

Angels of Mine Enrichment Program LLC  
DBA  
Angels of Mine Child Care Center



PARENT HANDBOOK AND CONTRACT

**Angels of Mine Childcare Center**  
**349 Fountain Street**  
**Havre De Grace, MD 21078**  
**Phone: (443)502-2276**  
**Hours: 6:30 am - 5:30 pm**  
**License: 260588**  
**[www.angelsofmine.org](http://www.angelsofmine.org)**

## About Us

Angels of Mine Childcare Center is a state-licensed daycare providing care for children aged six weeks to 12 years. We are committed to excellence in education, fostering academic, emotional, and social development while ensuring the safety and well-being of every child. Our center is a welcoming environment where children can learn, play, and grow in a nurturing community.

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## Philosophy Statement

At Angels of Mine, we believe that all children have a right to respect, regardless of their abilities. We strive to provide an environment that is both safe and stimulating, encouraging creativity, self-choice, and learning through play. Our philosophy supports the following:

- Children learn at their own pace and through different approaches.
  - A positive self-concept is developed through goal fulfillment, cooperation, and encouragement.
  - Self-discipline is nurtured through understanding, commitment, and reinforcement.
  - Self-reliance is achieved by allowing children to take on tasks they are capable of while learning new skills.
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## Mission Statement

At Angels of Mine Childcare Center, we provide a welcoming and child-friendly environment that involves all members of the community. We invite families and local members into our space to expose children to the rich diversity of our city, fostering inclusion and shared experiences.

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## Inclusion Statement

We are committed to creating an inclusive environment where every child feels valued and supported. Our program does not discriminate based on ability, race, religion, ethnicity, or any other characteristic. We celebrate diversity and provide individualized care to meet the unique needs of each child.

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# Individualized Education Plan (IEP) Statement

For children with IEPs or Individual Family Service Plans (IFSPs), Angels of Mine collaborates with families and educational professionals to ensure accommodations and support are implemented effectively. Our staff receives ongoing training to meet the needs of all children, promoting their growth and success.

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## Admission and Enrollment Requirements

To enroll, families must provide the following documents:

1. Enrollment Agreement
2. Emergency Contact Form
3. Physical Assessment Form (Part I & II)
4. Immunization Record (MDH Form 896)
5. Blood Lead Testing Certificate (if applicable)
6. Topical Care Authorization (as needed)
7. Parent Handbook Agreement Form
8. Additional forms may be required if your child has a medical condition and requires special accommodations.

Parents are responsible for keeping their and their child's records up-to-date. This includes notifying the center of changes in address, employment, or contact information, as well as providing updated immunization records and medical forms when applicable.

## Non-Discrimination and Inclusion Disclaimer

Angels of Mine Childcare Center admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the center. We do not discriminate on the basis of race, color, national origin, religion, or disability in the administration of our educational policies, admissions policies, or any other center-administered programs.

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## Tuition and Fees

Effective January 1, 2025

- **Infants (6 weeks-23 months):** \$390/week
- **Toddlers (24-36 months):** \$320/week
- **Preschoolers (3-4 years):** \$260 (potty trained) - \$310 (non-potty trained) /week
- **Pre -K (4-5 years):** \$260 (potty trained) \$285 (non - potty trained) /week
- **School Age (Before/After School):** \$175/week
- **Summer Care Program (4 to 12 years old):** \$250/ week
- **Drop in care:** \$70/day

## 10-Hour Care Window

Childcare is provided for up to 10 hours each day. For any time beyond this window, an overage fee of \$10 per additional hour will be added to your account.

## School-Age Voucher Coverage

If your child is not in attendance on these days, you are still responsible for the reserved space, as fees are

based on the slot, not daily attendance. If you'd like your child to attend on a non-school day, the drop-in rate is \$70 per day or \$35 for half days. Please also review your vouchers, as they generally cover a specific number of hours each week based on the work schedule you provided (typically 30 to 50 hours).

## Extended Non-School Days

For extended non-school days, we're happy to offer a capped flat rate of \$250 for the week, which covers your child's care and limits additional daily charges. Registration fee of \$100.00 per child in each family.

