

2020

# BRIGHTER DAYS CHILD CARE SERVICES



**\*APPLICATION PACKET\***

**182 KELLY STREET  
WILLISTON, SC, 29853  
(803) 443-4456**

Lakettia Williams

**BRIGHTER DAYS CHILD CARE SERVICES**

1/1/2020

**PURPOSE**

**BDCCS** is dedicated to providing individual attention, a caring and understanding atmosphere, a clean and safe environment. Your child will be treated with great care and taken care of as if they were our very own.

**SERVICES OFFERED**

Daycare (6 weeks to 11 years old)	7:30 a.m.- 5:30 p.m.
Part-time Care	25 hours or less
After-School	2:30 p.m.-5:30 p.m.

**DAYCARE HOLIDAYS**

We will be closed on the following holidays:

- New Year’s Day and the day after if it falls on a weekday
- Good Friday
- Memorial Day (unless otherwise notified)
- July 4<sup>th</sup>
- Labor Day (unless otherwise notified)
- Thanksgiving and Friday after Thanksgiving
- The Entire Week of Christmas (Vacation)**
- \*and other days as specified with prior notice\*

**PAYMENT OF FEES-DUES IN ADVANCE**

All payments are due at the end of the workday on Fridays. Any payment received after the end of the workday Friday will be considered late and a \$5.00 per day late fee will be added to the child’s regular rate. Cash, cashier’s check, check (**made payable to Lakettia Williams**) or money ordered with the correct amount should be placed in envelope with your child’s name on it. You also have the option to send your payment, via Cash app or Zelle. That information will be provided upon your request. You will be issued a receipt for all payments. Please do not leave without receiving your receipt.

**ABSENTEEISM**

The child’s regular rate will be charged whether he/she attends or not. There will be no allowance if your child is absent for a week due to an illness. Please inform us of the days your child will not attend for the week so that we may schedule other appointments. This is greatly appreciated.

## **LATE CHARGE**

Rates will be \$1.00 for the first five minutes the parent is late in picking up the child after closing and \$5.00 for every minute thereafter (to be paid to the closing staff when the child is picked up). Parents will pay the staff member and will sign a late charge form. If excessive late failures occur, we reserve the right to refuse further care. The \$1.00 late charge **BEGINS at 5:30 p.m.**

## **CHARGES**

### **Full-Time Care (7:30 a.m. -5:30 p.m.)**

Ages 0-2 \$120.00 weekly

Ages 2 & older \$100.00 weekly

### **Part-Time Care (25 hours or less)**

Ages 0-2 \$65.00 weekly

Ages 2-5 \$55.00 weekly

**After -School Care (2:30 p.m.- 5:30 p.m.)** \$55.00 weekly

**NOTE:** There will be a 15% discount on all children that have a full-time regular sibling attending (i.e. the first child will pay regular price and thereafter will be discounted 15% according to their age). The 15% does not apply to after-school care or part-time care; only full time-care.

## **MAIN HOURS OF OPERATION**

**7:30 P.M. – 5:30 P.M.**

## **BDCCS DAILY SCHEDULE**

7:30 a.m.	Open
8:30 a.m.-9:00 a.m.	Preparation of morning breakfast
9:00 a.m.-10 a.m.	Morning Breakfast ( <b>provided by BDCCS</b> )
10:00 a.m. – 10:30 a.m.	Play time & Reading Time
10:30 a.m.- 11:00 a.m.	Morning snack ( <b>provided by BDCCS</b> )
11:30 a.m.- 12:00 p.m.	Inside playtime

12:00 p.m.- 12:15 p.m.	Preparation for lunch
12:15 p.m.- 1p.m.	Lunch ( <b>not provided by BDCCS</b> )
1 p.m.- 2 p.m.	Quiet time
2 p.m.- 2:30 p.m.	Story time
2:30 p.m.- 3:00 p.m.	snack time ( <b>provided by BDCCS</b> )
3:00 p.m.- 3:30 p.m.	Inside play time
3:30 p.m.- 5:15 p.m.	Movie & snack time
5:15 p.m.- 5:30 p.m.	Pack up to go home

**AFTER SCHOOL PROGRAM (HOMEWORK)**

2:45 p.m.- 5:30 p.m.	Homework and Snack-time
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**ILLNESS OR ACCIDENT**

In the event of an accident or emergency, every effort will be made to be notify the parents immediately. If parents cannot be contacted immediately, we will use our best efforts to contact your emergency contact. In the event of a serious accident, we will secure immediate medical services at the Emergency Room of the Aiken Regional Medical Center in Aiken SC.

If a child is exposed to a communicable disease, (including chicken pox, mumps, measles, etc...) at some place other than with BDCCS, the parents **MUST** notify the Director at once. This is for protection of all the children at BDCCS. Because of the incubation period of many childhood diseases, a child may possibly attend BDCCS prior to breaking out. BDCCS and parents must **BOTH** be aware of the exposure in order to take necessary precaution.

In the event a child is absent because of a communicable disease, major illness, surgery or other illness, a signed statement indicating that the child is physically able to resume to normal activities.

Prescribed medication must be clearly labeled in the ORIGINAL bottle. BDCCS will give **ONLY** the medication prescribed by the physician with an accompanying statement signed by the parents. We will not administer medication for vomiting, fever, diarrhea, etc...without parent's consent (via text or email or note). We are **NOT** allowed to give any child prescription medication if it is prescribed to another family member. It **MUST** be prescribed for the specific child. It is the parent's responsibility to request the child's medication upon pick up. All medication **MUST** be signed in daily on the BDCCS medicine chart. All medicines **MUST** be in ziploc bags and in the ORIGINAL bottle.

