

Buds to Blossoms Learning Center

Parent “Welcome” Handbook



www.budstoblossomslearningcenters.com

**222 3rd Ave South
Nampa, Idaho 83651
208-546-0112
M-F 6am-6pm**

Late fees after 6pm are assessed \$5.00/min per child

Our Handbook is to help parents with questions regarding your child while in our Care.

We welcome ALL families! Thank you for choosing Buds to Blossoms Learning Center for your child care needs. We strive to make every day your child's best by providing a safe, loving and clean facility (We use Melaleuca Health and Wellness Products) with top notch Educators with years of experience and a passion for all children. All Staff Participate in IdahoSTARS, Enhanced Background Checks, Certified in 1st Aid/CPR, Striving in their Credentials

Mission Statement

At Buds to Blossoms Learning Center, we believe in the value and the uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual emotional, social, physical and cognitive development.

As Providers and Educators, our mission is to provide a safe and age-appropriate learning environment, which enables the child to explore, discover, create and become a lifelong learner.

Parent/Guardian Communication

We will always strive hard to make all communication go smoothly if an issue arises with your child(ren). Ways to communicate include through the Brightwheel App, Personal Phone Call, Text, may include other platforms. We may post news and events on our website or our facebook, any policies that may change, you will be notified in person verbally and in writing.

Buds to Blossoms Learning Experience

We want your experience At Buds to Blossoms to be filled with learning and letting children be kids. Children's Learning experiences will include but not limited too:

- *Self Initiated Play
- *Arts & Crafts
- *Music
- *Letter Cognition
- *Number Recognition
- *Preschool/Pre-K Program
- *Science
- *Mathematics
- *Language
- *Recess plus more

*You will be confident your child(ren) is being well cared for in a safe, loving and clean environment. Parent Involvement is encouraged as we have an “OPEN DOOR POLICY”, you may come and visit anytime. Just keep in mind the hours for Nap Time(all ages do have rest/quiet time) If you need to pick up your child early you can leave a message for our staff through **Brightwheel App.**

Child Check in/out

You are required to check in and out your children daily. Failure to do so will result in a \$5.00 charge.

Nap Time

All Children will have rest/quiet time. You will need to provide a crib sheet and blanket, which will be sent home on Fridays to be laundered. Failure to bring a blanket or sheet results in a \$5.00 laundry fee.

(Please no pillows)

Nap time for toddlers is after their scheduled lunch at 11:00am. around 11:30am. Nap time/Quiet Time for Preschool/Pre-K is after their scheduled lunch at 12:00pm, around 12:30pm. All Children will be up between 2:30pm-3:00pm

STQ(Step 2) Safe Sleep Policies

At Steps to Quality Child Care, we educate parents about **Sudden Infant Death Syndrome (SIDS)**, which is the unexplained death of seemingly healthy babies 12 months or younger. We educate parents about **Sudden Unexplained Infant Death (SUIDS)**, which is the sudden and unexpected death in infancy. Most SUIDs occur during sleep, from suffocation, strangulation or entrapment. The category also includes undetermined SIDS.

Safe sleeping policies: Only ASTM and CPSC approved cribs and other approved sleep equipment are used. Only approved mattresses designed for the specific bassinet, portable crib or play yard that fit tightly and without gaps are used. Cribs are completely free of all toys, blankets, quilts, soft bedding, pillows, bumper pads, sheep skins and any other additional equipment

attached to or placed above the crib. Bottles and Sippy cups are never used unless an infant or toddler is held or sitting upright at a table or in a high chair. Pacifiers may be used when breastfeeding is well – established with parental permission and with bottle-feeding infants until the infant falls asleep. Once the infant is asleep, remove the pacifier and wash it for future use. One-pieced blanket sleepers may be used for warmth. Swaddling is not recommended. Room temperature is comfortable for a lightly clothed adult. Infants (through 12 months of developmental age and including babies of any age who cannot turn from stomach to back and back to stomach) are placed for sleep fully FLAT on their backs EVERY time they are put to sleep.

Or if an infant arrives in or falls asleep in equipment other than an approved crib, the infant is promptly placed flat on her back in an approved crib. The crib is placed away from windows, blinds, and drapes. Rooms have enough light for staff to easily monitor infant breathing, skin color and signs of overheating (warm, red face and/or perspiration at the hairline or on the face). Our policy for supervision is: Centers: At least one alert adult is within sight and sound of each sleeping infant. Lighting and sound should allow appropriate supervision **(BIRTH THROUGH 12 MONTHS)** At least one alert adult present in the room where children are sleeping. Lighting and sound should allow appropriate supervision **(13 MONTHS AND UP)** Home-based care: At least one alert adult is within sight and sound of each sleeping infant. Lighting and sound should allow appropriate supervision **(BIRTH THROUGH 8 MONTHS)** At least one alert adult present in the room where children are sleeping. If a monitor is used it is kept within sight and sound of the home provider, the door to the sleep room is open, and children are visually checked on at least every 15 minutes and as needed **(9 MONTHS AND UP)**.

