



**BEAUTIFUL BEGINNING DAYCARE LLC**  
**(Seanelder L.)**

**Enrollment Contract / Parent Handbook**

# **Beautiful Beginning Daycare LLC**

Group Family Daycare/ Summer Fun Program/ After-School Program

## **ENROLLMENT CONTRACT/ PARENT HANDBOOK**

### ADMISSION AND ENROLLMENT PROCEDURES:

There is a non-refundable \$10.00 annual registration fee per family. In addition to the registration fee the following must be completed and submitted to the Director BEFORE your child(ren) will be allowed to start the Program. Our Summer Fun Program is a separate program that requires you to submit the necessary paperwork at that time. The necessary paperwork must be submitted upon enrollment and renewed every year.

- \*\* Enrollment Form (Completed. Please notify us of any changes).
- \*\* Policy and Handbook (please read and understand before signing).
- \*\* Medical Form (must be kept double sided and updated yearly. Shot records must be current and recorded).
- \*\* Medication Consent Form and/or Non-Medication Consent Form will be discussed with the parents/guardian if needed.

### HOURS OF OPERATIONS:

We are open Mondays through Friday 6:30AM until 6:30PM. Summer Fun Program is open for 6:30AM until 6:30PM. If there are changes in hours parents/guardians will be notified verbally or via text/SMS. Weekly fee will consist of hours of care. If your child(ren) is/are not picked up at their scheduled time, there will be a late pick-up fee of \$10.00 per child and after 5 minutes, \$1.00 per minute. Late fee is due at the time of pick-up (Please refer to the Policy). Cell phone time will be used.

\*Please be fair and have a designated person or pay your late fee charges upon arrival. We understand that lateness can be due to traffic, weather, misunderstandings between parents/designated person, etc. We suggest

assigning at least two designated people to help when unpredicted circumstances arise.

## **PROCEDURES**

### PICK-UP/DROP-OFF :

Parents/guardians and/or designated person must bring child to program and sign them in or out. CHILDREN MAY NOT SIGN THEMSELVES OUT.

### INCLEMENT WEATHER:

We follow the NYC Board of Education program closings. If the Program closes early for any reason, all parents or guardians will be contacted A.S.A.P. and will be expected to pick up their child(ren) by the appointed time unless other arrangements are made. When weather remains doubtful and the Program remains open, please make your own decision about whether to pick up your child early, as it is your decision to make. Late pick-up fee charges will be enforced.

### PAYMENT SCHEDULE:

Your weekly fee must be paid the Friday before the following week. There is a late payment fee charged per day (please refer to the Policy). Weekly fee is due in full even if your child(ren) is/are absent, sick, on vacation, program is closed due to inclement weather, Holidays or 1/2 days. If the Program is closed for Christmas vacation, Winter Break or Easter Break, there is no payment due. Cash, money orders, personal and bank checks, and crypto currency are accepted. DSS and all grants are accepted but parents are responsible for payments whenever payment is not received. DSS parent fees are due on the 1st of each month. Summer Fun Program (July through August) rates are separate from the school year rates. Summer Fun Program registration payment is due before summer camp begins. For all programs, weekly payments must be paid the Friday before. A \$10.00 “per” day will be assessed and services may be suspended until

payment is received in full (please refer to the Policy). We encourage you to discuss and financial situations with the Director before action is take. We may be able to help make arrangements with you.

**RATES:**

All periodic care requires prior day notice to ensure sufficient staff is available to meet OCFS requirements. If prior notice is not given, your child may be refused care at the discretion of the Director. Part- day rate is 1 or 2 days of care per week. Full time rate is 3 or more days of care per week. These rates do not apply to Summer Fun Program.

**METHOD OF PAYMENT:**

Payments can be made online, in the form of cash, cryptocurrency, personal/bank checks or money order payable to Seanelder Llewellyn. There is a \$30.00 bounce check fee. Any check returned by the bank must be reimbursed to us immediately along with any fees incurred due to the return check. Please refer to the Policy for bounced check fees. Accounts will be turned over to collections or small claims court after 30 days of non-payment. A collection fee will be assessed to your account. Your services will be suspended until paid in full.