## Family Discounts

- **Multiple Children:** 15% discount for each additional child, applied to the oldest child's rate. This does not apply to before/after care-only programs.
- **Active Military Families:** 10% weekly discount.

## Payment and Late Fees

Accepted payment methods include Visa, MasterCard, Discover, Amex, checks, Cash App, cash, money orders, dependent care, and Flex Spend accounts. Payments can also be made via our website or Brightwheel.

- **Payment Due Date:** Monday of each week.
- **Late Fees:** \$15 late fee applied after Tuesday, with an additional \$10/day until paid.
- Children with unpaid balances will not be allowed to attend the following week.
- Balances must not exceed one week. Bi-weekly or monthly payments are accepted if paid in advance.
- **Withdrawal:** Two weeks' notice is required for withdrawal.

## Absent Rates

- Weekly tuition is charged for children attending three or more days per week, including holidays. No discounts are provided for early pickups or absences.
- Returned checks incur a \$35 fee.
- Late pick-up charges are \$2 per minute per child. Late pick-up is considered an exceptional occurrence.

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## Curriculum & Activities

Our curriculum is theme-based and developmentally appropriate, aligned with Maryland Early Learning Standards and **Teaching Strategies Curriculum**. Activities include:

- **Infants (6 weeks-12 months):** Sensory play, milestone-focused activities, and interactive storytime.
- **Toddlers (12-36 months):** Daily group time with songs, early literacy, and foundational learning in colors, shapes, and numbers.
- **Preschoolers (3-4 years):** Exploration of learning centers focusing on language development, phonics, art, and pre-writing skills.

## Summer Activities for School-Age Children

During summer break, we provide engaging activities tailored to school-age children, including:

- Educational field trips
- Arts and crafts projects

- Swimming and water play
- Movie days
- Interactive games and team-building exercises

These activities are designed to provide a balance of education and recreation, keeping children active and entertained throughout the summer.

All children participate in outdoor activities and recreational play daily, weather permitting, in compliance with COMAR 13A.16.09.

## **Special Needs Enrollment Policy**

Angels of Mine Enrichment Program is dedicated to providing an inclusive and nurturing environment for all children. We welcome children with special needs based on our ability to meet their individual requirements effectively. Enrollment decisions will consider the center's capacity to facilitate the necessary accommodations, the availability of qualified staff trained in special needs education, and the resources required for one-on-one supervision if needed.

We collaborate with families to understand and support their child's unique needs. A written statement from a medical or educational professional outlining the child's specific requirements may be requested to ensure appropriate care and accommodation. Our program is committed to fostering an inclusive environment that does not discriminate based on ability, religion, race, ethnicity, or any other characteristic.

By prioritizing open communication and shared expectations, we strive to provide an enriching experience for every child, supporting their development and well-being while ensuring fairness and transparency.

Angels of Mine Daycare Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies or admission policies.

## **Emergency, Holiday, and Closure Policies**

### **Holiday, Emergency, Sickness, Inclement Weather, and State Closing Policy**

We are closed for the following holidays:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Easter Monday
- Good Friday
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Thanksgiving Day and the day after
- Week of Christmas/ (yearly)
- New Year's Eve and New Year's Day

If the holiday falls on a weekend, we will close the Friday before or Monday after. If we close for any other reason, you will be given a two-week prior notice except for emergency cases. We follow Harford County Schools for inclement weather closures.

At Angels of Mine Enrichment Program, the safety and well-being of children, families, and staff are our highest priorities. In the event of emergency closures mandated by the State of Maryland, or due to natural disasters, pandemics, or other unforeseen circumstances, the following policy will apply:

### **Closure Decisions**

- Emergency closures will be determined based on guidance from local, state, or federal authorities. These closures may include, but are not limited to, events such as severe weather conditions, public health emergencies, or natural disasters.
- Parents will be notified promptly through multiple communication channels, including email, Brightwheel, and social media platforms.