We educate staff and parents about the risk factors for SIDS and SUIDS. The risk factors are posted in the infant room, and reviewed when any parent enrolls an infant. Parents are notified that there is a 20-50% increase in the incidence of SIDS when infants are positioned on their backs in one setting and on their tummies or sides in another setting. The risk factors include: Infants exposed to 2nd and 3rd hand smoke, Premature infants, Low birth weight infants. Infants exposed to drugs and/or alcohol during pregnancy. Infants who are not breastfed exclusively for the first 4-6 months. This means Mother's breast milk is neither the first food fed nor the primary food for the next 6 to 8 months. Infants during the first month are new to the childcare facility, Infants not currently with immunizations or not immunized. Infants who are not always placed fully FLAT on their backs EVERY TIME at the childcare facility and at home. Switching from back to stomach for sleep at different times significantly increases the risk of SIDS. Healthy Sleeping policies for healthy sleeping, every child sleeps on cots, mats, or pads.

Individual children's bedding is stored separately - without contact with the floor or bedding of others. Sleeping equipment is stored separately (ex. the

floor side of one mat does not touch the sleeping surface of another mat). Bedding is washed at least weekly (Fridays) and/or as needed. Three feet (36") of spacing is maintained between cots, mats and cribs. If there is no room, place children as far apart as possible and/or alternate children head to feet.

Change of Clothes

For every child, we recommend sending weather appropriate clothes, in case they need to change, extra underwear if potty training. Please send those in a Large Zip-Loc bag with Child's Name on it. If we need extra, We will let you know as soon as possible. They will be stored in the Child's Classroom. We will change the inventory through the seasons. Swim diapers are required for children in diapers during summer for swim time.

Positive Guidance

We will work with all parents/guardians of children that are enrolled in Buds to Blossoms to Determine the cause of misbehavior and deal with behavior using positive reinforcement. We focus on teaching children appropriate behavior. We will not threaten or bribe, however we will use a cool down/refocus/redirection. Physical punishment will not be used, no exceptions. The following methods will be used in Buds to Blossoms:

- *Encourage children to solve the problems themselves
 - * Intervention and discussion
 - * Redirection to another area to play (re-focus)
 - *Loss of Privileges
 - *Cool Down time
 - *Discussion at their level

Buds to Blossoms Learning Center Rules:

No hitting, kicking, biting, pushing or bullying of any kind, including racial, sexual orientation, religious, gender, color, national origin or disability based will be tolerated,

Our facility welcomes ALL Families and Children

PLEASE *No play guns or knives Allowed
*No Gum *No Electronics

Inclusion

“We are Committed to caring for ALL children. If your child has a disability or other special needs, we will do everything we can to accommodate their needs.” We will also make reasonable accommodations in the family’s primary language.

Preschool/Pre-K Program

Buds to Blossoms Learning Center’s Preschool/Pre-K Program is all year long, This includes children ages 3.5 (potty trained) and older. We will be prepping for Kindergarten. We are set up in stations that include Dramatic play, Block Play, LegoLand, Planes/Trains/Automobiles, Library area, Puzzles, Music Time and Much more. Lesson Plans are located on our Brightwheel app.

Toilet Training

We will partner with you in “potty” training. We want to stay consistent, we recommend using the schedule you use at home to make the transition easier on your child. We are asking for your help when training your child, so that they are dressed in easy clothing, it takes time to un-do onesies or overalls. This is an important time for your child and realize all children grow at different paces. Just communicate with your teachers when you are ready to start this process. Your child must be “potty trained” before going to Preschool Class.

Meals

Buds to Blossoms Meal Schedule consists of:

Breakfast: 7:15-7:45am

Morning Snack: 9:00-10:00am (Toddlers)

10:00-10:30am (Preschool/Pre-k)

**Lunch: (Parent Provides) 11:00-12:30pm
(Toddlers) (Preschool/Pre-K)**

**Afternoon Snack: 3:00-3:30pm (Toddlers)
3:30-4:00pm
(Preschool/Pre-K)**

PLEASE HAVE CHILDREN FED BEFORE DROPPING THEM OFF AFTER 7:45. No breakfast/drinks brought in after 7:45am.

Infants are fed On-Demand during their time in the facility, please keep in mind, It is difficult to stop in the mornings to feed a baby when we have other children already in the facility to care for or feed, It helps your child’s teacher if you have your Infant prepared for the morning.

STQ(Step 2) Breastfeeding Policies

Supporting Breastfeeding in Buds to Blossoms Learning Center & Child Care

Items from the Safe Sleeping Checklist are observed in practice. At Steps to Quality Child Care, we welcome mothers and fathers with a positive environment that helps parents and staff feel they are welcome to breastfeed, pump, or bottle feed breast milk to infants and toddlers.

Create a culturally appropriate breastfeeding friendly environment, Develop a supportive breastfeeding policy.

Require that all staff be aware of and follow the breastfeeding policy.

