



BELLAS ARTES CHILD CREATIVITY CENTER

Provider: MITZI RODRIGUEZ

1613 Rhode Island Ave NE Washington DC 20018

Days & Hours of Operation: Monday – Friday 7:30AM – 6:00PM

Ages of Children: 6 weeks to 5 years old

PARENT'S MANUAL

Welcome to Bellas Artes Child Creativity Center! “Discovering and Strengthening the Bellas Arts in your children”

Bellas Artes **Child Creativity Center (BACCC)** we are pleased to welcome you to our program. You have joined a team of teachers that are committed to producing the highest quality of early childhood programs. We hope that you and your child feel welcome.

PHILOSOPHY

Bellas Artes C.C.C. believe that ALL children are unique and very special individuals. Children need to be provided with an organized, child-directed learning environment that emphasizes mutual respect, fun, discovery, literacy and addresses sensory needs. Bellas Artes C.C.C. will provide a supportive environment and the conditions for all children to construct knowledge, focusing on the learning process rather than the end product.

We allow each one to learn at his/her own pace, while permitting children to learn through their daily play using the creative curriculum as a guide. Also, Bellas Artes C.C.C. uses the Spanish, and English Immersion Program. Children therefore will practice through their daily tasks the new language and, they automatically will pick up the new language, correct grammar and culture.

Also providing our extracurricular classes as Music, Art Class, Gardening, and french.

Music class is 30 minutes long and includes: singing, dancing, playing instruments and more. Children will learn about simple coordination, musicality, rhythm and concentration while having a blast.

Art Class is 30 minutes long and includes a variety of materials such as paint, crayons, markers, chalk, boards, glue, scissors, colored paper etc. providing the opportunity to develop their own creativity and produce art pieces on their own with a teacher's support.

Gardening Class:

French Class:

MISSION



Bellas Artes C.C.C. is a dedicated and supportive center and the mission of the program is to:

- Continue to grow professionally in order to better serve children and families.
 - Provide appropriate services to ALL children.
 - Utilize strengths and challenge weaknesses.
 - Foster self-esteem while celebrating children's successes.
 - Establish a fun and safe learning environment.
 - Enable children to make discoveries and realize their potential.
 - Support and build a trusting relationship with parents, children, and other professionals in my community
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- **GENERAL GOALS**
 - To promote the love for arts at an early age to discover and strengthen children's talents.
 - To offer early childhood care services in a way that is specifically designed in early childhood education, according to the family's priorities, beliefs, and needs of the child.
 - To develop a nurturing relationship with each child and their family.
 - To provide play opportunities for all children who are enrolled in the program.
 - To provide support and help for families as they seek out resources to meet their child's needs.

To help children:

- develop effective communication skills.
- develop the ability to choose and follow through on personally meaningful experiences.
- develop large and small muscles through play-based activities.
- by demonstrating through interaction with the developmentally appropriate environment and through self-initiated and teacher-facilitated activities, increasing levels of conceptual and cognitive development.
- by demonstrating an awareness of daily routine.
- develop a level of independence in self-care skills.
- develop problem-solving strategies.
- develop aesthetic appreciation as they explore the developmentally appropriate environment around them.

GOALS AND OBJECTIVES.

The goals and objectives of Bellas Artes C.C.C. are to help children grow as a complete person. Bellas Artes C.C.C. works toward giving the best quality of care to you so that your child can develop his/her skills in a nurturing, caring, and safe environment.

Our goals are to help children develop cognitively, emotionally, physically, and socially to accomplish this goal.

CURRICULUM



Bellas Artes C.C.C. incorporates a preschool curriculum into our daily activities to support infants and toddler to have nurturing, consistent, and loving, throughout daily experiences, and to prepare older children for school.

We offer individual and appropriate activities that are specifically designed to help the child grow and develop based on his/her strengths and weaknesses; addressing all areas of development like: Fine and Gross Motor skills, Language Development, Social- Emotional Development, and Cognitive Development. Bellas Artes C.C.C. uses *The Creative Curriculum*® for infants, toddlers and preschool that includes new research and theory from the field of early childhood education into a practical, easy-to-understand approach to working with children and their families. It is a comprehensive curriculum with a clear organizational structure and a particular focus on interest areas.

ENROLLMENT CONDITIONS

No child will be denied enrollment on the basis of his/her race or religion. Bellas Artes C.C.C. retains the right to deny enrollment if all our spots for a particular child's age group are filled. We do not make it a policy to deny enrollment on the basis of a child with special needs.

However, if after talking with the parents of such a child we realize that we do not have the training, equipment, facilities, etc. to work with the child, we will not accept the child.

This is in the best interest of the child, since our goal is to meet the needs of each child. If we are not sure whether we can meet the needs of a special child, we are willing to try.

When a child with a specific need or needs related to a medical condition is enrolled, Bellas Artes C.C.C. works with the parents and the health care provider to develop a special health care plan for that child.

REQUIREMENTS FOR ENROLLMENT

During the interview, you received a checklist which covers the requirements for enrollment. This must be followed to enroll your child in my program. All paperwork must be received before your child may start.

Before your child starts the program, it is wise to make a visit with the child during my regular day care hours please arrange a convenient tour appointment.

Nap time schedule is from 12:00pm to 3:00pm, if you plan to visit or pick up your child please DO NOT RING THE DOORBELL call in advance at (202) 758-0395 .

This way your child gets to see what happens in day care and gives him/her a chance to meet the other children and me.

This visit is a good time to bring any items you need to leave here (e.g., diapers, extra clothing, etc.). Bellas Artes C.C.C. is required to have a complete change of clothes for each child.



If you or your child is very uneasy about day care, at least two visits are recommended: the first during off hours when your child will not be overwhelmed by the other children and the noise and will have all the toys available to him/her.

During this time, we will be able to give your child my undivided attention. The second visit could be during regular day care hours.