### **Tuition During Emergency Closures**

- Parents are required to pay for their child's reserved slot during emergency closures unless otherwise indicated by the Director of Angels of Mine Enrichment Program.
- Tuition payments are essential to maintain operational expenses, staff salaries, and the center's readiness to reopen promptly once it is safe to do so.

### **Exceptions**

- Any decision to adjust or waive tuition fees during extended closures will be at the sole discretion of the Director and will be communicated to families in writing.

### **Continuity of Learning**

- During prolonged closures, the center will make reasonable efforts to provide alternative educational resources, virtual learning activities, or parent support materials, where applicable, to ensure the continuity of children's development.

### **Reopening Procedures**

- Once it is deemed safe to reopen, families will receive detailed information regarding the reopening timeline, health and safety measures, and any adjustments to the center's operations.

By enrolling your child at Angels of Mine Enrichment Program, you acknowledge and agree to the terms of this policy. Your cooperation ensures the sustainability of our program and supports the continuity of care and education for all families we serve.

### **Evacuation Plan**

Monthly fire drills and semi-annual emergency preparedness drills ensure readiness. Plans for shelter-in-place, lockdown, and reunification are available upon request.

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## **Health, Safety, and Nutrition**

### **Immunization**

Immunization is required. All children who attend daycare must have a certificate of immunization. Parents must submit an MDH Form 896 at the time of enrollment. This is a state requirement and must be enforced.

We ask that each time your child has an immunization, you bring in a new form with current dates and shots. The correct immunization form can be obtained from your pediatrician or local health department.

## **Administering of Medication**

All medications must be prescribed by the child's doctor. Prescription details, dosage, and administration instructions must be documented on an MSDE Medication Administration Form and signed and stamped by the doctor. Only then will AOM staff administer medication while the child is in care.

Over-the-counter medications, excluding fever reducers, must be authorized by parents through a topical form or written authorization. Medication must be in its original container with the child's name clearly labeled.

## **Adverse Reaction to Medication**

If our front office or your child's teacher notices any type of adverse reaction to any medication or if your child has any type of allergic reaction to food or insect stings, you will be notified as soon as possible. A form will be filled out by our staff indicating reactions, and you will receive a copy.

## **Exclusion of Sick Children**

If your child's temperature is 100.5 degrees or higher, or he/she develops diarrhea, vomiting, or any other contagious symptom, such as but not limited to rash, sore throat, or pink eye, we will notify you to come pick up your child.

If a child is sent home with a temperature, vomiting, diarrhea, or any other contagious symptom, he/she may not return to the center until 24 hours after the symptom subsides. In accordance with Maryland State Department of Education (MSDE) guidelines, Angels of Mine Childcare Center has implemented the following policy to maintain a safe and healthy environment for all children and staff: If a child in the same household as an enrolled student is experiencing symptoms of a contagious illness, such as fever, vomiting, diarrhea, or any other condition requiring exclusion from care under MSDE guidelines, their sibling(s) attending Angels of Mine will also be excluded from care.

We will not administer fever reducers throughout the day to keep a child's fever down. If you would like for your child to have medicine for cough or runny nose, please bring medicine or homeopathic remedies without fever reducer.

There is a notice on our bulletin board in the foyer that is constantly updated listing all illness/diseases present at the center.

A communicable disease chart is posted in the foyer on the bulletin board for your viewing. The chart contains recommendations for the exclusion of sick children and their readmission. This is the course that our state recommends we follow and will be followed.

## **Notifiable Communicable Diseases**

According to the communicable disease chart posted on our bulletin board, there are certain infectious illnesses that must be reported to the health department. These illnesses are referred to as notifiable communicable diseases.

We are required by law to report any suspected case of notifiable communicable diseases to the local health department. It is the parent's responsibility to inform us of a notifiable communicable disease their child or children may have been exposed to. If your child is exposed to a notifiable communicable disease, our center will notify the appropriate parents/guardians that their child may have been exposed as well and recommend proper action be taken.

