

**Parent Handbook**

Bloom & Grow Academy

451 Shadow Creek Drive

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Bloom and Grow Academy is licensed by the State of South Dakota

Welcome to the

Bloom and Grow Academy family.

At Bloom and Grow Academy you will find a home away from home for your child. Bloom and Grow Academy believe in the value and uniqueness of each child we serve. As caregivers and educators, our mission is to provide a safe, clean, and developmentally appropriate learning center. Our objective is to instill a sense of wonder and discovery as your child learns the skills needed to Bloom and Grow

We strive to be a center where your children are nurtured and loved, instructed, and taught, and allowed to have fun.

We believe as an extension to your parenting, your child will grow best in a place where their intellectual, emotional, physical, and social needs are met. These guidelines are designed to help partner with you, the parents, to ensure that each child in our care experiences the best!

We believe in

partnership with

parents.

This handbook is designed as a handy reference guide to our programs, people, and policies. We want every day to be a joyful experience for your child. If you have any questions about the policies in this handbook or if there is anything we could be doing better, please feel free to discuss any concerns with our Directors.

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**Mission**

At Bloom and Grow Academy we believe in the value and uniqueness of each child we serve. As caregivers and educators, our mission is to provide a safe, clean, and developmentally appropriate learning center. Our objective is to instill a sense of wonder and discovery as your child learns the skills needed to Bloom and Grow.

**Educational Objectives**

Our passion is to partner with parents in the development of the whole child: intellectually, emotionally, physically, and socially

Bloom and Grow Academy

Learning Approach

Age Specific Programs. Infants, Toddlers, Preschoolers, Parent-Teacher Conferences

Age Specific Programs

We strongly believe that learning begins at birth. Each day at Bloom and Grow Academy we provide a balanced approach to learning. We strive to give you the peace of mind that your child will have fun as they develop. Each program is tailored to fit the specific developmental needs of your child. Your child’s gifts and abilities will be fostered through inquiry, exploration, experimentation, and expression.

Infants

At Bloom and Grow Academy we understand this is a delicate stage that can often be difficult for a parent to transition. Our goal is to nurture your infant’s development and care for their needs the way you do. Our teachers will work closely with you to develop a schedule that best suits your child.

**Daily supplies to be provided by parents include:**

* Nursing mothers please provide breast milk
* If your child is on breastmilk, please label the container with your child’s first and last name and the date
* Three clean Bottle
* Disposable diapers and diaper wipes
* Three complete changes of clothing to be left at the center

**Program Features include:**

* Daily communication between teachers and families to keep you informed about your child’s day
* Focus on cognitive and motor skills through playtime and activities
* Weekly lesson plans
* Whole-child development through age-appropriate materials and toys
* Growth in exploration, concentration, and sensory skills
* Development of positive and nurturing relationships with adults

**Toddlers**

Should we just say *busy*? Toddlers are extraordinary little people. We recognize that children at this age may be at quite various stages of development, this is their normal pattern of development. Our teachers will create fun and rewarding activities that meet each child’s developmental needs. Bloom and Grow Academy will give your toddlers the confidence to explore their world and emerging friendships.

**Program Features include:**

* Introduction to books and stories
* Balanced attention to nurturing, playtime, and learning
* Development of child’s confidence and self-esteem
* Gaining independence
* Beginnings of social interactions with other children
* Weekly lesson plans that provide a variety of daily activities and experiences
* Daily communication between parents and teachers
* Begin identifying objects, shapes, colors, and sounds

**Preschoolers**

Our preschoolers begin a world of learning in literacy, science, and art. It inspires them to use their five senses to learn colors, shapes, numbers, and letters. Preschoolers are also given the opportunity to explore their community with occasional field trips. We focus on paying attention to developing your child’s relationship-building skills along with focusing on their higher-level thinking skills.

During the preschool year, the teachers work on various activities within the screening by including them in the weekly lesson plans. Bloom and Grow Academy conducts our own screening. Each child is assessed individually. These results are conveyed to the parent/guardians during our spring parent-teacher conference.