The following forms must be completed before your child starts my program:

1. Authorization for Child's Emergency Medical Treatment. On this form, you give permission to the facility to take your child to the hospital in case of an emergency. This form must be signed and updated yearly.
2. Authorization to pick up child (Release Information)
3. Child's Annual Health Certification with physical examination (signed by a physician). This form must contain a listing of all shots given to date, as well as a record of an annual physical examination, tuberculosis screening and lead screening.
4. Child's historical information
5. Contract and Acknowledgment of Policies
6. Emergency Information
7. Field Trip Consent
8. Food Allergy / Sensibility / Food Preference Consent
9. Getting to know your Infant / Getting to know your pre-school age child
10. Immunization Record
11. Miscellaneous information form
12. Oral Health (Dental Provider) Assessment Form
13. Permission for Medication
14. Permission to Administer Non-Prescription Medication
15. Picture Consent
16. Inside use center picture consent/ Consentimiento de toma de fotos de uso interno.
17. Registration fee and arrangement of payment
18. Registration Record for Child receiving care away from home
19. ASQ-3 Ages & stages Questionnaires
20. Exclusion Policy
21. Behavior policy

WAITING LIST

If we don't have space available for your child, a Waiting List form may be completed. Children will be placed in the waiting list, and as space becomes available in the age-appropriate group, parents will be notified.

ADMINISTRATIVE RECORDS ON OPERATIONS



Bellas Artes C.C.C. will maintain all required licenses and permits posted in a place with easy access to all parents to see (Certificate of Occupancy or Home Occupation Permit, all current fire, health and safety inspection approvals, and any variances received).

ADMINISTRATIVE RECORDS ON CHILDREN

Bellas Artes C.C.C. will maintain a record of your child's information and forms and will retain these records for three (3) years following the termination of child's enrollment.

CONFIDENTIALITY

The information you are providing will be maintained confidential. Bellas Artes C.C.C. will respect your privacy at any given moment.

Before any information is shared with anyone outside the facility, you, as the parent/guardian, will be notified in advance.

This policy will always be followed unless disclosure is necessary in an emergency and parents/guardians will be notified immediately.

BELLAS ARTES C.C.C. STAFF HIRING POLICY

Dear parents: when Bellas Artes C.C.C. hire the staff, we don't make a year or years contract with them, they are free to resign at any moment for any reason, as well Bellas Artes C.C.C. is in the same position to fire the staff that is not in compliance with the center requirements.

TRAINING AND EDUCATION LEVEL OF CAREGIVERS

All caregivers involved in Bellas Artes C.C.C. shall meet or will meet all the education requirements described in the local Regulation.

CRIMINAL AND BACKGROUND HISTORY CHECKS

All caregivers involved in Bellas Artes C.C.C. have a *Criminal background history check, *Child Protective Registration Check (CPR) as required by the local Regulation.

EDUCATION AND REQUIERED DOCUMENTS

In addition this documents will be require:

- *Childhood education degree, plus 2 years' experience.
- *CPR & First Aid, Alcohol & drugs test, Health Certificate.
- *Tuberculosis TB test.
- * Yearly mandatory hours training.



- * Child development Association **C.D.A.**
- *Sudden infant death syndrome **S.I.D.S.**
- *Prevention of Shaken baby syndrome and abusive head trauma
- *Prevention and Control of Infectious Diseases in early Education and Child care

ADMINISTRATIVE RECORDS OF STAFF

Bellas Artes C.C.C. maintains the information of every employee, as required by the local Regulation. The information that I maintain include:

- (a) Full name, gender, social security number, date of birth and home address;
- (b) Job position (title) and job description;
- (c) Documentation and results of criminal and background history checks in accordance with this Chapter and with all other applicable federal and District of Columbia laws and rules;
- (d) A copy of employee's resume, required degrees, certificates, transcripts, and letters of reference;
- (e) Verification of the employee's orientation to his/her duties and responsibilities and to the facility's policies and procedures;
- (f) An ongoing record of continuing education;
- (g) First Aid and CPR Certification for children, as required;
- (h) Date of appointment to, or withdrawal from, any position in the facility;
- (i) Reason for withdrawal from a position;
- (j) Employee's health record; and
- (k) Employee's signature
- (l) Employee's Picture

REPORTING UNUSUAL INCIDENTS

In case that an unusual incident (an incident that may adversely affect the health, safety or well-being of any child or children in the facility) occurs during the time that your child is in Bellas Artes C.C.C., we will immediately report the incident to the Director, Department of Human Services, and to the Childcare Subsidy Program (if we participate in this program). We will also inform parents(s)/guardian(s) of each affected child.

Bellas Artes C.C.C. will submit a written report of the unusual incident and fill up the Unusual Incident Report Form within twenty-four (24) hours of the incident to the Department of Human Services and the Childcare Subsidy Program.

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

Any staff member of my facility who knows or has reasonable cause to suspect that an enrolled child is, has been, or is in immediate danger of being an abused or neglected child will, as required by the District of Columbia Prevention of Child Abuse and Neglect, make an immediate oral report and contact the appropriate departments.



Bellas Artes C.C.C. highly recommends that parents should have realistic knowledge about this subject and others regarding the regulation – DCMR 29 Public Affair – Chapter 3 that includes the requirement to protect the health, safety, and well-being of children in licensed Child Development Facilities

Bellas Artes C.C.C. employees will attend trainings regarding the facility's policies and procedures regarding child abuse, neglect, and risks to a child's health or safety, including how to report suspect abuse, neglect, or risk to a child's health or safety

NONDISCRIMINATION AND CHILDREN WITH SPECIAL NEEDS

Bellas Artes C.C.C. does not discriminate on the basis of race, color, national origin, language, sex, or disability. My program is dedicated to supporting the goals of the Americans with Disabilities Act.

INCLUSION STATEMENT

Bellas Artes C.C.C. maintains a safe and secure environment for children to explore and achieve success through a variety of recreational activities. We believe in providing quality programs for every participant.

ACCOMMODATIONS

Bellas Artes C.C.C. will make every effort to provide reasonable accommodations. These accommodations include, but are not limited to, attending training, use of individualized behavior support techniques, consulting with families and taking other steps to ensure a safe and enjoyable experience for all participants. Participants are encouraged to bring a companion to assist with special accommodations.

EMERGENCY PREPAREDNESS PLAN

The safety of children and personnel are our highest priority. The purpose of our *Emergency Preparedness Plan* is to provide procedures that will be followed by every staff that may be present, to ensure the safety of the children being cared for. Parents will receive a copy of the *Emergency Preparedness Plan* as soon as they sign the parent's contract.