**WITHDRAWAL POLICY:**

Beautiful Beginning Daycare LLC (aka Seanelder Llewellyn), requires a minimum one week notice for the withdrawal of a child(ren) from our care. Your weekly payment along with any fees will still be due until the notice is given. All payments and fees must be paid at the time of withdrawal. Balance not paid will be turned over for collections or small claims court.

**DRESS CODE:**

Please keep in mind the following items:

**\*\*Clothing must be appropriate with no vulgar or suggestive language.**

**\*\*Clothing must be manageable by the child.**

**\*\*Clothing must be appropriate for the weather conditions, including hats, gloves, coats for cold weather. If a child does not have the appropriate outerwear, he/she will not be kept in during outdoor play so please make sure your child has all the appropriate clothing.**

**\*\*Sandals and other open toes shoes are not acceptable footwear as it is too easy for little feet to get hurt.**

**\*\*Clothing must be appropriate for the activity in which a child is participating. If a girl has on a skirt or dress, please make sure that shorts or tights are worn underneath.**

**\*\*Socks and shoes must be worn at all times while in care.**

**\*\*All clothing should be labeled with your child's name. We recommend putting the name on the inside of the item so that strangers cannot see it.**

### **MEALS:**

**-After School Program:**

**We ask parents/guardians to provide snacks for their child(den).**

**-Summer Fun Program:**

**Breakfast and/or lunch will be served ONLY if provided by NYC food department. Parents are welcome to provide breakfast, lunch and/or snacks for their child(ren).**

### **PROHIBITED ITEMS:**

**Children are not allowed to bring any of the following items to the Program in order to prevent any problems from occurring:**

**\*\*Weapons of any kind, whether real or pretend.**

**\*\*Any electronic devices (iPod, iPad, cell phone, etc) are not allowed.**

**Certain electronic devices will be allowed under certain circumstances at the discretion of the Director.**

If not approved by the Director, any of the above items that are brought in will be taken from your child and held by staff. We take no responsibility if items brought from home are lost, stolen, or broken.

Possession of any weapon, whether real or fake/pretend, may result in immediate expulsion from the Program and the proper authorities may be notified.

**DISCHARGE POLICY:**

The following behaviors will be discussed with the parent/guardian and may result in the immediate suspension or even expulsion of the child from the Program:

\*\*Child physically or verbally injures or bullies another child or staff member.

\*\*Child bites, spits at, scratches, kicks or strikes another child or staff member.

\*\*Child throws objects that can injure another child or staff member.

\*\*Parent or guardian is verbally build or continually complaining about the Program setting, Program rules, or staff members. If you have complaints or problems, please reach to the Director A.S.A.P.

\*\*Daycare fees are not paid in a timely manner.

\*\*Pick-up time are routinely abused.

\*\*Parent/guardian does not work with the Director and staff to provide consistent guidance and discipline to enable a child's positive behavior. In order to facilitate this, a parent rapport and a log will be maintained to assist you in knowing what has happened with your child that day. If you have any questions about this, please see the Director A.S.A.P.

\*\*Child is having frequent/uncontrollable tantrums.

\*\*Child is not fully potty trained as evidenced by frequent accidents.

\*\*Child shows continual aggressive posturing toward another child or staff member.

**\*\*Child causes intentional damage to the daycare or other building property.**

**HEALTH AND ILLNESS POLICIES:**

(Please refer to the exclusion criteria handout).

In the event that a child comes to the program with a contagious illness (flu, cold, Covid, etc.) or infectious disease, the parents/guardians or designated person will be notified and the child will be sent home. The same procedure will be followed when signs of illness develop during the day. Symptoms such as a cold with a fever, severe cough, skin eruptions, sore throat, fever of 100 degrees or greater, vomiting, diarrhea, or head lice will make it necessary for us to send your child home immediately. Your child will be kept in a isolated, supervised area until you arrive. A sick child who is sent home may not return to the Program until she or he is symptom free for at least 24 hours. This means that a child that throws up during the night cannot return until 24 hours after the last episode. This is for the protection of your child as well the other children and staff.

While we understand that parents need to work, having a sick child in care only endangers other children, staff, and especially the sick child who needs the extra time to recover.