## **COVID-19 Policy**

Any parent, child, teacher, or staff member that tests positive for COVID-19, regardless of vaccination status, may return after 5 days of isolation if they are fever-free for 24 hours (without the use of fever-reducing medication) and symptoms are improving. Day 0 is the test day for those with no symptoms. For those with symptoms, day 0 is the day symptoms started.

Any parent, child, or staff member who is exposed to someone who tests positive for COVID-19 should wear a mask for 10 days and watch for symptoms. Day 0 is the day of last exposure to someone with COVID-19. If symptoms develop, isolate immediately. Exposed individuals should get tested at least 5 full days after last exposure.

\*Please note: Masks are not recommended for children under ages 2 years and younger, or for people with some disabilities.

Staff or any other persons being supervised by the staff shall not be allowed in the center that knowingly have or present symptoms of vomiting, fever, or diarrhea.

## Meals

Our center will provide breakfast, AM snack, lunch, afternoon snack, and dinner. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. The meals and snacks for each week vary to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health.

Children should not bring food except in cases of allergies or special diets prescribed by a physician. A doctor's note is required for all food brought from home, including special milk and snacks. Food allergies can be life-threatening, and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Weekly menus are posted on the bulletin board and are available at the beginning of every week. All food products are purchased weekly, bi-weekly, or monthly. Perishable products are bought fresh weekly. Our mealtimes are as follows:

- **AM Snack:** 6:30-7:00 AM
- **Breakfast:** 9:00 AM – 9:30 AM
- **Lunch:** 11:45 AM – 12:15 PM
- **Snack:** 3:00 PM – 3:45 PM

## Handwashing, Health & Safety

Hand hygiene stations will be set up at the entrance of the facility, so that staff and children can clean their hands before they enter.

All adults and children will follow proper hand hygiene guidance, washing hands frequently with soap and water. Hand washing will be performed as follows:

- Upon arrival in classroom in the morning
- Before and after eating meals and snacks
- After blowing noses, coughing, or sneezing or when in contact with body fluids
- After toileting or changing diapers
- After returning from outside play

## Cleaning and Disinfecting

All surfaces and objects that are frequently touched such as tables, doorknobs, counters, desks, phones, keyboards, faucets, toilets, sinks, light switches, will be routinely cleaned, sanitized, and disinfected. All toys and surfaces will be cleaned and sanitized at the end of the day. All toys that are put in a child's mouth will be put into a bucket until cleaned and sanitized.



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## Drop-Off and Pick-Up Procedures

- Children must arrive at the center no later than 9:30 AM. It is the responsibility of the adult dropping off the child to check them in and escort them to their classroom. Dropping off children in the parking lot and allowing them to enter unescorted is prohibited, as per state regulations.
- Parents/legal guardians will have access to all childcare areas during their child's attendance. Parents must inform staff before removing their child from the center.
- Authorized pick-up persons must be documented in the enrollment forms. Parents must sign children in and out daily using the Brightwheel App or the provided sign-in sheets.
- Authorized individuals will be assigned a unique PIN for check-in and check-out. If someone not listed is picking up the child, prior written authorization is required. Photo identification, such as a valid driver's license, is mandatory for anyone not recognized by staff.
- Custody agreements must be provided to the center to ensure proper compliance. Without documentation, the center cannot restrict a parent's access.
- In the event of a late pick-up, the center will attempt to contact the parents and emergency contacts. If no contact is made after two hours, local child protective services will be notified.

## Pandemic Policy for Drop-Off, Pick-Up, and Operations

During a pandemic, the center will adhere to guidelines from the state licensing department, the governor, and the CDC. Changes may include:

- Posting signs at all entrances detailing restricted access policies.
- Limiting building access to children and staff essential for daily operations.
- Modifying sign-in/sign-out procedures, including staff signing children in and out to minimize contact.
- Conducting daily temperature checks and health screenings for all staff and children. Individuals with a fever of 100.4°F or above or respiratory symptoms will be excluded.
- Implementing staggered arrival and pick-up times to reduce crowding and minimize contact.
- Staff escorting children to and from classrooms at drop-off and pick-up times.
- Establishing hand hygiene stations at facility entrances for use upon arrival.
- Adhering to proper handwashing protocols for staff and children, including:
  - Upon arrival in the classroom.
  - Before and after meals and snacks.
  - After coughing, sneezing, or contact with body fluids.
  - After toileting or diaper changes.
- Limiting classroom sizes and keeping groups separated to avoid mixing.
- Suspending unnecessary child transportation.
- Frequently cleaning, sanitizing, and disinfecting high-touch surfaces, toys, and objects. End-of-day sanitation is mandatory.

