

Brickhouse Academy®

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# Parent Handbook

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This handbook contains the policies and procedures of Brickhouse Academy Large Family Childcare Home (LFCCH). We appreciate your understanding of the need to have regulations in place for the good functioning of the childcare facility. Policies enable us to have a professional and defined childcare where students can learn and grow. We hope that this is an element of the reason you have chosen to be a part of this childcare facility.

The school may change any of its policies and procedures and apply them as circumstances dictate. Students and parents must accept and abide by the school's policies and procedures for the student to attend the school. For clarification about a policy or procedure, please contact the Administration.

Dear Parents,

Welcome to Brickhouse Academy! This Parent Handbook reflects the policies of Brickhouse Academy Large Family Childcare Home. Enrolling your child at Brickhouse Academy includes the personal responsibility to read, understand, and follow the policies contained in the Handbook. Parents accept the responsibility to follow all school regulations and to direct their children to do the same.

In working more closely with us, you will be able to see the effort and interest we put into continually working to form, enrich, guide, and prepare each child for a successful future. It is important that we have your support and encouragement in working to reach our goals. As you work with us, if there is any policy you do not understand, please feel free to ask for an explanation.

We look forward to working with you to lay a strong learning foundation that promotes academic excellence for your child.

# Philosophy

Our philosophy is based on eight bold ideas: Integrity and Honesty; Take on Big Challenges, Accountability, Passion, Be Open, Respectful, and Trustful; Strive for Excellence; Growth Mindset, and Culture and Inclusion. The vision epitomizes the organization's core values and promote a culture of creativity, innovation, inclusiveness, and teamwork.

## **Integrity and Honesty**

Integrity and honesty are about how we act when no one is looking. It is at the heart of our every interaction, deed, and decision we make. Integrity and honesty add up to trust – and when there is trust, anything is possible.

## **Take on Big challenges**

We always operate by the creed and positive attitude that if you believe you can, you can. Therefore, we will never only pick the easy problems to solve. Our very existence will be borne of the desire to innovate and deliver the best education and service to every child in our school— not matter who they are, their background, or learning abilities. The bigger the challenge, the more grit, fortitude, courage, and optimism we will apply.

## **Accountability**

Having a shared vision means that we must all take full responsibility for our actions. Therefore, we will make commitments every day, spoken and unspoken, to address issues head-on without fear of reprisal. In hallway conversations, meetings, and every single time someone interacts with our school, is an opportunity to build credibility, partnership, and trust – or not. We must value accountability because it matters to the organization and each of us.

## **Passion**

At Brickhouse Academy, our fervor comes from our deep belief in the potential of every child. We believe that our combined contributions have the power to change every child's life in our school for the better, for real – and we must be assiduous in this pursuit. Thus, by reaching out to each student with sincere passion, the expectation is that the same is reciprocated by every student as well as their parents or guardians. That is what should motivate us to work every day.

## **Be Open, Respectful, and Trustful**

The concern you show for others is one of the clearest and most unambiguous signals of your trust. It is how we relate to others in the society we live in, love in, and create in. Therefore, we will listen and assume good intent in our students and each other every day to ensure we continue to build and maintain a climate of trust.

## **Strive for excellence**

Our goal is excellence, our path there is learning. We will always take calculated risks, experiment, and invite honest feedback that provides meaningful insight that enables continuous improvement within our origination.

## **Growth Mindset**

When we share in a growth mindset, only then can we be diverse and inclusive. This means reflecting on our past, attending to the present, and evaluating the prospects for the future. This means learning about our students, their parents or guardians, and the community with a beginner's mindset and then providing solutions that meet and exceed their needs. It is about being insatiable in our desire to learn from others and bringing that knowledge into our organization, while employing innovative ideas to educate our students – rejecting plateaus and inviting learning. For us to thrive, especially through prolonged periods of time, we must recognize that the world is not a fixed place; that it is constantly shifting and reacting to greater forces. Thus, for us to be successful, we must be flexible and embrace evolution, even when it is uncomfortable or expensive.

Growth mindset is also about taking bold and courageous actions. By empowering broad-based actions and removing as many barriers, we go from a fixed mindset to growth mindset. We go from being good to getting better. This means not being afraid to experiment, take risks, or fail. Thus, we will persist in the face of setbacks, see failures as essential to learning, learn from criticism, find lessons and inspiration in the success of others, and embrace challenges with agility.