Staff is trained and knowledgeable in breastfeeding support and promotion, as well as storage, handling and feeding breast milk.

Our policies to support breastfeeding include: Posting our policies and publishing them in the Parent Handbook Posting local breastfeeding support resources and services with contact numbers of lactation specialists to help mothers avoid weaning too early. Providing information about the benefits of breastfeeding for mothers and infants Informing expectant and new families and visitors about our program's breastfeeding-friendly policies Staff encourages breastfeeding initiation, duration and exclusivity. Providing participatory learning experiences for the children related to breastfeeding in our lesson plans. Educating families and staff that a mother may breastfeed her child wherever she has a legal right to be.

You can expect that Steps to Quality Child Care staff will always follow these policies: Staff always follow a mother's feeding plans, including her plans if she is late to breastfeed. Breast milk or iron-fortified infant formula is served to infants less than 12 months.

Juice will not be served to infants less than 12 months.

Bottles will not be given when a mother is expected for breastfeeding

www.idahostars.org Revised July 1, 2014

Pacifiers are used only:

*to aid a baby to sleep or to soothe until mother arrives to breastfeed or only after breastfeeding is well-established

*only with parental permission

*We provide a designated, comfortable breastfeeding place to breastfeed.

All Mothers are welcome to use Our Breastfeeding Room located in the main office building.

Illness/Sickness

Your child will require their temperature taken upon arrival. Health & Safety is very important to Buds to Blossoms Learning Center If your child is sick, having the following symptoms they are not permitted to stay until the symptoms are gone (24 hours) or have been on Antibiotics for 24 hrs. (Dr Note required for return for all medications your child is on including Tylenol, Ibuprofen, laxatives, etc.)

*Fever

*Vomiting

*Excessive Runny nose with green mucus

*Infectious Conjunctivitis

*Infectious Diarrhea

*Impetigo

*Chicken pox

*Lice

*Hepatitis A

*Ringworm

*Strep Throat

*Hand, Foot, Mouth

*Covid-19

Any other contagious illness

If a child becomes sick in our care, you have 1 hr to pick the child up, if you are unable or unreachable we will contact designated emergency contact.

If your child has a sibling, we are asking they not attend while symptoms are present in any or all of the siblings or parents. We do this as a precaution for the remaining children in our care.

Fire/Emergency Plan

We will Practice Fire drills each month. The escape plan is by the front door of each building. We also have a parent release form, Giving us permission to take your child upon evacuation. We have an off/on site relocation YIKES plan.

Confidentiality

Buds to Blossoms Learning Center has a Confidentiality Policy that keeps our families, Staff and individuals personal information and records protected. Also, Our staff signs confidentiality forms in STQ

Child Abuse & Neglect

All Staff members are Mandatory child abuse reporters. Suspected cases of child abuse, sexual abuse or neglect must be reported to the Department of Human Services.

*Our staff is trained through IdahoSTARS for Recognizing and reporting Child Abuse and Neglect, Staff also does a “welcome scan” upon drop off, any pre-existing is written in Brightwheel app for staff records. To prevent Child abuse and Neglect, this program provides our staff annually with IdahoSTARS training for recognizing and reporting child abuse and neglect.

Strategies in our prevention plan include: Training staff to avoid one-staff-one-child situations if at all possible, utilizing surveillance cameras throughout the facility, never forces a child to give affection, requiring an enhanced background check on all staff, we provide an atmosphere for parents to share their experiences and develop support systems.

You're returned check or credit card failed payment is a \$25.00 fee
Late Fee for Tuition is \$25 per week

Accounts are billed every Friday for the next week, we are a pre-pay facility, you have access to pay directly through the **Brightwheel App** and even can set up for Auto-Pay. Cash or checks can be deposited in the main office drop box.

We have Extra Activities for the Children during the summer, such as Water Wednesdays and Summer Camp for our children in Pre-k thru age 10 years. We look forward to field trips, all parents are more than welcome to join us on any functions we attend. We also have other events during the year that will need parents to volunteer at. If you are interested in our Parent Board Committee, Let us know!

Thank you for giving us this opportunity to care for your child(ren). If you have any questions or concerns ever, please do not hesitate to talk to management.

ASQ Milestone Information

Developmental Monitoring and Screening:

We believe developmental monitoring by parents and early care and education providers is a great way to ensure that all children who need support get access to developmental screenings and supports as soon as possible. We utilize CDC Developmental Milestones Tracking sheets. As a program we partner with our families to continually monitor the development of our children. We provide printouts of the milestone tracker for parents and encourage them to download the CDC Milestones Tracker App. <https://www.cdc.gov/ncbddd/actearly/milestones-app.html> to complete the checklist.

If concerns or red flags are presented on the checklist as a participating IdahoSTARS Steps to Quality Site we will partner with Infant Toddler Program and have families complete an Ages and Stages Screening tool, which will be scored by the infant toddler program and shared with families and our facility.

We will share our completed checklist with families at least 2 times a year. Where we will work in partnership with families to create goals for our children to help support them in meeting their developmental goals.