**Program Features include:**

Units that encourage curiosity andself-direction and confidence

Early literacy and memorization

Development of fine motor skills to express their creativity and includes cutting, tracing, lacing, buttons, and zippers

Language development through peer dialogue and maintained conversation

Comprehension of counting, and numbers

Problem solving and conflict management

Group and team cooperation

Development of imagination, role playing and creation

**Summer Program**

Our summer program is designed to be an exciting, fun-filled experience for your child where learning and playing are our goals. We believe that summer is the time for kids to be kids and not only a time to work their brain but also their muscles. We take the summer days to fill them with fun physical activities which allow the children to enjoy summer.

**Parent - Teacher Conferences**

Parent - Teacher conferences are held in the spring. In the fall, you may schedule a time to discuss with the Lead Teacher what your child will learn over the school year and the expectations of learning. In the spring, the Lead Teacher will sit down with you and talk about your child’s achievements and accomplishments in the classroom.

We are passionate about being a partner in your child’s intellectual, emotional, physical, and social growth and these conferences are a time for you, as a parent, to bring any observations about your child’s development you wish to discuss. Helping a child grow into their full potential requires a close relationship between you and the Lead Teachers.

Classroom Policies

**Food and Nutrition**

Each day we provide a nutritional food program to nourish your child’s growing mind and body. We provide nutritious tasty meals and snacks needed to sustain their energy during the day. Our all-inclusive program provides breakfast, lunch, and an afternoon snack. Each week’s menu provides food kids love and satisfies all applicable federal and state guidelines. Infants will be fed according to the parent's schedule or as needed. We do not allow outside food to be brought in except for on special occasions. Bloom and Grow Academy will accommodate children with special dietary needs with a written Doctor’s approval. With notification parents are welcome at any time to join their child for a meal.

Breakfast:  8.00-9:00 am        Lunch 11:00 -12:30 am/pm      Snack 3:00-4:00 pm

All children from the Starting at age 1 will be asked to have a sippy cup provided to be kept at the daycare for the child to have water available to them at all times of the day.

**Birthdays**

We love to celebrate your child’s birthday with them. Parents are always welcome to bring a special snack for their child’s class to enjoy that day. Please let the teacher know in advance so they can plan a time for a party into their day. Store bought items are the only treat we can serve.

**Clothing**

Your child should wear comfortable, washable clothes, as well as rubber-soled, closed-toe shoes. Our fun filled days can include activities such as running, dancing, painting, and playing indoors and outdoors. Flip-flops, sandals, and shoes with wheels are not appropriate for our environment. Children must be dressed appropriately for all weather conditions as we do go outside unless conditions forbid it. We ask that girls wear shorts under dresses due to active play. We ask that parents leave a complete set of clothing including socks for their child at the center, these can be kept in your child’s cubby. To avoid losing articles of clothing, please label *ALL* clothing including boots, hats, and gloves. Due to our highly active days, we cannot assume responsibility for lost, stained, soiled, or damaged clothing.

**Personal Items**

Our learning environment is filled with fun educational toys. To avoid loss or damage of your personal items, please do not send toys with your child to daycare.

**Discipline Policy**

One of the character-building qualities we strive for is to assist your child in learning self-control and respect for each other. We blend our training and discipline with love and concern for your child. Children will be encouraged in their positive behaviors; negative and destructive behaviors will be minimized. Under no circumstances will physical punishment or seclusion be allowed.

Bloom and Grow Academy extensively uses the “redirection” method. This is when we distract the child from the misbehavior by offering other choices or toys. At times it is necessary to use the “Take A Break” method. As adults we all know how easy it is for our feelings to overwhelm us and sometimes, we just need to “Take a Break” away from the current activity or overwhelming circumstance, same for Children. Teachers will never be allowed to use humiliation and frightening punishment for the child. No child's peers will be allowed to discipline a child. The Child's teacher will sit with the child and explain why they have been asked to take a break, your child's teacher will take time to ask questions of the child and explain what they could have done to avoid the misbehavior. “Break” periods will last no longer than one minute for each year of your child’s age. When your child has calmed down and is ready to rejoin the activity, they will be assisted in doing so.

If a teacher is dealing with persistent unacceptable behavior that causes disruption of the classroom and/or is threatening the well-being and safety of others, a plan will be developed to address the behavior. A meeting with the child’s parents/guardians, other staff persons, and professionals when appropriate will be required.