EMERGENCY EVACUATION PLAN

Bellas Artes C.C.C. has prepared an Emergency Evacuation Plan that is exposed in visual areas where children and parents can see. We conduct monthly fire drill practices with the purpose that all children learn how to evacuate in case of a real situation.

FIRE DRILL

Bellas Artes C.C.C. performs a fire drill once a month, at different times of the day, to ensure that the children and staff are prepared for an emergency. We keep a record of all the fire drills executed (Fire Drill Log).



ARRIVAL AND DEPARTURE

Dear parents: please plan your day ahead remember that Bellas Artes C.C.C. do not offer parking spaces, please avoid parking your car in the driveway at any time, otherwise your car will be towed away at your expenses.

Daytime care

Arrival: Program opens at 7:30-9:00 am - 9:00am our door will be closed
We reserve the right to not accept your child without a medical excuse if you are late.

Departure: 3:30pm to 6:00pm--- 6:00pm Our door will be closed at 6:00pm sharp
Remember to avoid a late fee pick up be sure to arrive at least 5:40pm

Appointments : latest arrival 11:00 am with a medical excuse.

If you have an appointment, feel free to pick up your child at any time, just let us know in advance to have him/her ready.

It is important that children be picked up on time. If someone other than you, the parent, is going to pick up any child at the end of the day, we will require that the provider be notified in advance with a written consent form, or you can call us in advance.

A list of the names of persons that are authorized to pick up your child is kept in the child's file. Picture identification will be required before the child is released.

NOTE: Please don't send minors to drop off & pick up your child, we require a responsible adult to communicate about your child day, and to sign the attendance.

LATE PICK-UP FEES

Starts at 6:00pm to the last minute that you be at the center past 6:00 pm

Our time is very valuable to us, as is yours to you, and we expect that you follow the schedule, if you are late, you will be charged a fee of **\$ 10.00 per every 1 minute**. This charge payment is due promptly, at the time the child is picked up.

PARENT COMMUNICATION

We will endeavor to keep in touch with parents as often as possible through daily reports in their preferred language or through translations, in person at drop off and pick-up time, by phone if we need to communicate something urgent, and by email, will make every attempt to involve parents/guardians in all aspects of my program.

We are using Mykidzday **App** to report your child's daily activities, please you must check this information daily.



If you need to meet with the director, please be sure to make an appointment at least 24 hours earlier to provide with the proper attention to your matter.

TRANSITION POLICY

New families, please know about transition it is a very important step in a child's life. To support them emotionally, we require that they begin with a 2-hour transition for the first day and add 1 hour every day to help your child adjust to the new environment, children, and staff.

OPEN DOOR POLICY

Bellas Artes C.C.C. welcomes and encourages parents to participate in their child's daily routine and to "pop in" at any time. Please feel free to join us, play with us, observe and/or help.

I maintain an open-door policy for parents. This means that you are always welcomed to call or drop in to see your children at any time during regular childcare hours. I encourage this especially when you are a new family. This helps a parent come to trust me as a provider knowing that they can check on their child at any time without repercussions.

You are required to let me know of your presence before entering the premises, ring the bell and then enter. I would also appreciate your taking into consideration my schedule when dropping in or calling and remember that visitors usually cause children to react in an excited manner that does not normally occur when I am alone with the children. So please try not to visit during rest time (1:00pm-3:00pm), it is hard for children to rest when a visitor is here.

PROBLEMS / COMPLAINTS:

Bellas Artes C.C.C. will always do our best for all parents. We will put great effort into maintaining quality service. If the parent or guardian is not happy for any reason, or something does not work out as they expected, we ask them to bring it to our attention so that we can work it out. We will also keep an open mind and make changes to suit the parent's expectations if possible.

If there are any problems or complaints, we will appreciate it if the parents/guardian contact the director or coordinator in charge, if you bring any questions at the end of the day, please be early than your regularly pick up time to meet you or call us to make an appointment to provide a quality time meeting.

IMMUNIZATION

Before enrollment in the program, all children must be immunized, unless written opposition to this on religious or medical grounds is on file.

ATTENDANCE



It is very important for all children to attend the program regularly at their scheduled time. If for any reason your child needs to miss a day, please call us to inform us of the absence.

After two days of absence without notice, we will make a phone call to the parent/guardian to know what is happening.

BEREAVEMENT:

In the case that a child loses a family member due to death, he/she is allowed to miss the program__15__ days. Parents/guardians should call to inform of the child's absence, and when the child returns, please bring a letter and the obituary to explain the absence to keep their spot.

SIGN IN / SIGN OUT

Each day upon arriving, the parent is required to sign his child in; a sign-in/out pad, pens, and a clock are all located by the door. This is to be followed by signing the child out when they leave. This gives us a written record of the child's attendance, hours, and who brought/picked up the child.

NAP/REST/SLEEPING TIME

- We will provide a safe, warm, quiet place for your child to rest.
- Children two and older will rest on a mat or sleeping bag in a quiet room.
- Children under the age of two will always be in a crib.
- Children who wake up before the rest of the children will be guided in finding a quiet time activity to engage in, that will not disturb any sleeping children.
- *We do not wake a sleeping child during naps.*

INDOOR PLAY

Indoor play constitutes most of our play time (when the entire year is averaged). Bellas Artes C.C.C. provides a variety of age-appropriate toys for your child to play with.

Since the ages of the children vary, all the toys in the program are safe for even the youngest child. **It is preferred that no toys are brought from home.**

We will not be responsible for toys from home that are broken or lost in the program. The responsibility remains with the child and the parents.

OUTDOOR PLAY

Please dress your child appropriately for the current weather, and in play clothes (with shoes that adequately protect the feet and are not slick-soled -- tennis shoes are a good choice). When the weather cooperates, we will spend time outdoors, ranging from a walk to more outdoor activities.

FIELD TRIPS



Throughout the year, walking trips are made to special places in the neighbors of interest to the children. A notice will be sent home in advance, informing parents of the destination, time, and date.

We will also include a permission slip to be signed and returned. Parents are always welcome to accompany us.

