the Director (or her designate) before being posted.

**PROGRESS REPORTS**

Children enrolled in the Center are evaluated for educational and developmental purposes. Ages and Stages, Milestones, and Progress Reports identify specific areas of the child's progress relative to the physical, emotional‑social, cognitive and spiritual components of the program. One on one parent teacher conferences will be scheduled in October and in May of each year. Also personal conferences are scheduled on an “as needed” basis anytime during the year.

**PROMOTIONS FROM CLASS TO CLASS**

Children are promoted from one classroom to the next, at the same time each year, the Tuesday after Labor Day. This is called “move up day”. Every effort is made to keep the children in each group with at least one of the same teachers or staff persons.

**TRANSITIONING FROM BEAUTIFUL BEGINNINGS, INC.**

All children are encouraged to attend the kindergarten of the school where they would be attending the primary grades. Parents may receive copies of anything in their child’s file as long as all tuition and fees have been paid, i.e., Ages and Stages, progress reports, etc.

**RELEASING A CHILD TO ANOTHER PERSON**

If a child is to be released to someone other than the parent or legal guardian, a note or phone call of explanation must be made in advance to the teacher and the office. The Center reserves the right to require photo identification of any person who picks up a child at the Center.

**SAFETY**

Safety is of daily concern at Beautiful Beginnings, Inc. Children are supervised in every area of our campus and precautions are taken to help prevent accidents. If you see an actual or potentially unsafe situation, **please report it immediately** to your child's teacher, a staff member or the Director.

**SALES**

No products other than those officially endorsed by the Center’s Director are permitted to be sold on campus. The parent directory is not for sale nor should it be used for solicitation.

**CENTER CLOSING FOR SNOW OR INCLEMENT WEATHER**

Snow days are determined by the Director. You will receive an email when we are closed or if we are opening later.

**CLASS LISTS OR CENTER DIRECTORIES**

These lists are for your convenience, please do not sell them or use them for solicitation purposes for any business other than official Center business. Please call the Center to keep address and telephone numbers current.

**CENTER PHOTOGRAPHS**

Individual and class photographs are taken each year. Notices are sent home before picture days.

**SHOW AND SHARE**

An important part of our Center’s language arts activities is Show and Share. Through Show and Share, a teacher can enrich a child's learning in the following ways:

Enhancing a child's self image.

Allowing a child creative verbal expression.

Allowing a child to share feelings and experiences with others.

Encouraging acquisition of better speech patterns.

Stimulating vocabulary expansion.

Allowing a child to contribute new information to the class.

Giving a child an opportunity to test his ability to communicate to a group. (cont.)

**Your child's teacher will schedule your child's Show and Share day, and outline the topics chosen for each week. Please supervise your child's choice. Only one item should be brought at a time. No guns or weapons, please. Our teachers request that your child refrain from bringing in any toys on unscheduled days. Kindly do not send to Center expensive items or objects of sentimental value as they may be returned in a condition that would cause you distress.**

**SNACK SUGGESTIONS**

At Beautiful Beginnings, Inc. we desire to teach beneficial dietary habits. Also, some children react adversely to certain food groups. We are a **NUT FREE and EGG FREE** center. No nuts or eggs are allowed on campus at all! Therefore, it is in the best interests of all our children to serve all-natural snacks. The exceptions to this rule are birthday parties. **PLEASE NOTE:** Since children seldom finish a normal size birthday cupcake, we have available tea cake tins (small cupcake pans). We encourage you to borrow these tins to make your child's birthday cakes. Just ask your child's teacher – he/she will be happy to loan them to you! *(Continued on next page)*

Please provide a snack and beverage that includes at least three (3) food groups such as: crackers, cheese and 100% juice or pretzels, raisins and milk. Healthy suggestions are listed below:

Apples Cheese Slices JUICES

Bananas Popcorn Apple Juice

Fruit Salad Soy butter on crackers 100% Juicy Juice

Grapes (Seedless preferably) Cornbread Orange JUICE

Oranges Zucchini Bread Grape JUICE

Raisins Pumpkin Bread Milk

Tangerines Pretzels Lemonade

Dried Fruits Homemade cookies and breads Cranapple

Fruit Celery sticks Any 100% Juice -

Carrot Sticks (not fruit juice drink)

**SPECIAL PROGRAMS**

Your attendance is requested at the following programs. New events may be schedules as well. Watch the newsletters for updates!