**Biting Policy**

Biting is the most frequent problem with children ages infant through 3 years. Experts attribute this to the lack of ability to verbalize. Biting is recognized as being developmental in all children and cannot be completely avoided. Due to health issues, parents are told that their children bite. It is the policy of Bloom & Grow that there will be no disclosure of the individual children’s name. The following biting policy's purpose is not to discipline but to modify and improve the behavior. Please understand that each incident may be handled in a slightly different manner, as each child is unique and special with unique needs and abilities. It is the goal of Bloom and Grow to provide the safest and best environment for the positive development and growth of each child.

**The Biter First Biting Incident:**

 1. The biter is given an age-appropriate chewy instrument to bite on and told in a firm manner, “No bite – biting hurts!” in an assertive voice.

 2. Parents of both parties will be notified by an incident report.

**Second Biting Incident:**

 1. In addition to the above, the biter will be placed away from the group for an individual activity for one minute per child of age. Additional Biting Incidents may result in:

1. The parents of the biter may be called in addition to the written incident report.

2. The parents may be requested to participate in a mandatory on-site meeting with staff within 24 hours.

3. The parents may be required to contact their family physician for medical evaluation to rule out non-development or behavioral reasons for chronic biting.

 4. The biter will be moved to a different classroom.

**Treatment of Victim**

 1. The area bitten will be carefully examined for breakage of skin.

 2. The area will be washed with soap and water.

3. The victim will be given lots of tender loving care and support.

4. The parents will be notified by an incident report.

**Rest Periods**

For healthy growth and development, it is essential for children of all ages to have time to rest. These times are different for each age group. Children are not required to sleep but must lie quietly during the rest times. Children 12 months and older can sleep with a blanket. Nap mats must be purchased for your child starting in the One-year-old room. That is when your child will transfer from a crib to a nap mat. Children may bring a security item to help make nap time easier. Parents can take the nap mat home on Fridays to wash and return them on Monday mornings, or the daycare staff will wash them once a week.

**Staff Supervision of Children**

Children are to remain with their parents until they are released to either their child’s teacher or another staff member.

Each classroom has a combination of Lead Teacher and 1 or 2 Assistant Teachers to maintain the appropriate classroom ratios. We maintain the following classroom ratios:

Infants   1:5

Toddlers 1:5

Preschool 1:10

The Lead Teacher is responsible for ensuring that ongoing personal contact, meaningful learning activities, supervision, and immediate care as needed are provided to protect your child's well-being. All staff must always be within sight and hearing of all children.

**Parent Involvement**

**Parent and Teacher Partnership**

As part of our commitment to provide the highest standard of quality care and education you want for your child, we feel that parents should be involved in every step of their child’s development. We encourage regular and frequent visits by parents at any time. If parents wish to arrange a meeting with your child’s Lead Teacher, the opportunity is always welcome. Remember, we are working *with* you to help your child Bloom and Grow!

**Communication**

Communication is vital between Lead Teachers and parents. Please speak with your child’s teacher with any concerns or suggestions you may have. We will also communicate by sending these items home with your child:

* Weekly Lead Teacher lesson plans

* Centers menu

**Satisfaction and Resolution**

Our aim is to provide your child with an environment where they will flourish and grow into the full potential for which they have been created. If we are not fulfilling this for your child, we welcome your ideas, suggestions, or concerns. Please do not hesitate to convey them to your Lead Teacher or to the Director. You are your child’s best advocate, and we value your input.

Center Policies

**Children with Disabilities**

Bloom and Grow Academy does not discriminate against children with disabilities. We will not exclude children with disabilities from our program unless it poses a direct threat to their health, safety, or requires a fundamental alteration of the program.

**Non-Discrimination**

Bloom and Grow Academy admits children of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to children at the daycare. We will not discriminate based on race, color, nationality, or ethnic origin in the administration of its educational or admission policies.

**Eligibility**

Bloom and Grow Academy has been established to provide childcare, growth and a quality learning center for all children who attend. Children will be admitted as space is available.

**Drop-Ins**

When openings occur due to vacations or sickness, drop-ins are welcomed at the current drop-in rate.