INCLEMENT WEATHER

Listen to the radio, or watch the news, for weather related announcements. Based on the weather and local school closings, Bellas Artes C.C.C. will be closed on a county-wide basis.

For example, if the Public School of the District of Columbia is closed, we will close too. If there is a two-hour delay, we will be open at 9:00am.

HEALTH/ILLNESS POLICIES

The Health Services guidelines will be used by the program for “exclusion for ill children” as follows: if a child becomes ill during the day, the child will be separated from the group and the parent will be called to pick the child up immediately.

The parents are expected to plan for their child to be picked up within one hour maximum of being contacted. Remember, the child may not return to the program the following day and must be symptom free for at least 24 hours before returning, if the symptoms continue, please take your child to the doctor, and bring us a medical report and medical excuse and possible returning day.

EXCLUDING AND RE-ADMITTING CHILDREN WHO ARE ILL

A child who exhibits one or more symptoms of illness identified in the following symptoms described shall not attend the program.

When a staff member observes one or more symptoms of illness, the child's parent(s) will be notified immediately. We will require that the parent(s) remove the child from the program.

Bellas Artes C.C.C. will provide a comfortable place to isolate the child who becomes ill or is suspected of being ill. The child will remain within sight and hearing of a staff member.

We will carefully observe a child in isolation for the presence of, or change in, any symptoms.

We will ensure that a child who is ill or suspected of being ill does not share any personal hygiene or grooming items.

Symptoms of illness requiring exclusion from the program include, but are not limited to, the following:



- a) Diarrhea, i.e., runny, watery, or bloody stools.
- b) Vomiting.
- c) Body rash with fever.
- d) Sore throat with fever or swollen glands.
- e) Eye drainage with thick mucus or pus draining from the eye.
- f) Pink eye, i.e., colored drainage, eye pain and/or redness of the eye.
- g) Yellowish skin or eyes.
- h) Fever accompanied by rash, vomiting, diarrhea, earache, irritability, or confusion.

- i) Continuous irritable crying that requires more attention than the Facility can provide without compromising the health and safety of other children; or
- j) Any other symptom indicative of a reportable communicable disease, as such is defined in Chapter 2 of Title 22 of the District of Columbia Municipal Regulations or in any superseding document.

Bellas Artes C.C.C. will observe each child for the presence of symptoms that may indicate a medical problem, which problem may require exclusion from the program, isolation from other children, and/or consultation with the child's parent(s) or licensed health care practitioner.

The following are examples of conditions that may indicate the existence of a medical problem:

- a) Fever.
- b) Lethargy or inability to walk.
- c) Respiratory problems, including increased respiratory rate; retractions in the chest; excessive nasal flaring; audible persistent wheezing; persistent coughing, either productive or nonproductive; severe coughing causing redness or blueness in the face; or difficulty in breathing.
- d) Allergies include body itching, skin redness and rash, excessive cough, runny nose, excessive phlegm, green & yellow mucus.
- e) Abdominal and urinary system problems including intestinal parasites, dark urine, white spots in the stool, increased urgency or frequency of urination, or no urination for an entire day.
- f) Cardiac problems, including choking, change in color of the skin, chest pain, or persistent sweating.
- g) Ear problems, including discharge from the ear and/or ear pain.
- h) Throat and mouth problems, including sores on the lips or in the mouth, white patches in the mouth, throat pain, or a dental problem that needs immediate attention; and
- i) Injuries, including persistent bleeding, oozing wounds, apparent fracture, complaint of persistent bone pain or stiffness, or difficulty with the movement of any extremity.

A child who exhibits one or more symptoms of illness identified in subsection above and who has been treated for a specific symptom by a licensed health care practitioner, may be readmitted to the program only with a written permission, and written instructions for continuing care if needed, from that licensed health care practitioner.



If a child exhibits mild symptoms of illness and/or discomfort, Bellas Artes C.C.C., in consultation with the child's parent(s), will decide whether the child should be discharged immediately or at the end of the day.

Note: we need a medical report and medical excuse about any illness above explaining it is contagious, how many days' needs to be at home, and how many days needs to be under medication, medication side effects to support you in the process.

MEDICAL AND DENTAL EMERGENCY PROCEDURES

The emergency care card containing parent directions, and permissions will be required for enrollment. In the event of an emergency, the parents will be notified immediately, and the emergency care card instructions will be followed.

Bellas Artes C.C.C. will not accept children for care, if any of the above symptoms are present or have been present within the last 24 hours. If the child shows any of the symptoms while in care, we will remove him from the group, and notify the parent or authorized adult to pick up the child.

Parents have **one hour** from time of notification to pick up the child.

The child may return 24 hours after a temperature has returned to normal, after the child is no longer vomiting, or 24-48 hours (depending on the illness) after the first dose of an antibiotic.

If a child receives an antibiotic for an ear infection, he/she may return to my facility immediately if he/she has been free of other symptoms mentioned for at least 24 hours.

The child is welcome when he has only a mild cold (e.g., runny nose or mild cough), but is able to participate in daily activities.

MEDICATION

If your child is on medication and it needs to be administered while he/she is under our care, the medicine must be in the original container and labeled with the child's name, doctor's name, name of medication, dosage, and dosage directions.

Remember: if medication is 2 times a day the parent will be in charge, if medication exceeds more than 2 times per day, a center staff will help with pendent doses.

We will also have a form for you to sign, giving us permission to give the medication to your child. Medication will be administered at the time or with the meal you specify, and a written record kept.

NOTE: Every time that your child needs to be under Medication you need to sign a new permission slip.



INJURIES AND NON-MEDICAL EMERGENCIES

Minor cuts and abrasions suffered while at Bellas Artes C.C.C. will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged.

Treatment will be logged, and we will tell you how and when the injury occurred. We are also required to log any injuries observed on your child which have occurred outside of our care, and we are required by law to report any possible abuse situations.

If a medical emergency arises, Bellas Artes C.C.C. will try to contact the parent first, unless doing so endangers the child's life. In that case, we will take necessary steps, putting the child's safety first (calling hospital, doctor, poison control, etc.).

If need be, we will take your child to the nearest hospital via ambulance. Then, try to call you when we arrive. If a parent is unable to be reached, we will keep trying until he/she is available.