Parent/guardians are responsible for providing the Program with current emergency contact information including the name and number of the child's doctor and at least one emergency telephone number that can be used to locate someone in the event that the parent/guardian cannot be reached. If your child becomes ill while in the Program, we will call you or the designated person so that your child can be taken home. Any child, who cannot participate in the regular Program activities due to discomfort, injury, or symptoms of illness may be refused care by the Beautiful Beginning Director and/or staff. We will not admit a child who has had any of the following recent illnesses or symptoms specified below.

\*\*Diarrhea when it is due to:

\*Disease spread by fecal contamination as determined by a physician,

\*Accompanied by evidence of dehydration or fluid loss,

\*Accompanied by abnormal stools with blood or mucus,

\*Accompanied by a history of poor fluid intake or unusual drowsiness,

\*Continues beyond three days unless a physician provides a documentation that it is safe to read the child to the Program

\*Severe pain or discomfort

\*Vomiting

\*Difficult or rapid breathing

\*Yellowish eyes or skin

\*\*Sore throat with a fever of 100 degrees or above

\*\*Coughing with a fever of 100 degrees or above

\*\*Fever of 100 degrees or above with no other apparent symptoms

\*\*COVID symptoms

\*\*Untreated head lice

\*\*Untreated scabies

\*\*Suspicion of being in the contagious stages of chicken pox, pertussis, measles, mumps, rubella, or diphtheria

\*\*Skin rashes lasting more than one day

\*\*Swollen joints

\*\*Visible enlarged lymph nodes

\*\*Blood in urine Mononucleosis

A child must have a physician's statement stating the child is not contagious and is in appropriate health to be readmitted to Program after having any of these conditions. Otherwise, the child must be symptom free for at least 24 hours prior to being brought back to the Program.



### HEALTH CHECK:

A daily visual Health Check will be conducted on each child by staff upon arrival to the Program. This health check will continue throughout the day. All staff and other staff have received instructions for doing a daily Health Check. A daily Health Check consists of

\*Checking a child's behavior: is it typical or atypical for time of day or circumstances.

\*Child's appearances: illnesses, unusual body marks, indications of. Hold abuse or maltreatment etc.

### MEDICATION:

In order for sunscreen lotion and other topical lotions to be applied the Non-Medication Consent Form must be filled out by the parent/guardian.

We encourage parents/guardians to administer the medication at home and to apply the sunscreen lotion before arriving to the Program. Please label the sunscreen lotion with your child(ren)'s name(s).

Prescribed medication will be administered only with a Doctor's note and a copy of the Medicine statement that the pharmacy gives you for the prescribed medication. Over the counter medication will be given with a note from the parent/guardian. All medication prescribed and over the counter must be in the original package. All medication that is administered must be documented on the Medication Log that is signed by the parent/guardian and the staff member who is certified to administer medications. Prescribed medication and over the counter medication such as cough medicine, cough drops, vitamins, aspirin, ibuprofen, or acetaminophen and prescribed medicine can be given by the parent/guardian while the child is in care as long as it is brought and taken back with the parent/guardian. The Medication Log must also be completed when the parent administers any medications.

### MEDICAL EMERGENCIES:

The following procedures will be followed when a medical emergency arises:

\*\*Immediate CPR/First Aid will be given by a trained staff member.

\*\*If the emergency is critical, 911 will be called and EMT/Paramedic personnel recommendations will be followed.

\*\*Parents/guardian will be notified as soon as possible. Minor injuries such as scrapes, small cuts, and other minor injuries will be reported when the child is picked up.

\*\*When parents/guardians are not available, emergency contacts will be called.

\*\*Parents/guardians are responsible for any expenses resulting from a serious emergency.

AN ACCIDENT/INJURY report will be kept on file for each child involved regardless of the severity of the injury.

### CONTACT INFORMATION:

The site and mailing address for the daycare is:

Beautiful Beginning Daycare  
3572 Bronxwood Avenue  
Bronx, NY, 10469

The Director and staff can be reached at (347) 767 - 5148

## **CONTRACT CERTIFICATION:**

I have read the Beautiful Beginning Daycare LLC (Seanelder Llewellyn) Enrollment Contract/Parent Handbook, the Policy and received a copy of it. I understand and agree to abide by everything within the above. If I fail to abide by this, I understand that my services can be terminated. I am aware that if at any time I have any questions or concerns I will speak directly with the Beautiful Beginning Daycare Director.

Parents' name \_\_\_\_\_(please print)

Child(ren)'s name \_\_\_\_\_(please print)

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_