**Hours of Operation**

Bloom and Grow Academy is open from 5:30 a.m. to 6:00 p.m. Monday through Friday

**Holiday Closings**

Our center is closed on the following Holidays

New Year’s Day Good Friday

Memorial Day            4th of July

Labor Day Christmas Eve Day

Christmas Day President’s Day

Thanksgiving Day after Thanksgiving

If a holiday falls on a Saturday or Sunday, it will be observed on Friday or Monday.

Note: The Week of Thanksgiving we will be closed for State Mandated Training Monday-Wednesday.

**Closure Due to Severe Weather**

If Bloom and Grow Academy is closed for the day due to a weather event, the closing will be announced on Brightwheel by 6:00 a.m. in the morning. If blizzards or some other weather event would necessitate closing the center during the day, parents/guardians will be notified via Brightwheel. It is your responsibility to arrange for your child’s pick up.

Child Care & Health

**Allergies**

Bloom and Grow Academy requires all staff to be trained in food and allergic reactions. Bloom and Grow Academy also requires all parents to complete an enrollment application and provide a list of any allergies that their child/children may have. When a parent lists any allergy, they are required to complete a document that lists the allergy; what the allergy is related to; what the signs and symptoms of distress are if the child has an allergic reaction; and what the process is for assisting the child if they are in distress due to a reaction. Each staff person that is associated with this child is provided an overview of the situation, an overview of the allergy document and the instructions for preventing a reaction, as well as instructions for handling a reaction. Food allergies need to have a signed doctor’s order.

**Hand Washing**

Teaching your child the importance of hand washing at an early age helps maintain their health and teaches them the importance of taking an active role in staying healthy. Children must wash their hands before and after eating, after playing outdoors, returning from the bathroom and at any other appropriate time.

**Diapering**

Children are diapered on demand throughout the day with a required diaper check every 2 hours. Parents must bring a supply of diapers, wipes, and rash medication to be kept at the daycare.

**Toilet Training**

We believe it is important that we enter toilet training in a partnership with the child’s parent. For toilet training to be a success, you must begin and continue toilet training at home during evenings and weekends. When a child shows interest, we will discuss with you how we can work together to encourage your child. After having a successful weekend at home, we will work consistently with your child to minimize stress for you and your child. Children are expected to start training by age three and must be trained before moving into the Preschool 4 classroom.

**Sick Days**

If you keep your child at home, please notify Bloom and Grow Academy prior to 9 a.m. Children not well enough to participate in the daily activities, including outside play, should be kept at home. Parents will be called if your child becomes sick during the day, and we ask that your child is picked up no more than one hour later. Children that are ill will be separated from the other students.

**Exclusion of Sick Child Policy**

To ensure the health of every child in our care, we may temporarily exclude them from the center. Parents/guardians are required by State laws and Center policies to notify the daycare within 24 hours if their child is diagnosed as having a communicable disease such as lice, scabies, impetigo, or ringworm. When a child in our care has been medically diagnosed with a communicable disease, we will report to the Department of Health and follow the appropriate health authorities’ recommendations to provide information to parents/guardians of exposed children on the same day or within 24 hours.

**The following criteria will be used to notify parents to pick their child up from daycare.**

* If the child’s temperature is 100.7 they are required to go home (Covid recommendation)
* If the child’s temperature is between 100 to 100.5 and does not fall below 100 after providing Tylenol they are required to go home
* If the child has vomited
* If the child has had three irregular bowel movements

**Please refer to the following criteria for returning to Bloom and Grow Academy**

|  |  |
| --- | --- |
| Abdominal pain  | When symptoms are no longer present  |

|  |  |
| --- | --- |
| Chicken pox  | Until all sores have dried and crusted, usually after 6 days  |

|  |  |
| --- | --- |
| Conjunctivitis (pink eye)  | Until 24 hours after treatment begins  |

|  |  |
| --- | --- |
| Diarrhea  | Until diarrhea stops for 24 hours or a medical exam indicates that it is not due to a communicable disease  |

|  |  |
| --- | --- |
| E-Coli  | Physician clearance required  |

|  |  |
| --- | --- |
| Fever  | When fever is below 100 degrees without the use of fever-reducing medicines  |