## **Culture and Inclusion**

What we do not know can hurt others. We do not make snap judgments about a person based on her or his appearance. As humans—even the most progressive of us—we are programmed to subconsciously collect and store these unconscious biases

Unconscious bias is about preferring or against a person or group—a preference that one is not aware of having, but nevertheless communicated through statements or actions. When it comes to the workplace—and what makes it so important to call out—is that these judgments can give people both unearned advantage and unearned disadvantage.

People can also be biased about anything, not just physical factors, but also things like communication style or what someone does in their free time. When people do not fit our internalized expectations, we can sometimes have difficulty seeing their talents, motivations, and potential clearly—which can cause us to interact with them less effectively.

Unconscious bias needs to be acknowledged and monitored. When we understand how biases influence our behavior, we can act to create an inclusive culture, one where everyone can contribute, innovate, and provide the best learning environment and experience for every student, as well as an inclusive and productive working environment for ourselves.

# Daily Schedule

The daily schedule listed below is available at <https://brickhouseacademy.org/daily-schedule>:

From	To	Activity
6:00 AM	7:30 AM	Opening/Drop off/Free play/morning routines
7:00 AM	8:00 AM	Breakfast
8:00 AM	8:30 AM	Free play continues/Toileting
8:30 AM	9:30 AM	Circle time/Reading readiness
9:30 AM	10:00 AM	Outdoor play
10:00 AM	10:15 AM	Toileting/Hand wash/Snack
10:15 AM	10:30 AM	Outdoor play
10:30 AM	11:30 AM	Story time/Educational activities
11:30 AM	12:15 PM	Toileting/Hand wash/Lunch
12:15 PM	2:45 PM	Nap time
2:45 PM	3:00 PM	Toileting/Hand wash/Snack
3:00 PM	3:30 PM	Outdoor play
3:30 PM	4:00 PM	Circle time/Various educational programs
4:00 PM	4:30 PM	Creative arts
4:30 PM	5:45 PM	Free play/Pick up/Closing
6:00 PM	6:00 AM	Closed

## Positive Behavior Management

At Brickhouse Academy Large Family Child Care Home (LFCCH), we have rules to keep all children safe. If a child breaks a rule, I will redirect the child and explain why the rule is important to children who are able to understand. If breaking rules becomes a persistent problem, we will notify you and discuss ways to handle the problem together.

We believe in using positive reinforcement by praising a child when they are behaving well. Throughout the day, we will offer praise, attention, compliments, and rewards to your child. Based on my previous experiences, we believe this technique works best to encourage good behavior.

## Emergency Health Policy

The following will occur in the event of a medical emergency involving your child:

- An ambulance will be notified if there is a life-threatening accident, injury, or illness.
- For non-life-threatening emergencies that require prompt medical attention, my substitute, **Miss Michiel Campbell**, will transport your child unless you are able to pick the child up immediately.
- You will be notified immediately if your child becomes seriously ill or injured while attending my family childcare home.

- If you are unable to be reached, your child’s emergency contact listed on the information card will be notified.

## Illness Policy

If your child becomes ill or exhibits symptoms of illness, I will notify you immediately. I will ensure the child’s needs for rest, comfort; food, drink, and appropriate activity are met until the child can be picked up. **Please do not drop your child off when your child is sick.**

## Health Exclusions

Ensuring children’s health is of primary importance to me. Therefore, if your child exhibits any of the following symptoms or illnesses he or she will be unable to attend my family child care home without written follow-up from the child’s health care provider stating the child has been diagnosed and the illness poses no serious health risk to the child or other children:

### **Symptoms of Illness for Exclusion Includes:**

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- Temperature of 100°F or higher without medication even if there has not been a change in behavior for infants four months old and younger;
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- Temperature of 101°F or higher without medication accompanied by behavior changes or symptoms of illness for children older than four months;
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- Symptoms of possible severe illness, such as unusual tiredness, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs;
- 
- Diarrhea: two or more times of loose stool during the past 24 hours, or if diarrhea is accompanied by fever, exclude for 48 hours after the symptoms end;
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- Blood in stools not due to change in diet, medication, or hard stools;
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- Vomiting; two or more times in the past 24 hours, or one time if accompanied by a fever until 48 hours after the symptoms end or until a health care provider determines the vomiting is not contagious and the child is not in danger of dehydration;
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- Ongoing stomach pain (more than two hours) or off-and-on pain due to a fever or other symptom;
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- Mouth sores with drooling;
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- Rash with fever or behavior change;
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- Purulent conjunctivitis “pink eye” (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after starting antibiotic treatment;
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- Scabies, until 24 hours after starting treatment;
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- Pediculosis “head lice” or nits, until 24 hours after starting treatment;
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- Tuberculosis, as directed by DPH;
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- Impetigo, until 24 hours after starting antibiotic treatment and sores are dry;
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- Strep throat or other streptococcal infection, until 24 hours after starting antibiotic treatment;
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### **Symptoms of Illness for Exclusion Includes:**

- Varicella-Zoster “chicken pox,” until all sores have crusted and are dry (usually six days);
- Shingles, only if sores cannot be covered by clothing or a bandage; if not, exclude until sores have crusted and are dry;
- Pertussis, until completing five days of antibiotic treatment;
- Mumps, until five days after onset of glandular swelling;
- Hepatitis A virus, until one week after onset of jaundice, or as directed by DPH;
- Measles, until four days after arrival of rash;
- Rubella, until seven days after arrival of rash;
- Herpetic gingivostomatitis “cold sores,” if the child is too young to have control of saliva; or
- Unspecified short-term illness, not chronic illness if the child is unable to participate in activities or the facility cannot provide care for this child and the other children.

## Communicable Disease Policy

Children with a reportable communicable disease as listed on the Department of Public Health’s website, <http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>, will not be admitted for care unless written documentation from the child’s health care provider states the child has been evaluated and presents no risk to the child or others or the Department of Public Health has advised me that the child presents no risk to others. If your child is exposed to a communicable disease while in care, you will be notified and given information on the symptoms of the disease.

## Food and Nutrition Policy

Meals and snacks will be provided each day as described below.

- Breakfast will be served daily from 7:00 am to 8:00 am  
A typical breakfast will include whole milk for one-year-old children and 1% milk for children aged 2 years and older, banana, and whole grain cereal. Portions will be based on the CACFP recommendations.
- A morning snack will be provided daily at 10:00 am  
A typical snack will include celery, carrots, cheese, and water.
- Lunch will be served daily from 11:30 am. to 12:15 pm  
A typical lunch will consist of green peppers, mushrooms, broccoli, beans, and cheese served on whole grain fajitas. Milk will be served as the beverage.
- An afternoon snack will be provided between 2:30 and 2:45 P.M.  
A typical snack will include whole grain pretzels, apple slices, and water.

*Please note all meals and snacks served will follow the nutritional guidelines set forth by the Child Adult Care Food Program. The monthly menu will be posted on our Website at <https://brickhouseacademy.org/menu>. Your child will be encouraged to eat, but not forced to eat. If you do not want your child to eat certain foods due to food allergies,*

religious reasons, or your family's food preferences please list those on the child's information card. If these foods modify your child's basic meal patterns written documentation is required from the child's health care provider.

## Release of Children

- Your child will only be released to the people you authorized.
- Children are to be signed in and out daily on the attendance sheet. Unless, you have given written permission for your school-age child to walk home.
- Authorized people not known to me or my substitute will be required to show a state-issued identification card. A record of the identification will be kept in your child's file.
- Children will be released to only custodial parents unless previous arrangements have been made. Court documents detailing custody arrangements are to be provided.
- If an authorized person appears intoxicated or under the influence of drugs or alcohol, an emergency contact will be called. **The police will be notified if the person attempts to depart with the child.**
- **Your child WILL NOT be release to any unauthorized or unapproved person.**

## Accidents, Injuries, and Serious Incidents

- If your child becomes injured, is bitten, or involved in a physical altercation with another child while in care, emergency action will be taken to protect your child from further harm, and you will be notified immediately at your listed phone number.
- If your child receives a serious injury, you will be notified immediately at your listed phone number. Per licensing regulations, serious injury includes any impact to a child's head. Therefore, if your child falls and bumps his or head you will be notified immediately at your listed phone number.
- An accident/injury report will be completed and provided to you within one business day and a copy of this report will be kept in your child's file.
- You will be notified via email (and in person) of less serious accidents/injuries before your child is released at the end of the day. Less serious injuries include bumps, scrapes, and scratches.
- If your child has a serious incident such as a seizure or allergic reaction you will be notified immediately at your listed phone number and receive a report.
- A parent/guardian signature will be required for documentation that I notified you of the accident/injury/serious incident.