## Parent Access

- Parents may visit the center unannounced at any time while their child is in care.
- Parents will receive requested information about the center's operations and their child's care.
- Daily communication (verbal or written) will be provided regarding the care of infants, toddlers, and nonverbal children.
- The infant room is open to parents for nursing or feeding.

## Safety Measures

- External doors will remain locked at all times for the protection of children.
- Parents are encouraged to adhere to all policies for the safety and well-being of all children in care.

## Policy for Discipline, Touch, and Mandatory Reporting

### Discipline Policy

At Angels of Mine Childcare Center, we recognize the paramount importance of social-emotional health in the holistic development of children. Understanding that the foundation of a child's learning and development is built upon responsive relationships and positive discipline techniques, our policy is designed to nurture, guide, and foster supportive environments conducive to the growth and thriving of every child.

**Policy Statement:** Our staff are committed to employing positive behavioral supports and strategies to assist children in developing self-regulation, respect for others, and a strong sense of community. The following strategies are integral to our approach:

1. **Providing Choices:** Empowering children with choices encourages autonomy and self-regulation. It allows them to feel a sense of control over their actions and decisions.
2. **Redirection:** Redirecting children's attention and actions toward positive alternatives minimizes conflicts and promotes learning of appropriate behaviors.
3. **Clear Rules and Expectations:** Developed collaboratively with input from children, clear rules and expectations promote a shared understanding of acceptable behaviors, fostering a sense of ownership and responsibility.
4. **Reflection and Problem-Solving:** Encouraging children to reflect on their actions and engage in problem-solving with the guidance of caregivers supports the development of critical thinking and emotional regulation skills.

**Rationale:** Social-emotional health is a critical factor in a child's development and readiness for school. By cultivating responsive relationships and employing positive discipline techniques, we create a supportive environment where children are encouraged to explore, learn, and develop in a healthy and balanced manner.

Our approach is rooted in the understanding that positive reinforcement, coupled with consistent, nurturing guidance, fosters an atmosphere of trust and respect. This environment is essential for the development of social competence, emotional regulation, and a positive self-concept.

**Implementation:** To effectively implement this policy, our center commits to:

- Ongoing training for staff in positive behavioral support and strategies.
- Engaging children in the creation and understanding of classroom rules.
- Regular communication with families about our practices and encouraging consistency between home and childcare environments.
- Reflective practices among staff to continually assess and improve our strategies in supporting children's social-emotional development.

At Angels of Mine Childcare Center, we believe in the strength of positive relationships and the power of a supportive environment. Our commitment to positive behavioral practices ensures that every child is valued, understood, and guided toward fulfilling their potential in a loving and respectful setting.

### Biting

Biting is a normal stage of development that is common among infants and toddlers—and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child that was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Supervision and prevention will be the number one way we help change the behavior.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

## **Touch Policy**

Physical touch is an essential part of childcare and helps foster trust, emotional security, and social-emotional growth. Our staff are trained to provide appropriate, nurturing touch that supports children's well-being while maintaining respect for their boundaries. Examples include:

- Comforting a child who is upset with a hug or gentle pat.
- Assisting with self-care tasks like handwashing or changing diapers.
- Providing physical support during active play or transitions.

Staff will always ensure that physical interactions are appropriate and respectful of each child's individual needs and preferences.