|  |  |
| --- | --- |
| Hand-Foot-Mouth Disease  | When the child does not have exposed open sores usually after 7 days  |

|  |  |
| --- | --- |
| Head Lice  | When all signs of lice/nits or other infestations are absent for a period of 24 hours and the child must be cleared by a Bloom & Grow Academy staff member  |

|  |  |
| --- | --- |
| Impetigo  | Until treated with antibiotics for 24 hours and sores are drying and completely covered  |

|  |  |
| --- | --- |
| Influenza  | Until the fever is less than 100 degrees in an unmedicated state  |

|  |  |
| --- | --- |
| Lyme Disease  | When fever is no longer present  |

|  |  |
| --- | --- |
| Measles  | Excluded until four days after onset of rash  |

|  |  |
| --- | --- |
| Pertussis (Whooping Cough)  | Physician clearance is required  |

|  |  |
| --- | --- |
| Pneumonia  | When symptoms are no longer present  |

|  |  |
| --- | --- |
| Rash  | Excluded until a physician has determined it is not a communicable disease  |

|  |  |
| --- | --- |
| Ringworm  | Excluded until 24 hours after treatment has been started and sores are covered  |

|  |  |
| --- | --- |
| Roseola  | When fever is no longer present  |

|  |  |
| --- | --- |
| Rubella  | Excluded until seven days after onset of rash  |

|  |  |
| --- | --- |
| Scabies  | Excluded until 24 hours after treatment has been started and sores are covered  |

|  |  |
| --- | --- |
| Shingles  | Physician’s clearance required  |

|  |  |
| --- | --- |
| Strep Throat  | Excluded until 24 hours after treatment has been initiated  |

|  |  |
| --- | --- |
| Vomiting  | Excluded until child is free of symptoms for 24 hours  |

We will require a written notice from a physician, as recommended above, for your child to return to Bloom and Grow Academy.

**Medical Records and Vaccinations**

In the interest of your child’s health, prior to enrollment you are required to submit your child’s current medical and immunization records, and these records must be kept current. The Center for Disease Control (CDC) has released recommendations for vaccinating young children. For parents who chose not to vaccinate their child a written form must be in the child’s file.

**CDC Vaccination Requirements**

|  |  |
| --- | --- |
| Birth  | Hepatitis B (HepB)  |

|  |  |
| --- | --- |
| 2 Months  | HepB; Rotavirus; Diphtheria, tetanus, acellular pertussis; Hib; PCV13; IPV  |

|  |  |
| --- | --- |
| 4 Months  | Rotavirus; Diphtheria, tetanus, acellular pertussis; Hib; PCV13; IPV  |

|  |  |
| --- | --- |
| 6 Months  | Rotavirus (may use only 2 dose requirement); Diphtheria, tetanus, acellular pertussis; Hib; PCV13; IPV  |

|  |  |
| --- | --- |
| 12 to 15 Months  | HepB; Hib; PCV13IPV; MMR; Varicella; HepA (2 dose series)  |

|  |  |
| --- | --- |
| 18 Months to 6 Years  | HepB; Diphtheria, tetanus, acellular pertussis (4th dose 18 mos.; 5th dose 4-6 years) IPV (3rd dose 18 mos.; 4th dose 4-6 years) MMR (4-6 years); VAR (4-6 years);  |

**Medications**

Bloom and Grow Academy staff will administer medicine in a safe, healthy manner to your child. We will only administer dated, labeled, prescribed medications (or authorized, “over the counter” medications). OTC medications will only be administered in accordance with the labeled instruction unless otherwise authorized in writing by a licensed physician. The following guidelines will be followed before any medication is given to your child.

We recommend that the parents’ responsibility is to administer medications prior to arriving or after leaving the daycare, if possible

If parents do not administer the medication, we request an authorization form to be filled out to administer either prescription or nonprescription medications or to apply topical nonprescription medications. On the form you must indicate the name of the medication, dosage, time to give medication, and any adverse reaction you as the parent have noticed. Other items that require a signed authorization form are: ChapStick, hand sanitizer, lotions, and other topical products.

* All medication will be administered only if it is in its original container. Clearly label the container and bag with your child’s first and last names.