In the event of a fire, we would evacuate the house immediately and gather outside. This will be practiced monthly, so the children are familiar with the procedures.

RELEASING YOUR CHILD

Bellas Artes C.C.C.'s normal procedure is to release the child only to the parents or someone whom the parents have designated. If someone other than the parent is to pick the child up, please notify us ahead of time.

A verbal notice is fine on that day if this person is on the list of those authorized to pick up your child. If the person is not on that list, we must have a written permission to release your child.

One of the forms you are required to complete designates who may pick the child up if there is an emergency and you cannot contact me.

Please make sure those listed are persons with whom you would allow your child to leave if that person showed up at my door and said, "I need to take this child with me." Those on the list should also be people we could call in the event something happened, and you are not able to pick up your child.

Please inform your emergency contact that if we do not know them, and the child is too young to recognize them, we will ask for identification.

We do not mean to offend them; this is simply a measure taken for the child's protection.

NOTE: Very important please do not send minors to pick up your child, we are not authorized to release your child until an adult shows up, and this is only for you and your child's safety.

PAYMENT PROCEDURES



You may pay by cash or check, but checks give you a record of your payment to check with my figures at tax time.

If a check is returned, we will notify you and will ask for payment in cash. After the second returned check, we will accept only cash.

If you get paid every other week and it is easier to pay every two weeks, talk to us and we will work it out. Day care fees are daily rates paid weekly, on Fridays for the following week.

You are required to pay the weekly fee whenever the center is open, if you have your child scheduled for that day, whether the child is in attendance or not. This fee ensures that the child's spot is held for him/her.

YEARLY REGISTRATION FEE FOR PRIVATE CARE ONLY

At the time of acceptance into Bellas Artes C.C.C. and the signing of the contract, there will be a \$200.00 charge. A yearly contract renewal will be issued by your next anniversary, please be alerted to do your renewal otherwise we are not sure if you are interested to continue at the center.

Tuition fees are an enrollment entity and not based on the number of days attendance. Tuition rates are on a weekly basis.

Payments are received from Monday to Friday between 8:00am to 6:00pm.

*Weekly payment must be made any day of the week to cover the following week.

*Bi-weekly payment must be made any day of the week to cover the following 2 weeks.

*Every 4 weeks payments must be made on the 4th week, to cover the 4 following weeks.

*Monthly payments must be made by the end of the month, to cover the next month.

TUITION POLICY

Tuition will be considered late if not paid by Friday between 8:30am to 6:00pm there will be a late charge of \$ 15.00 for late payments.

A check or money order may be used to pay tuition and made payable to:

Bellas Artes C.C.C. There will be a \$35.00 charge for returned checks. Checks will not be re-deposited.

Payment plus the \$ 30.00 fee must be paid in cash or money order.

Cash payments should be placed in an envelope with the child's name and amount enclosed.

The envelope should be placed in the payment box or given directly to the provider.



Parents are required to pay the same weekly fee regardless of the days missed for illness, family vacations, national holidays, Professional development or weather-related closures.

No refunds for absence.

For each calendar year a family may take vacations while the daycare is open at the same weekly fee per week to hold your time slot.

TUITION FEE FOR PRIVATE CARE ONLY

*Yearly Registration Fee: \$ 250.00 (Non- refundable)

*Security Deposit Fee: \$2,384.00 Will be used to cover the last month of care. (non-refundable)

*Tuition rate: \$550.00 weekly

PAYMENTS OPTIONS (PLEASE CHOOSE ONE AND LET US KNOW)

*Weekly-----\$ 550.00

* Every 4 weeks -----\$. 2,200.00

*Bi-weekly---\$ 1,100.00

* Per Month----- \$2,384.00

*Per Hour----\$ 20.00

* Per day----- \$120.00 (Part time care only)

SIBLINGS TUITION: Infants & toddlers Tuition \$550.00 per week 6 weeks to 30 months
Second child 3% discount applied to the oldest child.
30 months to 60 months Tuition \$400.00 per week

TUITION ARE SUBJECT TO CHANGE YEARLY

Automated payment option: payments will be done to PNC Bank through the (Zelle app)
At (240)918-8622

Please do your security deposit of \$2,384.00 plus yearly registration fee of \$250.00 is a total \$ 2,634.00 through Zelle App.

As soon as we get your security deposit, beginning date, and paperwork, we will be able to register your information to get your payments through PNC Bank.

WE HAVE A STRICT NO PAY-NO PLAY POLICY

Bellas Artes C.C.C. will give you a two-week notice of any changes in my fees or policies.

TERMINATION OF CHILD CARE BY PARENT



If for some reason you decide to no longer bring your child to Bellas Artes C.C.C., we will require At least a month in advance written notice, but if for any reason you suddenly remove your child, we will be flexible to understand your family situation, and we will cancel your contract immediately.

YOUR SECURITY DEPOSIT WILL RESPOND FOR BREACH OF CONTRACT.

This will give us time to find a child to fill your child's spot. Payment is due for the month's notice period whether or not the child is brought to daycare. Any outstanding fees must be paid on or before the child's last day.

If your balance is more than two weeks behind, your child will not be able to continue at the program until the balance is paid in full.

In the event of an emergency, special written arrangements must be made with the provider.

If it becomes necessary for us to resort to legal actions to collect fees, you, the parent, will be responsible for legal fees incurred on our part.

If we can no longer accept your child for one reason or another, we will give you a month's notice.

There might be a time when immediate termination could be warranted, and as we both understand it is not easy to find day care, it is important for policies to be understood and abided by.

TERMINATION OF CHILD CARE BY BELLAS ARTES C.C.C.

Examples of why we would terminate your child's care with or without notice include (but may not be limited to):

****Lack of respect for the provider or other children, by the parent or child**

****Violence upon any person or child**

****We decided to move (highly unlikely.)**

****Lack of payment**

****Failure to complete required forms
cooperation**

****Lack of parental**

****Failure of child to adjust to the center after a reasonable amount of time.**



****Our inability to meet the child's needs without additional staff.**

Note: Child Personal Belonging Pick Up

Dear parents, when you decide to remove your child from the center, it is your responsibility to pick up your children’s stuff no later than one week, after that we are no longer keeping your things at the center.