## **Mandatory Reporting**

We are required by law to report any suspected child abuse, child neglect, exploitation, or deprivation to the Department of Family and Children's Services. Staff are trained in recognizing and reporting signs of abuse or neglect. This includes:

- Physical abuse or injury.
- Emotional abuse.
- Sexual abuse or exploitation.
- Neglect or deprivation of basic needs such as food, shelter, or medical care.

Reports will be made confidentially and immediately to the appropriate authorities. At Angels of Mine Childcare Center, the safety and welfare of every child are our highest priorities.

## **Policy for Care of Infants and Toddlers, Nap, and Parent Responsibilities**

### **Infant Care**

We provide care for infants starting at 6 weeks of age. Parents are required to bring all infant bottles pre-made with formula daily. Bottles must be labeled with the child's name and the current date.

- Parents must provide at least 3 change of clothes for their child in case of accidents or soiled clothes.
- If a child eats baby food or cereal, parents must supply all baby food with the child's name on the jars or containers.
- An infant information form must be completed by the parent/legal guardian and kept updated in the infant area.
- Leftover formula and opened baby food will be returned home each day. We cannot retain these items overnight.
- The center provides whole milk for infants as needed.
- Parents must provide diapers and wipes for their children. Diapers can be brought daily (at least eight per day) or in bulk. Diapers will be changed every two hours or as needed when soiled.
- If a child uses a pacifier, it must be marked with the child's name or initials. Pacifiers attached to clothing or worn around the neck are not permitted.

**Safe Sleep Practices** Infants will be placed on their backs in a crib to sleep unless a physician provides a written statement authorizing another sleep position for that infant. The following guidelines apply:

- No objects, including covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items, will be placed in or on the crib with an infant.
- No objects will be attached to the crib, such as crib gyms, toys, mirrors, or mobiles.
- Only sleepers, sleep sacks, or wearable blankets provided by the parent/guardian may be used. These items must fit according to the manufacturer's guidelines and not slip up around the infant's face.
- Individual crib bedding will be changed daily or more often if needed.
- Infants who arrive at the center asleep or fall asleep elsewhere will be moved to a safety-approved crib for sleep.
- Swaddling, wedges, positioning devices, and monitors are not permitted unless authorized in writing by a physician for a specific infant.

### **Toddler Care**

- Parents must provide diapers and wipes for children ages 12-24 months. Diapers can be brought daily (at least eight per day) or in bulk. Diapers will be changed every two hours or as needed when soiled.
- Parents must provide pull-ups for children ages 24-36 months who are not potty trained.
- Our staff is trained to assist with potty training (parents must initiate and be actively potty training at home) for children aged 24-36 months. Children will be taken to the restroom several times a day and encouraged to use the toilet.
- Once a child consistently uses the toilet, parents will be instructed to transition their child to underwear.
- All children need at least 3 change of clothes kept at the center for accidents.

### **Nap Time**

Nap time is scheduled from 12:30 PM to 3:00 PM for children aged 1-5 years. Infants will nap at various times throughout the day based on their individual schedules.

- The center provides each child with a bed or cot with sheets for nap times.
- Parents must provide a blanket for their child, which should be taken home weekly to be washed and returned.
- Parents must also provide a change of clothes for each child in case of accidents.

## Parent Responsibilities

Parents play a crucial role in supporting the care and development of their children at the center. To ensure a seamless experience, parents are responsible for:

- Providing all necessary items for their child, including labeled bottles, baby food, diapers, wipes, pull-ups, clothing changes, and blankets.
- Keeping all forms updated, including infant information forms and any other required documentation.
- Communicating with the center about any changes in their child's needs, such as feeding schedules, sleep routines, or medical requirements.
- Following all center policies, including labeling items and adhering to safe sleep and nutrition guidelines.

By working together, we can create a nurturing, safe, and enriching environment for every child.

## Screen Time Policy

At Angels of Mine Childcare Center, we follow the guidelines set by the American Academy of Pediatrics (AAP) and the Maryland State Department of Education (MSDE) to ensure screen time is used thoughtfully and responsibly. We recognize the importance of maintaining a balance between educational and recreational screen usage while prioritizing activities that promote physical, social, and emotional development.