## Child Abuse and Neglect

As a childcare provider, I must report suspected child abuse and neglect to the Division of Child Protective Services of the Department of Child Youth and Their Families. My priority is to make sure your child is safe and his or her needs are met.



# Medication Policy

Brickhouse Academy is certified to administer medication. The Office of Child Care Licensing considers anything other than soap and water to be medication. Before I administer any medication, you must complete an administration of medication record and include all of the required information. Medication must be in its original container and labeled with the child's name. When your child no longer needs the medication or the medication has expired, I will return the medication to you. To comply with the Americans with Disabilities Act, I will make reasonable accommodations for children with medical needs. A school-age child may self-administer medication with written parent and health care provider permissions. These permissions must indicate the child is able to safely self-administer the prescribed medical care, identify and select the correct medicine and dosage, if applicable, and administer the medical care at the correct time and frequency.

# Safe Sleep for Infants

To reduce the likelihood of Sudden Infant Death Syndrome (SIDS) the following safe sleep practices are used at Brickhouse Academy's LFCCH:

- Infants are placed to sleep on their backs.
- If your child falls asleep in a car seat, swing, or seat, he or she will be immediately moved to his or her assigned crib.
- Soft mattresses, pillows, sofas, and waterbeds are prohibited as sleep surfaces.
- Mattress will be set at their lowest position.
- Crib slats are no more than 2 3/8 inches apart.
- Mattresses are firm and tight fitting, covered with a non-absorbent cleanable cover directly on top of the mattress or pad along with a tight-fitting sheet on top of that covering.
- Objects or toys hung over crib are held securely and would not injure the child if they were to fall.
- Blankets, comforters, quilts, pillows, and stuffed animals will be removed from crib prior to placing the infant inside.

# Suspension and Expulsion

Brickhouse Academy has completed many trainings to learn to provide social and emotional nurturing and redirection for each individual child, particularly those who present challenging behaviors. These trainings included developmentally appropriate behavior, cultural responsiveness, family engagement, adverse childhood experiences, trauma informed care, and evidence-based practices. Brickhouse Academy completes training each year to understand children who have challenging behavior.

Brickhouse Academy works hard to ensure that each child feels special and that each child gets along well with others in the group. If your child is unable to control his or her behavior such as using disrespectful language, throwing objects, or hitting others, I will work with you to help the child change his or her behavior and you may need to seek professional services for you child. After working to help the child, if the child continues to hurt others, he or she will be suspended for one day. If the child returns and continues to hurt others, you will be given five days to find alternate care and your child will be expelled.

*If you or a family member are disrespectful to me or my staff, threaten me or my staff, or you fail to pay for childcare as stated in my contract, your child will be immediately disenrolled.*

## Non-Discrimination

Brickhouse Academy does not discriminate against any child or family based on race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran's status, or any other category protected by state and/or federal laws.

## Transportation

- Transportation to and from Brickhouse Academy's LFCCH will not be provided.
- Field trips will be planned throughout the year.
- You must complete a permission slip for each trip for your child to attend.
- A first aid kit, children's emergency contact information, cell phone, children's emergency medications, and children's medical consent forms will be taken on all trips.
- Brickhouse Academy's substitute will attend all field trips.
- Children's attendance will be taken upon departure from the LFCCH, at arrival and departure from the destination, and upon returning to the LFCCH.
- Shirts with Brickhouse Academy's phone number will be provided for children to wear during the outing.
- Proper safety restraints will be used when transporting your child.
- Brickhouse Academy will be driving a nine-passenger van, which will be rented in advance for the trip.

## Screen-time Policy

- Children will only be allowed to watch TV with written parent/guardian permission.
- Shows will be age-appropriate and educational.
- Screen-time will be limited to no more than one hour per day.
- Children will not be allowed to use gaming devices or my computer.