* Prescription medication must include a prescription label with specific dispensing instructions and a current date. Please do not bring expired medications, we are unable per law to use these.

* Prescription medication must include a prescription label with specific dispensing instructions.

* Upon arriving at Bloom and Grow Academy, please hand the medications to the Lead Teacher in your child’s classroom.

* Do not mix medication with food, formula, or juice.

* In the spring parents will be asked to fill out a form allowing us to apply sunscreen. Parents must provide sunscreen for summer activities.

**Provision of Medical Care**

Our center is not licensed to provide medical care; nor are our teachers trained to provide such care. Our employees do not provide invasive medical care such as administering insulin injections, nor do they determine the dosage of medication a child may be administered. Any Emergency Medical Care Authorization form must be filled out and returned to the daycare office with the child’s enrollment paperwork.

**Hazardous Materials**

Bloom and Grow Academy requires all staff to be trained in Universal/Standard Precautions. Universal/Standard Precautions are guidelines issued to prevent disease transmission for people in all walks of life, including childcare providers. The Universal/Standard Precautions require persons to have a barrier between any infectious substance and the workers skin, eyes, nose, and mouth. We require any care provider, employee, or substitute who provides care and supervision to children to follow the practices recommended by the Center for Disease Control and Prevention in handling any fluid that might contain blood or other bodily fluids. Universal/Standard Precautions require treating blood and fluids as potentially infectious. Bio Contaminants will be disposed of according to the CDC guidelines.

Safety and Security

**Security**

Upon entering the daycare, each authorized parent or guardian will be set up to use our security system with their individual fingerprint. All parents/guardians must enter through the front entrance so that our staff can monitor and screen parents/guardians via our monitoring system which has cameras stationed at all doors. Parents must personally take their child to their teacher in the classroom or communal area, where staff will greet them. We will release your child only to parents or guardians with legal custody or persons over 18 designated by you on the Emergency Contact and Child Release Authorization form. Parents are responsible for the safe entrance and exit of their children.

In case of an emergency a parent may call the center to make emergency arrangements. The law states that in the case of separation or divorce both parties have legal access to visit or take their child from the daycare, unless a copy of a court order is given to the daycare stating otherwise. Children are to be picked up by 6 p.m. A late fee is charged for parents picking up children past 6:00 p.m.

If an undesignated person or no one comes to pick up the child, the designated person from the emergency list or the parent will be called. If an incapacitated person or a person suspected of child abuse attempts to pick up a child, the police may be notified.

We will not use photos or videos of a child without written permission from the parent.

**Accidents**

It is inevitable that an accident may happen while attending Bloom and Grow Academy. We take every precaution to ensure your child is provided with a safe learning environment. This includes frequent inspections and maintenance of our building, playground, and equipment. However, we realize that children occasionally do injure themselves during the day. If this happens to occur with your child and we feel that they need medical attention, you will be called immediately. In an emergency, we will ensure your child receives any emergency treatment needed. An accident report will be written up for every accident.

**Safety Drills and Severe Weather**

Bloom and Grow Academy has an Emergency Preparedness Plan on file in the daycare office. Each staff member has received a copy of this plan in their Employee Handbook. To prepare for fire, severe weather, or disaster evacuation, we have regular drills and practices so your child will know how to react in a safe and orderly manner. If an actual emergency requires evacuation of our center, we will notify you as soon as the children are safe. The building will be evacuated using designated and posted fire exits. The teacher or an assistant will lead the children out of the building to a designated area. Fire drills are held quarterly on or around the 15th of the month. Fire extinguishers are properly located in the building and are checked annually by the Fire Marshall. Directions for use of the fire extinguisher are posted.

If the Civil Defense sirens should sound to warn of a tornado or other notification of a tornado, the children will be taken to a designated area. Everyone will remain there until the “all clear” is announced. A tornado drill will be held in the months of March and August. All staff will be informed of emergency procedures to follow.

Roll call will be made to ensure all children have evacuated the building and emergency services will be contacted. Parents will not be able to pick up their children when the tornado warning sirens are activated.

Closings due to severe weather will be announced on Brightwheel. If the weather changes during the day, further announcements will be made, and you will be notified by Bloom and Grow Academy staff.