Back to School Night - Held every September as a “Meet the Teacher” night event.

International Thanksgiving Pot Luck – Held the beginning of November

Valentine’s Day Breakfast – Close to February 14

Spring BBQ - Hamburgers for the adults – chicken nuggets for the children

Parent-Teacher Conferences - Twice a year parents are provided with progress reports. At these times we seek to communicate your child's growth, developmental strengths and weaknesses and suitability for promotion to the next level of instruction. Twice a year conferences are held. We encourage both mother and father to attend this conference.

Eager Eaglet Closing Program - A special program for the Eager Eaglet parents and children to sing and celebrate their achievements.

**CHILD DISCIPLINE**

Discipline is the guided process whereby we nurture (instruct and train) the children to evidence Christ-like maturity. This training of children is further defined and regulated by established rules of conduct predicated upon Biblical principles. Responsibility and authority for discipline comes from God through the instruction of His Word. God commits to parents the training of their children. When parents place a child at Beautiful Beginnings, Inc. they transfer that responsibility for training, during the Center hours, to the teacher and Center staff who stand in loco parentis (in place of the parent). Home, Center, and Church must work together in the training of the children. There should be as much consistency as possible between the discipline of the Center and Home. Discipline will always be handled by the responsible person in charge of the activity (i.e. classroom teacher; playground supervisor, etc.)

**CHILD DISCIPLINE OBJECTIVES**

Discipline at Beautiful Beginnings, Inc. has the following objectives in mind:

Train children in patterns that are in conformity to biblical principles enabling children to make a contribution to their classroom, home, church, and community.

Develop and maintain an optimum learning environment.

Correct behavior that may adversely impact the learning environment.

***See Discipline on page 11 of this manual.***

**SUSPENSION**

Suspension (1-3 days) of a child may result from the violation of a probation contract, and/or if a child evidences disregard of established Center and/or class rules. This may be manifested through words, actions, attitudes or behavior inappropriate in an Early Childhood setting.

Suspension is a mode of discipline whereby the child is not to attend the Center for a specified number of days. Repeated inappropriate behavior after a suspension will result in a permanent dismissal from the Center.

**CHILD CARE SUBSIDY**

Families may be eligible for a child care subsidy through the Department of Welfare in your county. Contact your County Welfare Office for additional information.

**TUITION PAYMENT POLICIES**

Children of parents owing delinquent tuition will not be permitted to attend the Center until the past due amount is paid.

Tuition payments are due in **advance**. If paid monthly, payment is due the first day of the month. If paid weekly, payment is due on the **Friday PRIOR** to the week of use.

Returned checks will be assessed a $25.00 handling fee plus the $15.00 late fee.

Unpaid tuition of ten days will necessitate disenrollment until payment is made. Unpaid tuition of 30 days will necessitate a letter of notification and disenrollment of children until account is current.

Progress Reports and transcripts will be withheld if the family leaves the Center during the Center year still owing tuition or any other fee. All checks must have cleared to the Center's account.

Accounts paid with post dated checks will be assumed to not have been paid until the date on the check. The above rules apply.

Continued failure to meet the above stated obligations or agreements with the Business Manager on time, will result in action to consider refusal or disenrollment for subsequent periods whether or not bill is paid.

When a child has been voluntarily withdrawn from the Center for any reason, tuition must be paid for in full for each calendar month in which the child was registered (regardless of the number of days in attendance).

If a child is expelled or withdrawn at the recommendation of the Center, tuition will be calculated on a prorated basis determined by the days attended.

The Center considers that all unpaid tuition accounts from past years are still due to Beautiful Beginnings, Inc. Careful records are kept and any parent may determine the status of his or her account by inquiring to the Business Office.

**WHAT ARE STAKEHOLKDERS?**

Stakeholders are those groups or individuals who are significantly impacted by the children/families who are served by a given facility. The stakeholders for each facility will vary and to some extent be defined by the individual facility. If you believe that your place of employment, neighborhood school or other community group is impacted by the children and or families attending Beautiful Beginnings, please contact the administration to add a name and address to our list of stakeholders. We desire to recognize and act intentionally to positively impact our larger community and vice versa!