SUBSIDIZED CHILDCARE PROGRAM

If you belong to this program, you are responsible to choose your daycare and to file all paperwork needed for approval and for continuing care.

PERSONAL BELONGINGS

Parents are expected to collaborate with the following Items:

Se espera que los padres colaboren con lo siguiente:

INFANTS & TODDLERS PERSONAL CARE ITEMS

PLEASE NAME ALL YOUR CHILD STUFF/FAVOR COLOCAR EL NOMBRE A LAS COSAS DE SU HIJO/A.

Items/ Articulos	Infants/ Infantes 6 to 12 Mo	Toddlers/ Caminantes (12 to 24 Mo)
Plastic bottles for the day/ Botellas de plástico para el día. Please do not bring glass container/bottles Por favor no traer contenedores y biberones de vidrio	X	Transition to to use cup. Transición para usar vaso.
Diapers as needed (5 for the emergency box and 8 for daily use) Panales 5 para la caja emergencia y 8 pañales de uso diario.	X	X
Wipes as needed (1 full hard box and 1 single package for refill)1 caja de toallitas húmedas/ 1 paquete de toallitas húmedas para emergencia.	X	X
2 changes of clothes include socks/ 2 cambios de ropa incluyendo calcetines.	X	X
Waterproof bibs (several)/ Baberos impermeable (varios)	X	X



1 Small Pacifier without toy and 1 pacifier clip 1 pacificador-entretenedor (sin juguete) 1 clip para sostener el pacificador.	X	Transition to stop using the pacifier. Transición para parar el uso del entretenedor
1 Cover (crib sheet size) and 1 sleep sack 1 cobertor para cuna y saco para dormir.	X	
1 Large cover (large crib size) 1 blanket (according to the weather) 1 cobijita de acuerdo con el clima.		X
Tooth brush (every 3 months) / Cepillo (cada 3 meses)		X
1 box of 5 large Ziploc bags (3 gallons) -one 3 ring White binder (2 inches)	X	X
-Caja de 5 bolsas grades Ziploc de 3 galones -1 carpeta de color blanco de 3 anillos (2 pulgadas)	X	X

TODDLERS PERSONAL CARE ITEMS

PLEASE NAME ALL YOUR CHILD STUFF/FAVOR COLOCAR EL NOMBRE A LAS COSAS DE SU HIJO/A.

Items/ Articulos	Toddlers/ Caminantes 24 to 36 Mo
Plastic zip cup	If your child still needs it
Diapers as needed (5 for the emergency box and 8 for daily use) Pañales 5 para la caja emergencia y 8 pañales de uso diario.	Pullups/ panal de entrenamiento
Wipes as needed (1 full hard box and 1 single package for refill) 1 caja de toallitas húmedas/ 1 paquete de toallitas húmedas para emergencia.	X
2 changes of clothes including socks/ 2 cambios de ropa incluyendo calcetines.	X
Waterproof bibs (several) Baberos impermeable (varios)	X If your still need it, please bring some



Bella's T-shirt for fieldtrips	X
1 blanket (according to the weather) 1 cobijita de acuerdo al clima.	X
1 Large cover (large crib size)1 cubertor p/cuna grande	X
Tooth brush and tooth paste (every 3 months) / Cepillo y pasta dental (cada 3 meses)	X
Potty training diapers (Pull ups)/ Pañales de entrenamiento.	If they are still in potty training
1 box of large Ziploc bags and one 3 ring White binder (2 inches)/1 Caja de bolsas grades Ziploc y una carpeta de color blanco de 3 anillos (2 pulgadas)	X
<p>Every 4 months please collaborate with the following Items: - 4 pack Clorox wipes, – YEEHAW 500 Pack - 3 oz Plastic Cups, –4 pack tissues. –Alta + Antibacterial Hand Wipes 90 Wipes (3) Packs</p> <p><u>Cada 4 meses por favor colaborar con los siguientes artículos: un set de 4 toallitas con cloro, 500 vasitos desechables YEEHAW de 3 oz 4 cajas pañuelos para la nariz desechables. Alta + Antibacterial Hand Wipes 90 Wipes (3) Packs</u></p>	X

PERSONAL CARE ITEMS

All items must be labeled in permanent marker. Each child will have their own cubby for items, and you will be notified when replacement items are needed.



TOYS AND PERSONAL ITEMS

Children are not allowed to bring toys to the program except for show and tell days or as directed by the provider. No toy guns, swords, or any other toy or movie with violent connotation will be permitted at any time.

Books may be brought for story time if approved by the provider. Personal belongings associated with violence such as Power Rangers, X-men, Ninja Turtles, superheroes, etc. are not permitted. All personal items should have a child's name on them.

FOOD AND NUTRITION FOR INFANTS / TODDLERS AND PRESCHOOL.

EMERGENCY ALERT

*******WE ARE A FREE NUTS CENTER PROVIDER, FOR THE WELL-BEING OF YOUR CHILD AND OTHERS PLEASE AVOID BRING FOOD CONTAINING ANY KIND OF NUTS.**

*****PLEASE READ OUR FOOD POLICY AND FOLLOW THE PROCEDURE TO AVOID EMERGENCIES*******

A well-balanced breakfast/lunch/and snack will be provided by the center in accordance with both of us providers and parents.

Bellas Artes C.C.C. doesn't offer solid foods, and fruit juices, to babies younger than 6 months old, unless the parent presents medical information to the center, and both parents and provider will sign a permission form.

Breakfast/Lunch/snack prepared by parent/guardian should be packed in a safe container.

GROUP	BABIES BOTTLES	BREAKFAST	LUNCH	AFTERNOON SNACK	SUBSIDY PROGRAM	SITE
Infants and Crawlers	Parents are in charge of bringing bottles & food ready to feed. Note: we don't prepare or wash bottles	Provider Provider	Provider Provider	Provider Provider	Provider	Subsidy
Toddlers		Provider	Provider	Provider	provider	

- *Breakfast contains bread/ alternatives product, fresh fruit, and milk.
- *Lunch catering program (please check our monthly menu.)
- *Snack includes fresh fruits/soft vegetables, bread/ alternatives, milk/water
- *Water is offered throughout the day to keep children hydrated.