### Purpose of Screen Time

Screen time will only be used for educational and enrichment purposes, supporting children's learning and development. Recreational screen use will be strictly limited and age-appropriate.

### Guidelines by Age Group

1. **Infants and Toddlers (0-2 years):**
  - No screen time is permitted, except for occasional video calls with family members or other significant individuals.
  - Emphasis is placed on active play, hands-on exploration, and responsive interactions with caregivers.
2. **Preschoolers (3-5 years):**
  - Screen time is limited to a maximum of **30 minutes per week**, focusing on high-quality, educational content.
  - Any screen use is supervised by a teacher to ensure appropriateness and engagement.
  - Screen activities are integrated into the curriculum to supplement learning objectives (e.g., watching a short video about nature during a science lesson).
3. **School-Age Children (6+ years):**
  - Screen time is limited to a maximum of **one hour per day**, emphasizing educational programming or supervised learning activities.
  - Recreational use, such as movies, is restricted to special occasions and must be pre-approved by the center director.

### Best Practices

- **Interactive and High-Quality Content:** Only developmentally appropriate, educational, and high-quality content will be used.
- **Active Engagement:** Educators will engage with children during screen time, asking questions and encouraging discussion about the material.
- **Alternative Activities:** Screen time is not a substitute for physical activity, hands-on learning, or interpersonal interactions. Daily schedules prioritize these over screen use.
- **Environment Control:** Screens are not placed in classrooms as a standard feature. Screen time occurs in a designated area under teacher supervision.

## Prohibited Use

- Screen time will not be used as a reward or punishment.
- Screens will not be used during meals or snacks.
- Unsupervised or passive screen time is strictly prohibited.

## Family Communication

Parents will be informed of the screen time policy during enrollment and through regular communication. Families are encouraged to adopt similar guidelines at home to support consistency in children's routines.

## Exceptions

Screen time limits may be adjusted for special educational programs, virtual learning opportunities, or during rare occasions such as weather-related indoor days, with prior notice to parents.

By adhering to these guidelines, we aim to support children's healthy development, ensuring screen time enhances their learning experiences rather than detracting from critical developmental activities.

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## Staff Qualifications and Display Postings

### Staff Qualifications

At Angels of Mine Childcare Center, our staff are hired in compliance with state requirements and qualifications as a minimum standard. To ensure the highest quality of care and education, all staff members:

- **Criminal History Checks:** Must pass criminal history records checks before employment.
- **Certification:** Maintain current CPR and First Aid certifications.
- **Orientation and Ongoing Training:** Participate in comprehensive training that includes:
  - Child growth and development.
  - Creating healthy and safe environments.
  - Developmentally appropriate practices.
  - Guidance and positive behavior strategies.
  - Building strong family relationships.
  - Cultural and individual diversity awareness.
  - Professionalism and ethical practices in early childhood education.

Our commitment to professional development ensures that every staff member is equipped with the knowledge and skills to provide exceptional care and education for the children in our program.

### Display Postings

The following items are posted in the center for public viewing, ensuring transparency and compliance with state regulations:

1. **State License:** A copy of the center's current license.
2. **Rules and Regulations:** A copy of the state rules governing childcare centers.
3. **Evaluation Report:** A review of the most recent evaluation conducted by licensing authorities.
4. **Communicable Disease Chart:** Information about notifiable communicable diseases and their management.
5. **Parental Access Statement:** A statement affirming parents' rights to access all childcare areas while their child is in attendance.
6. **Staff in Charge:** Names of persons in charge during operational hours.
7. **Weekly Menus:** Current menus detailing meals and snacks served to children.
8. **Emergency Plans:** Plans for severe weather and fire emergencies.
9. **Visitor Statement:** Policies and procedures for visitors to the center.

By maintaining clear and accessible postings, we ensure that families and visitors are informed about our policies, practices, and compliance with regulatory standards.

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## Parental Conference and Parent Authorization Policy

### Parent Conference Policy

At Angels of Mine Childcare Center, we prioritize strong, collaborative relationships between families and our educational team. Regular parent-teacher conferences are essential for discussing each child's development, achievements, and growth areas. This policy outlines the scheduling, notification, and structure of these conferences.