Lockdown drills will be conducted after-hours with staff only to avoid any unnecessary trauma to the children. Lockdown procedures will be briefly discussed appropriately with students, based on their age, to inform them of what to do in case of an actual threat. Please note that if this event is real, the staff have trained extensively on a response and what action will be taken. The safety of your children is always our priority!

**Transportation**

Bloom and Grow Academy staff are prohibited from transporting children in their private vehicles.

**Field Trips**

Field trips provide your child with hands-on real world learning experiences. Though we do not provide transportation, your child will go on walks to various activities such as parks, the library and other learning environments. Families will be notified at least one week in advance of each field trip, with the time, schedule, location, and any extra costs that may be involved with the trip, and a permission slip.

**Confidentiality**

All information contained in your child’s file, including your personal information, is confidential and locked in a cabinet. Anyone who is not directly involved in the care of your child or affiliated with childcare licensing will not have access to your files. If there is a request from an outside source to obtain documentation from a confidential file, the source must submit the request in writing with a signature from the parent or legal guardian of the file being requested.

**Mandated Reporting Requirements**

Any person may report abuse or neglect. Federal law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to individual state childcare licensing agencies or law enforcement. Those who fail to report according to state childcare licensing regulations can be held accountable under the law.

**Shaken Baby Syndrome and Abusive Head Trauma**

Shaken Baby Syndrome is caused by the brain moving back and forth inside the skull and being bumped, bruised, or twisted. Bloom and Grow Academy requires any care provider, employee, or substitute who provides direct care and supervision to children under age 5, to be trained in recognizing what Shaken Baby Syndrome is, how it is caused, what the symptoms of the syndrome are, and how to prevent it.

Abusive Head Trauma involves an inflicted injury to the head caused by shaking and blunt impact. Any requirement set forth by Bloom and Grow Academy requires staff to receive instruction and training on preventing Abusive Head Trauma.

**Enrollment Policy & Fees**

**Enrollment**

Parents/guardians must schedule a visit with the center Director before applying for enrollment. During the visit, parents/guardians will be given a tour by Management and supplied with an enrollment packet. Your child will be enrolled upon completion of the enrollment application and payment of the registration fee. A current immunization record is required by the State of South Dakota licensing standards before any child may attend the center. Immunization records must be kept current, and files updated as needed.

**Fee and Payment Policy**

As we continue to maintain the highest quality daycare for your child, tuition fees will be reviewed annually and adjusted accordingly. Our fees are all-inclusive and include all costs associated with your child’s care except diapers and sleeping mats.

**Registration**

A non-refundable registration fee is due at the time of enrollment.

**Payments**

Tuition is due Friday for the beginning of the next week of care. We offer Brightwheel which is an automatic debit posting for payment of your child's tuition. If payment is not made by closing of the daycare on Friday, a $10.00 late fee will be charged. Payments by check may be dropped off at the front desk. If making a payment in cash, you must hand deliver it to the Directors.

**Returned Checks**

If your check is returned for any reason, you will be charged a $30.00 fee. If this happens more than once, you will be required to make any future payments in cash or cashier's check.

**Delinquent Accounts**

Accounts two weeks in arrears or repeated failure to pay tuition by the due date may result in the termination of services until the account is paid in full. Recurring arrears can result in permanent termination, at the discretion of the director.

**Behavioral Issues**

Because it is our mission to continuously provide a safe, loving, and nurturing environment for your child to grow up in, we must be concerned for the welfare and safety of all our children and staff. When a particular child’s or parent’s behavior threatens the safety of or becomes abusive toward other children in the center, we reserve the right to disenroll the child immediately.

**Withdrawing Your Child**

Any parent wishing to withdraw their child from care must sign a Parental Notice of Withdrawal. We require two-week notice for parental withdrawals. Parents are responsible for childcare costs until two weeks from the date that the Parental Notice of Withdrawal is signed and received in the office.

**Sick Days and Absences**

If your child is to be absent from daycare for any reason, please notify us by 9 a.m. Absent days cannot be deducted from the weekly tuition.

**We are excited to have your family at Bloom and Grow Academy.**

**It is important every child thrives here intellectually, emotionally, physically, and socially. Together we can do amazing things to prepare your child to Bloom and Grow!**