Sweets are not allowed.

Please do not send snacks that contain candies with your child to daycare unless prior approval has been given or for special occasions (Ex: birthdays).

If your child is not present during the serving times, meals or snacks will not be provided at unscheduled times so please be sure that they have eaten.

If your child has an allergy to a specific food, please let us know. We never force a child to finish what is on their plate, but we do encourage each child to try one or two bites of everything. Sometimes they are surprised by what they like!

If you wish to provide snacks at your child's birthday or another time, that's great! If you let us know a week ahead of time, it helps; you will need to fill up a permission form.

SUPPLY OF PERISHABLES AND STAPLES

Bellas Artes C.C.C. will maintain one (1) emergency day supply of perishables and three (3) days of supply of staples all the time.

We will maintain the following food for one day in my program:

We will use perishable food from the refrigerator and pantry, such as milk, bread, fruits, cheese, etc.

If necessary, we will begin to use non-perishable foods and staples.

Food and other items we will keep in the center:

- Water in clean, sealed plastic containers – store one gallon for each person and pet for each day
- Ready to eat canned meats, fruits and vegetables
- Manual can opener
- Protein and fruit bars
- Dry cereal, granola, and crackers
- Dried foods such as dried fruits and dehydrated meals
- Canned juices
- Powdered milk or cans of evaporated milk
- Cans or jars of baby food and baby formula.

TRANSPORTATION

Bellas Artes C.C.C. does not own, operate, maintain, or use any motor vehicles for transporting children.

We will not provide transportation.



CUSTODY OF THE CHILD

No child will be permitted to leave in the hands of anyone under the influence of intoxication or showing signs of drug use, Bellas Artes C.C.C. will immediately contact the other parent or guardian to inform them of the problem.

If the intoxicated person insists upon taking the child and contact with another responsible person /parent/guardian from the family cannot be made, Bellas Artes C.C.C. reserves itself the right to call the police immediately, as well as child Protective Services to help us with the situation. The same guidelines apply to parents/family members/neighbors not listed on the authorized pick- up form.

Such a person must show I.D. as well as a court authorized document providing his/her legal right to custody of the child. In the case of any special custody arrangement regarding a child enrolled in Bellas Artes C.C.C., the center must be informed both verbally and in writing of such an arrangement, which will be placed in the child's permanent record.

Since the families that we serve are sometimes faced with conflicts that lead to custody disputes, parents or their attorneys may approach the Executive Director for any information needed. Employees are not authorized to speak on behalf of the company concerning legal matters.

GUIDANCE AND DISCIPLINE

Bellas Artes C.C.C. will work to create an environment that allows children to explore and be active, without requiring a lot of rules and restrictions.

We will use positive guidance, redirection, and setting of clear-cut boundaries that foster the child's ability to become self-disciplined.

We will encourage children to respect other people, be fair, respect property, and learn to be responsible. We will share with the parents, daily progress of the day both positive and negative. At times, every child misbehaves in one way or another and we will handle each situation individually.

If negative behavior continues and we are not receiving parent support your child will be sent home every time that a dangerous, or unmanageable behavior happens.

We do not advocate "re-punishment" at home for a situation that happened hours earlier.

Children respond positively if parents and providers work as a team. Parents may be asked to reinforce expectations.

In order to help protect all children in our care from physical and psychological harm,

Bellas Artes C.C.C. has adopted the following guidelines:

- Educate ourselves as a childcare provider and motivate parents about child development and encourage an appropriate understanding of toddler aggressiveness.
- Recognize that toddlers have a very short attention span.
- We will be cautious and keep a record to help determine the cause of frustration that prompts the behavior.



The following is a step plan, which is dictated by the child's behavior.

- Parent-Provider conference.
- Written plan for improving behavior.
- Temporary removal from the program (this would require payment to reserve child's slot);
- The above plan is at the discretion of the provider and may be accelerated, if necessary.

Discipline problems are avoided whenever possible by the following techniques:

- A well-organized room;
- A well-organized routine;
- Offering a wide variety of prepared activities;
- Bellas Artes C.C.C. expects parents to cooperate and work together with staff in any problem which might exist during the hours of care provided;
- Corporal punishment (hitting and spanking) is not allowed.

HOLIDAYS / CLOSINGS

Holidays that are paid as part of our benefit, include:

MONTH	DATE	HOLIDAY
January	1	New year's day
January	3 rd Monday of the Month	Martin Luther King, Jr. Day 1/15/24
January	Every 4 years	Inauguration day
February	3 rd Monday of the Month	President's Day 2/19/24
April	16	Emancipation Day
May	27	Memorial day
June	19	Juneteenth day
July	4	Independence day
September	2	Labor day
October	24	Columbus Day
November	11	Veterans day
November	Last Thursday of the Month	Thanksgiving day 11/28/24
November	Last Friday of the Month	Day after Thanksgiving day 11/29/24
December	24	Christmas eve will be open 7:30am to 1:00pm
December	25	Christmas day
December	31	New year's eve will be open 7:30am to 1:00pm

In addition, we follow the D.C. Public School in case of inclement weather conditions or other safety situations. (Please check if the dates change for the holidays above) And any training/ workshop demanded by Office of the Superintendent of Education (OSSE)



PERSONAL LEAVE

Bellas Artes C.C.C. 's staff can take 5 personal or sick days paid per year. Of course sick days cannot be scheduled, but we will try to give you as much notice as possible. Staff might take a personal day for a class or important event that will be scheduled with a two-week notice.

LOST AND FOUND

All children's belongings should be labeled. We will keep a specific place for lost and found items.

BIRTHDAY PARTIES ONLY ON FRIDAYS

Bellas Artes C.C.C. believes birthdays are very special to each child. We will allow healthy treats and favors to be brought in for the child's special day.

NOTE: Balloons, hard candy, or gum is prohibited at all times. Parents should notify us one week in advance and provide the necessary paper products, and help with the cleaning after the birthday party.

ALLERGIES: be aware that not everybody is allowed to eat the same, please pass by the office to know children with allergies and bring the proper stuff for them.