#### Conference Schedule

- **Frequency:** Parent-teacher conferences are held twice a year, once in the fall and again in the spring.
- **Timing:** Conferences are scheduled during a designated week, with no regular classroom sessions. Time slots are available from early morning to late afternoon to accommodate family schedules.

#### Informing Families

- **Advance Notice:** Families will be notified about the conference schedule at least one month in advance via email, our newsletter, and notices displayed prominently within the center.
- **Reminders:** Additional reminders will be sent two weeks and one week prior to the conference week, including instructions for signing up.

#### Signing Up for a Conference

- **Sign-Up Options:**
  - **Online:** Families will receive a link to an online sign-up platform in email notifications. The platform displays available time slots for each teacher, allowing families to choose convenient times.
  - **Phone:** Families without internet access or who prefer not to use the online platform can call a dedicated phone line for assistance in scheduling a time slot.
  - **In-Person:** A sign-up sheet will be available at the center, and staff will assist families in selecting and confirming their conference time.

#### Conference Content

- **Agenda Sharing:** Families will receive an agenda before the conference outlining key discussion topics, including the child's development, achievements, and any areas requiring attention.
- **Preparation Request:** Families are encouraged to prepare questions or topics they wish to discuss to ensure a productive meeting.

#### Additional Information

- **Interpreter Services:** Available upon request for families whose primary language is not English.
- **Rescheduling:** Families unable to attend their scheduled conference are requested to notify the center promptly to arrange an alternative meeting time.

Parent-teacher conferences are a cornerstone of our partnership with families. These meetings foster meaningful engagement in each child's early learning journey and strengthen collaboration for their development and well-being.

### Parent Authorization Policy

We require written authorization from a parent or legal guardian before children participate in any of the following activities:

1. Routine transportation.
2. Field trips or special activities away from the daycare center.
3. Water-related activities in water deeper than 2 feet.

### **Water-Related Activities**

- Public facilities used for water-related activities will have certified lifeguards on duty.
- All children must wear floaties or life jackets to access pool areas.
- The center does not currently have a pool on-site.

By adhering to this policy, we ensure the safety and informed consent of all children and families for activities conducted outside the center. Your cooperation helps us maintain a secure and enriching environment for every child.

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## **Prohibited Behaviors and Activities on Premises**

### **Prohibited Substances**

- Smoking, vaping, the use of tobacco products, or any prohibited substances is strictly prohibited on the premises or in any vehicle used to transport children during operating hours.

### **Prohibited Activities and Behaviors**

- **Violent Behavior:** Any form of physical violence, intimidation, or verbal aggression toward children, staff, or other families.
- **Discrimination:** Behavior or language that discriminates against individuals based on race, ethnicity, gender, religion, disability, or other protected characteristics.
- **Weapons:** The possession or use of firearms, knives, or other weapons on the premises is strictly prohibited.
- **Unauthorized Visitors:** Unauthorized individuals are not permitted to access the premises without prior approval or appointment.
- **Unsafe Practices:** Activities that jeopardize the health and safety of children, such as unsafe driving in the parking lot, are strictly prohibited.
- **Substance Influence:** Individuals under the influence of alcohol or prohibited substances are not permitted on the premises.

By maintaining these guidelines, Angels of Mine Childcare Center ensures a safe, respectful, and nurturing environment for all children, families, and staff.



## Disclaimer

**The Angels of Mine Parent Handbook and Contract will be provided to families via email or made available through the Brightwheel platform. Parents are required to download and review the handbook, sign it electronically or in print, and return the signed copy to the center. Additionally, parents will receive an agreement form confirming that they have received, read, and agreed to the terms outlined in the handbook.**

**By signing the agreement form, parents acknowledge their understanding of and compliance with the policies and procedures detailed in the handbook, ensuring a mutual commitment to providing a safe and nurturing environment for all children in our care.**

I have received a copy of the contract and parent handbook via email!

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_