**Parent Resources**

**Arc of Chester County, First Step Program**

900 Lawrence Drive

West Chester, Pa 19380

610-698-8090

**Chester County Intermediate Unit (CCIU)**

455 Boot Rd., Downingtown, Pa.19335

Contact info: cciu.org or 484-237-5150 or 484-237-5183

**Montgomery Intermediate Unit #23 (MCIU)**

160o5 West Main St.,Norristown,Pa. 19403

Contact info: mciu.org or 610-539-8550

**Delaware County Intermediate Unit (DCIU)**

200 Yale Ave.,Morton ,Pa.19070

Contact info: dciu.org or 610-938-9000

**Philadelphia Intermediate Unit #26**

440 North Broad St.,Phila.,Pa 19103 Suite 301

Contact info: www.phila.k12.pa.us or 215-400-4100

**CONNECT (Information Services for Early Intervention)**

275 Grandview Ave. Suite 200, Camp Hill, pa. 17011

1-800-692-7288

**Disability Rights Network of Pennsylvania (DRN)**

www. drnpaorg

**Philadelphia Office: The Philadelphia Building**

1315 Walnut St. Suite 400, Phila., Pa. 19107-4798

215-238-8070

**Parent to Parent-linking families of special children**

www.parenttoparent.org

1-888-727-2706; counties served: Bucks, Chester, Delaware, Montgomery and Philadelphia

**Chester County Health Department**

601 Westtown st. Suite 180

West Chester, Pa.19380

dsf.chesco.org/health or 610-344-6798

**Montgomery County Health Department**

1430 DeKalb Street

Norristown,Pa. 19401

610-278-5145 OR

102 York Rd, Suite 401

Willow Grove Pa.19090

215-784-5415

www.health.montcopa.org/health

**South Central Regional Key**

Child Care Consultants, Inc.

13 West Market Street

York, PA 17401

717-854-3273, 1-800-864-4925

www.info@childcareconsultants.org

**United Way of SE Pennsylvania,Success by 6**

7 Benjamin Franklin Parkway

Phila,Pa 19103

215-665-2598

Counties served: Delaware, Montgomery, Philadelphia

**Pennsylvania Training and Technical Assistance Network**

Early Intervention and Technical Assistance

200 Anderson Road

King of Prussia,Pa 19406

610-265-7321

www.pattan.net

Counties served: Bucks, Chester, Delaware, Montgomery and Philadelphia

**Chester County Department of Children, Youth and Families**

601 Westtown Rd. Suite 310

West Chester,Pa. 19382

610-344-5800

**Delaware County Children and Youth Services**

20 South 69th st. 3rd floor

Upper Darby,Pa. 19082

610-713-2000

**Montgomery County Office of Children and Youth**

1430 DeKalb Street

P.O. Box 311

Norristown,Pa. 19404

610-278-5800

**Northwestern Human Services**

Corporate Administrative Office

NHS Human Services

620 E.Germantown Pike

Lafayette Hill,Pa 19444

610-260-4600

www.nhsonline.org

**Chester County Human Services**

601 Westtown rd, Suite 340

West Chester,Pa. 19382

610-344-6640

dsf.chesco.org

**Delaware County Human Services**

20 South 69th st.

Upper Darby,Pa. 19082

610-713-2000 www.co.delaware.pa.us/human services /

**Child Care Information Services (CCIS) of Chester County**

Government Services Center

601 Westtown Rd.

West Chester, Pa 19382

610-344-5717

**Child Care Information Services (CCIS) of Delaware County**

20 South 69th st.

Upper Darby,Pa 19082

610-713-2250

**Child Care Information Services (CCIS) of Montgomery County**

1430 DeKalb St. 5th floor

Norristown,Pa. 19401

610-278-3707

www.ccis.montpa.org

**Community Action Agency of Delaware County**

2nd and Orange sts

Media,Pa. 19063

610-891-5101

www.caadc.org

**Easter Seals of Southeast PA**

3975 Conshohocken Ave

Phila.,Pa. 19131

215-879-1000

www.easterseals.com

counties served: Bucks, Montgomery and Philadelphia

**CADES**

401 Rutgers Ave.

Swathmore, Pa. 19081

610-328-5955

www.cades.org