RELIGIOUS PRACTICES

We, at Bellas Artes C.C.C., feel that religious teaching should be left to the parents, but children will have the opportunity to learn to give thanks for the food and listen to a variety of children's music related to God's creation.

If you have any restrictions or concerns, please feel free to address them to us. We usually celebrate Christmas, Easter, and Harvest time etc.

If you do not wish to have your child participate in these, please let us know.

Note: Halloween is not a Bella's celebration, some kids get scared with costumes, so we have decided to do a Harvest celebration instead. [Please no costumes.](#)

DAILY SCHEDULES

Infants: will not follow a set schedule. They are not capable of sitting still for circle time, may need a morning nap, etc. This is one reason our daily schedule is not "set in stone."



Toddlers: will be invited to follow a daily routine little by little to help them to learn transitions and improve their learning and independence.

Preschool: will follow a full daily schedule. The routine will help them in their learning development, independence, social-emotional behavior and be ready for transitioning to school.

Remember children develop differently, and activities will be done at their own pace. We will remain flexible throughout the day and adjust as the children's needs change.

Bellas Artes C.C.C. DAILY SCHEDULE		
Schedule	Activities	Description
7:30 – 9:00 AM	Greeting children / parents	Welcome parents & children; Put away personal items (coats, lunch, backpacks, etc.)
7:30_ 8:00 AM	Choice time/Juego libre	Diapering, wash hands etc.
8:00- 8:30 AM	Breakfast preparation time	Diapering, wash hands etc.
8:30 – 9:00 AM	Breakfast/Desayuno	Breakfast time ,wash hands; clean-up,
9:15 – 9:30 AM	Circle Time	Welcome; Talking about weather; Sing, read, etc.
9:30 – 9:50 AM	Activity Time/Tiempo de Actividad Divide into small groups	Promoting milestone development; All areas open for free & directed play
10:00– 10:45 AM	Outdoor play/Juego afuera	Direct activities – learning activities according to curriculum plan for different ages (colors, forms, sizes, vocabulary, etc.)
10:45 – 11:30 AM	Learning areas/Areas de aprendizaje.	Neighborhood walks, water play, sand box, etc. Gardening, Music, and French. (3 times per week)
11:30 – 12:30 PM	Lunch (before and after Lunch) Almuerzo (antes y después del almuerzo)	Diaper change, potty time, wash hands; Clean-up, Personal hygiene (brush teeth, diapering, etc.)
12:30 – 1:00 PM	Transition to rest time (Nap Time) transicion para prepararse para la siesta.	Reading story books, Restroom; brushing teeth Take a nap. Soft music
1:00 – 3:00 PM	Rest (Nap Time)-Siesta	Supervision while sleeping; Soft music.
3:00 – 3:30 PM	Wake up / Snack time Despertar y tiempo de merienda.	Put cots away; Diapering/Restroom; Snack; Clean-up.
3:30 – 4:30 PM	Outdoor Activities/juego afuera	Outdoor Activities (if the weather permitted)
4:30 – 5:30 PM	Table Games/ juego de mesas Preparation to go home/ preparándose para ir a casa.	Playing in groups; Theater, puppets, games; Activities to promote and stimulate social-emotional development while waiting to go home. Diapering
5:30 – 6:00 PM	Leaving/ despedida.	Goodbye / go home



TOILET TRAINING

When you feel your child is ready for toilet training, Bellas Artes C.C.C. asks that you begin this practice at home. We will follow through and encourage your child while in our care.

We invite children to go potty every 30 minutes. Please do the same practice at home to help your child to be ready and avoid accidents while following this routine.

Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home, and accidents can happen.

Therefore, we will continue to use diapers or pull-ups with Velcro on the sides to make it easy to remove at the time to change your child.

Until your child begins to announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. When the child has reached this point, training pants (5-ply, not plain terry cloth) with plastic pants may be used.

When accidents are only happening once every other week, 5-ply training pants will be used without plastic pants. Do not bring your child in panties or underwear until he/she has naptime and bedtime control established.

Bellas Artes C.C.C. also asks that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls.

Try to avoid really tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus, clothing with too many "gadgets" makes it harder to get the child on the potty in time.

DIAPER CHANGES DROPPING OFF

We ask that parents bring their child to the daycare with a dry diaper every morning, teachers tend to be busy in the morning receiving other children, so they will not be able to check diapers and change right away.

To avoid a diaper rash please check your baby before dropping off. If your baby needs a diaper change, please feel free to pass to our diaper change station.

We do our part by making sure your child leaves the facility with a dry diaper.

CHILDREN DRESS CODE

Dear parents, make sure your child wears comfortable clothes and shoes according to the weather.

We will not accept children wearing shoes like : sandals, flip flops, high heels, toy shoes. Please work with us to avoid accidents.

DAILY ITEMS:

ANIMALS / PETS/ PLANTS



I will inform the parents if I have a pet in my facility, I will keep the parents informed about the pet's health condition.

I will ensure that the pet is clean, in good health and is not dangerous or aggressive. I will keep the pet out of the children's area and will not allow children to handle or touch the pet.

I will inform the parents if I have plants in my facility, and I will keep the parents informed about the kind, name, and how to handle the plant.

I will keep the plants out of the children's reach and will not allow children to handle or touch them without teacher assistance.

IMPORTANT:

DEAR PARENTS BE AWARE ON THE FOLLOWING MEETINGS.

Asq-3 meeting only if we require your support to improve your child development.

Graduation meeting only preschool by June.

Thanksgiving celebration BACCC will provide a continental breakfast.

WE KNOW YOUR CHILD IS THE MOST IMPORTANT BEING IN YOUR LIFE
PLEASE BE SURE TO MAKE SOME TIME TO PARTICIPATE!



I have read the policy/program statement, and my understanding is that I will abide by the policy as stated.

Policy was given and signed on: _____

Name of Parent(s) or legal guardian # 1: _____

Name of Parent(s) or legal guardian #2: _____

Signature #1: _____ Date: _____

Signature #2: _____ Date: _____

Name of the Child: _____ D.O.B _____

E-mail: _____

Please read the entire Parent's Manual, if you have any questions don't hesitate to contact me.



Print and sign this page and bring it with your registration package.