**DAYCARE HANDBOOK**

**DAYCARE GOALS AND OBJECTIVES:**

* To provide a warm, supportive environment for children where they receive the nurturing

and positive reinforcement they need to develop to their full potential;

* To provide opportunities for being with other children in a setting conducive to the

development of wholesome social relationships;

* To provide appropriate and meaningful play experiences that contribute to the

developmental needs, interests and abilities of the child;

* To build important foundations for future academic skills such as reading, math and

languages, recognizing that each child comes to learning with distinct interests and

abilities.

**Daycare Schedules Offered:**

Full-Time

Full-Time: 8:30 A.M. – 5:30 P.M. ($475 per week payable by check to “Afternoon Evening and Weekend Daycare)

Extended Morning Hours for Full-Time Enrollment: 8:00 A.M. – 8:30 A.M. (an additional $25 per week added to the Full-Time rate)

Extended Afternoon Hours for Full-Time: 5:30 P.M. – 6:00 P.M. (an additional $25 per week added to the Full-Time rate)

Part-Time

Part-Time: 8: 30 A.M. – 1:30 P.M. ($275 per week payable by check to “Afternoon Evening and Weekend Daycare)

Extended Morning Hours for Part-Time Enrollment: 8:00 A.M. – 8:30 A.M. (an additional $25 per week added to the Part-Time rate)

Extended Afternoon Hours for Part-Time: 1:30 P.M. – 2:00 P.M. (an additional $25 per week added to the Part-Time rate)

Drop-In / Hourly Daycare

Drop-In / Hourly Daycare - Drop-In Daycare / Hourly Daycare is a non-committal child care arrangement in which families pay for child care by the hour during our normal daycare hours. There is no weekly tuition commitment. Advanced reservation and confirmation are required.

Families in need of hourly daycare should e-mail Andrea@BDaycare.com requesting the date and hours for Drop-In Daycare. The Tuition for Drop-In / Hourly Daycare is $20.00 per hour payable by check or money order to Afternoon Evening and Weekend Daycare.

**CURRICULUM:**

Our curriculum is designed to give children the opportunity to explore a wide range of

developmentally appropriate activities within a warm and supportive environment. Through a

creative play-based program, children are provided with a variety of materials and activities that

promote independent learning and group interactive learning, and foster:

• Language development

• Creative art development

• Math, science and reading foundations

• Sensory awareness through music and movement

• Manipulative exploration and coordination skills

• Fine and gross motor skills development

• Outdoor experiences and team playing

In order to maintain children’s natural curiosity and hone their learning ability, teachers provide

alternating activities, including arts and crafts, role-based play, language stimulation, and

movement activities that use different materials and involve progressively challenging scenarios,

on a daily basis.

Core Elements of Curriculum Practiced Each Day

* Language – Sign language & Expressive Langue
* Hand / Eye Coordination and Feeding Independence – Holding bottles, appropriately utilizing eating utensils.
* Mobility training - crawling, standing, walking, and balance training
* Critical Thinking with Puzzles, Matching, and Interactive Books
* Potty Training – Incorporating songs, books, associative learning

**Children’s Belongings (clothing, sleep sacks, sheets, food packages, milk/water bottles, zip-lock bags etc.)**

To ensure safety, every personal item brought into the daycare must be labeled. (Food packages, milk/water bottles, zip-lock bags, sleep sacks, sheets, etc.)

For your convenience, tape and a marker will be left at the cubby for parents to label their child’s belongings should they not complete this prior to daycare drop off.

Below is a list of supplies your child would need during daycare.

Mini Crib Sheet (I included an Amazon link for you to see the exact dimensions and compare them to mini crib sheets you may already have, or sheets being sold by another vendor. If you don’t have mini crib sheet on the first day, I have extra mini crib sheets at the daycare which I machine wash after each usage. You are welcome to utilize one of those sheets in the interim.)

https://www.amazon.com/American-Baby-Company-Mini-Crib-Breathable/dp/B000O7WOEY/ref=sr\_1\_7?crid=3UOS92UNCEXFM&keywords=mini+crib+sheet&qid=1665488315&qu=eyJxc2MiOiI2LjU3IiwicXNhIjoiNi40NCIsInFzcCI6IjUuNjYifQ%3D%3D&sprefix=mini+crib%2Caps%2C802&sr=8-7

Adequate amount of Baby Wipes & 3 Pampers per day for Part-Time / 6 Pampers per day for Full-time

Sufficient Food for at least 2 feedings for Part-Time and 4 feedings for Full-Time (Please share and update as necessary; the child’s current feeding routine, including the time of day and number of ounces of milk)

1 seasonal appropriate change of clothes

1 extra pair of socks

**Daycare Pick-Up Policy**

Each parent is required to don shoes, jackets, coats, and any other clothing necessary to transport your child. If time permits, a daycare employee may assist, but preparing the child to exit the daycare is the parent’s responsibility. Parents are required to arrive at the daycare as many minutes prior to the end of the daycare program, allowing ample time to prepare their child for travel; while adhering to their specific daycare schedule, 8:30am-1:30pm, 8:30am-5:30pm, etc.

If your dismissal time is 1:30 P.M., you are required to have exited the daycare with your child no later than 1:30 P.M. There are currently families who have pre-paid for extended daycare from 8:00 A.M, to 8:30 A.M. and 1:30 P.M. until 2:00 P.M., and to ensure equitable treatment of all families, families must exit the daycare at the time indicated by their chosen schedule.

**Late Pick-Ups:**

Late fees will be immediately billed to your account.

Part-Time Program: Program hours are 8:30 A.M. – 1:30 P.M. You may not drop off your

child prior to program start hours; unless you have enrolled in Morning Extended Hours. If your child remains at daycare past 1:30 P.M. you will be charged $1 per minute, starting at 1:31 PM.

Full-Time Program: Program hours are 8:30 A.M.-5:30 PM. You may not drop off your

child prior to program start hours; unless you have enrolled in Morning Extended Hours. If your child remains at daycare past 5:30 PM, you will be charged $1 per minute, starting at 5:31 PM.

**Holidays and Daycare Closures 2023**

Full-Time and Part-time daycare enrollees should prorate the weekly tuition to adjust for the holidays listed below.

Memorial Day: Monday May 29, 2023

Independence Day Observances: Monday July 3, 2023, and Tuesday July 4, 2023

Labor Day: Monday, September 4, 2023

Indigenous Peoples’ Day / Columbus Day: Monday October 9, 2023

Thanksgiving Holiday: Thursday, November 23, 2023 and Friday November 24,2023
Christmas to New Year’s Day – Monday December 25, 2023 to Monday, January 1, 2024

**Absences**

Parents are encouraged to keep their children home during periods of illness, “growing pains”, or to enjoy additional time with their families. If you are absent for an entire week, there is no charge

For families enrolled in our Full-Time or Part-Time Programs, and your child is absent from daycare for only part of a week, families have two payment options.

Option 1: pay the weekly rate.

Option 2: utilize the hourly rate of $20.00 per hour.

Parents can choose whichever rate is more economical for the family based on the family’s specific weekly schedule.

Effective, March 20, 2023, parents are no longer allowed to prorate weekly payments based on the already discounted; Part-Time or Full-Time. (Part-Time and Full-Time rates include a significant discount compared to the hourly rate, and discounts cannot be compounded.)