

Parental Information Packet

To initiate care with Hour Time hcc, the Audit/Checklist for Child Record document will be completed with new parents at enrollment, and again annually for renewal.

- **Criteria for admission and withdrawals** include, but are not limited to the following:

1. Child Information Record BCAL-3731
2. Health Appraisal MDCH/BCAL-3305-This will require a physician's signature*
3. Signature verifying receipt of the Written Information Packet Documentation BCAL-4340
4. All other center and state required documents

ENROLLMENT PACKET INFORMATION INCLUDES:

- Our Mission
- Our Vision
- Criteria for admission and withdrawals
- Schedule of operations
- Fee policy
- Discipline policy
- Dismissal Policy
- Food service program and Supplies
- Typical daily routine
- Potty Training Policy
- Parent notification plan for accidents, injuries, incidents, and illnesses
- Exclusion policy for child illnesses
- Notice of availability of the centers licensing notebook

Our Mission

Our Mission is to make freedom in childcare a reality.

Our vision

Our vision is to catalyze individual success, for generational advancement.

Schedule of operations and Booking instructions.

Bookings are completed online for your convenience. Please visit us at childcarerightnow.com for availability.

Our center will be open Monday through Saturday 6am to 6pm year-round, apart from the following federal holidays: New Year's Day, Memorial Day, Juneteenth Independence Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas day. Hour Time reserves the right to close the center at 1pm the day prior to the stated holidays above at our discretion.

Fee Policy

Our fee is \$11 per hour, per child, paid at time of booking. Should a parent arrive after their scheduled pick-up time, they will simply pay for the additional time used, plus a flat \$15 late fee.

At any time, a parent can book online for additional care time. However, if the space is not available, parents are expected to pick up their child at the original agreed upon time to maintain state ratio requirements. If a family withdraws their child from care any past balances are due in full. No refunds are provided.

Discipline policy: We operate on a "three times requested" policy.

In this policy we inform the child of the "if..then.." contingency, and we outline an appropriate and enforceable natural consequence of action that will be taken by our staff. We then restate the request "three times" to allow the child the opportunity to comply. If they choose defiance the previously stated action will occur.

Our focus for discipline is never punishment but allowing the child to grow from quality decision making and self-regulation. Children will never be allowed, however, to harm themselves, others, or damage equipment or the facility.

Dismissal Policy

Hour Time reserves the right to discontinue care for a child or family at any time for reasons including, but not limited to:

1. Noncompliance with center policies and procedures.
2. Behavioral concerns that exceed the typical challenges observed in a childcare setting.
3. Failure to pay tuition or fees.
4. Repeated late pick-ups.
5. Any other serious issues that significantly disrupt staff, other children, or the overall environment, including but not limited to physical or verbal aggression.

Food service program and supplies

Parents are required to provide one meal for their children for every three hours in care. (9:00, 11:30, 4:30 and snack at 2:30)

If a parent arrives without the proper amount of food for the length of their child's stay, they will be disallowed from leaving their child in care until the proper amount of food is provided for the day.

Providing adequate amounts of food is a non-negotiable requirement.

The meal will include a protein, a carbohydrate, a fruit or vegetable and an appropriate drink. Snacks should be of a healthy variety and not include candy of any kind.

Parents are kindly asked to avoid high allergy food such as: peanuts, tree nuts, fish, or crustacean shellfish. **Each lunch sack will be labeled with the child's name**, food items and date, and inspected against high allergy items for safety.

We ask all parents to provide wipes and **1 diaper per hour for their child**, including any diaper rash or sunscreen topical treatments. Unused diapers will be returned daily for hourly parents

Breast milk will also be labeled with the child's name and date and stored in the refrigerator for same day use. Any unused portions will be returned to the parents, while used portions will be discarded. Privacy will be provided for nursing mothers on-site.

Typical daily routine

6am-9am: This is our quiet activity time. We spend the morning resting on our cots, reading several stories, working with our hands in our sensory bin. We sanitize and wash our hands for breakfast at 9am

9am-Noon: After breakfast, its time to Move! We often use our bodies to dance and get exercise to music and audio play game such as "the floor is lava, freeze dance, going on a bear hunt" and the like. This is our indoor recess. Once we have our "wiggles out" we bring the children to our activity tables for practice with math, science or literacy. We then allow the children free play, while we do bathroom breaks/diaper changes-and prepare for lunch and 11:30 and nap.

Noon to 2:30pm: After lunch we rest our bodies on our cots in a quiet time. Those who do not nap are instructed to rest quietly reading/looking at stories until others fall asleep, and are then provided quiet activities.

2:30-4:30pm: At this time, we are waking the children for diaper/bathroom checks and to wash their hands for snack. Once snack is completed, we create our arts and crafts projects in line with our curriculum for the week. Once our projects are complete, we sanitize our tables and wash our hands for dinner at 4:30pm.

4:30-last child: Once dinner is done, we do a final bathroom/diaper check to prepare for pick up. We offer calming activity options such as construction blocks, play doh or the like, to bring our day to a close. Once the last child is in the room, they are provided a tablet/puzzle and sat comfortably while staff properly cleans and sanitizes the room for the next day. This is the Only time a child is entertained with a screen the entire day. Their items are collected and the child is prepared to return home.

Potty Training Policy and Required Supplies

Potty training at our center begins when a parent requests that their child be potty trained on-site to support efforts at home. Parents may choose to use either pull-ups or underwear during this process. In accordance with state regulation **Rule 137(9) C**, which states, "*Rinsing of contents must not occur at the center,*" staff are not permitted to manually remove feces from underwear. If a bowel movement occurs, the underwear will be treated as a "cloth diaper." Once removed, staff will clean the child by spraying them with clean, soapy water to ensure proper hygiene.

Required Supplies for Potty Training:

To begin potty training at the center, parents must provide:

1. One pair of waterproof shoes
2. Three pairs of replacement pants
3. Three pairs of replacement underwear (if opting out of training pants)

This policy is in place to maintain a clean, sanitary, and supportive environment for potty training. Please reach out with any questions or concerns.

Parent notification plan for accidents, injuries, incidents, and illnesses

If a child has an injury or an accident, the parents will be contacted either by phone or through our messaging service depending on the injury severity. Parents will receive a written report with an explanation of the injury or accident and a signature page acknowledging receipt of the document which will be kept on file. Please notify Hour time if any injury or accident that occurred while your child is in care, results in the child receiving medical treatment or hospitalization. This record is kept on file.

Exclusion policy for child illnesses

At physical check-in, a temperature and symptoms checklist will be conducted before the child is allowed to attend. If the child shows Any signs of illness during their stay as deemed by any two staff persons, the child will be separated from their group and cared for until the parents arrive. Parents will be contacted by phone or our messaging system and asked to pick up their child within a reasonable time, ideally within 1 hour.

Notice of availability of the centers licensing notebook

Anytime during operating hours, the center's licensing book is available to parents for review. All questions can be asked to the director of the center, or the owner.