**SICK STAFF MEMBERS ARE NOT ALLOWED TO WORK WITH THE CHILDREN.**

Because there are other children at BDCCS, please make sure your child is free of symptoms (fever, diarrhea, vomiting) 24 HOURS prior to re-admittance. Please do not bring your child if he/she is ill. If he/she becomes ill, you will be notified to pick him/her up. If fever is present, you

will definitely be notified. If your child is coughing, sneezing excessively, please notify the Director upon arrival. No open or oozing sores on a child PLEASE!

The medicine chart must be signed by parents who is on medication. The medicine chart is to be filled out when medication is brought to be given on a “daily basis”. This is required by SC LAW. We cannot administer medicine if the form is filled out incorrectly. We do not wake children up from their naps to administer medicine unless it is an emergency.

A medicine cabinet is provided for all medicine bottles and we will place all medicine in the refrigerator that requires refrigeration.

Please do not put an aspirin in a child’s pocket, diaper bag, lunch box. Another child may be allergic to aspirin could accidentally get it from your child.

When filing out the required medicine forms, list medicines on separate lines please.

### **PROBLEMS WITH STAFF**

If a parent has a problem with any staff member, please contact the Director so that we may address it with the staff member. It is very important that we communicate professionally.

### **DISCIPLINE**

ABC Level B program acknowledge and understand that discipline is used as a teaching strategy, which supports each child’s social-emotional development and well-being. The policy specifically disallows:

1. Corporal punishment
2. Any strategy that hurts, shame, or belittles a child.
3. Any strategy that threatens, intimidates, or forces a child.
4. The use of food as a reward or punishment.
5. The use or withholding of physical activity as a punishment.

All Staff members & parents/guardian(s) of children enrolled in the center shall sign a statement that they have received, reviewed, and understand the discipline policy. These statements shall be maintained on-site and reviewed and re-signed/dated annually.

### **CLOTHING AND PERSONEL ARTICLES OF CHILDREN**

**BDCCS** provides appropriate childhood activities; therefore, children’s clothing will get a little dirty. Please provide your child with an extra change of clothing (appropriate for season) in a large ZIPLOC BAG. **NO REGULAR PLASTIC OR GROCERY BAGS) marked with child’s name. The child’s coat and cap should be warm enough for outdoor travel if needed with a complete set of buttons and zippers in good repair. Caps should cover the child’s ears.** We discourage the wearing of jewelry of any value, either monetary or sentimental. These items could be misplaced. Soiled clothing must be taken home daily. Unclaimed and unmarked clothing will

be kept in a special area for one week. It is the parent's responsibility to request for missing articles/clothing in order to avoid unnecessary storing of unclaimed articles/clothing. BDCCS reserves the right to dispose of unclaimed articles after two weeks of being unclaimed. **NO CHILD IS TO BE SENT WITH MONEY IN HIS/HER POCKETS. AS IT IS A CHOKING HAZARD FOR HIM/HER, AND ESPECIALLY YOUNGER CHILDREN, SHOULD IT BE DROPPED ON THE FLOOR.**

### **NAPTIME**

Full care children need a rest mat (water restraint), regular pillow, a pillowcase, and a small lightweight blanket. EACH item MUST be clearly labeled with the child's name. If necessary, a security teddy to sleep with can be sent with your child to be used during naptime. A 12-quart clear box with a lid (labeled with child's name) is required to store the blanket and pillowcases.

### **EXCEPTION:**

During the school year After-school children, will not be forced to go to sleep.

### **FOOD**

It is the parent's responsibility to furnish any substitute food for any child with a food allergy. Should your child like certain foods, it is your responsibility to provide your child with his/her foods.

### **PARENTS VISITING**

Parents are invited and encouraged to visit BDCCS. However, if it upsets the children tremendously, we ask that you limit your visits.

### **RELEASE OF CHILDREN**

Children will be released ONLY to those persons whose names are listed on the Parent Agreement Form and must be signed out at the time the child is picked up. If there is a court order prohibiting visits/contact with the child, BDCCS will adhere to the court order. BDCCS will deny release of children to anyone who appears to be intoxicated or under the influence of an unknown substance. We will attempt to notify names listed on the Parent Agreement Form.

### **EXTRA CARE**

If BDCCS is REQUESTED by the parent to provide care for children when public school is not held, payment is expected PRIOR to the requested care. Children will pay the regular rate if they do not attend BDCCS when school is not in session during September through May. BDCCS has to have proper PRIOR notice in order to provide care (staff/child ratio). BDCCS is not obligated to provide care without notice. The rate will be \$1.00 per hour. Please allow them to bring a lunch, however, a snack will be provided.

**WITHDRAWAL FROM CHILD CARE**

Because the BDCCS operates with dependency of each child’s weekly rate, it is necessary that we be given **AT LEAST TWO FULL WEEKS NOTICE IN WRITING** before withdrawing your child. You will be expected to pay for the upcoming weeks if a notice is NOT given (with the exception of an emergency). This allows you us to fill your child’s vacancy. If it is possible to immediately fill your child’s vacancy. BDCCS will not charge for the following week.

\_\_\_\_\_  
Child’s Name

\_\_\_\_\_  
Parent’s Name

\_\_\_\_\_  
BDCCS

\_\_\_\_\_  
Date