



Welcome to Barbara's Bright Beginnings Where your Bright Beginning starts
please read this "Parent Handbook"
Thoroughly, as it covers the guidelines and procedures that we follow in our programs.
If you have any questions regarding any of the policies or procedures listed here,
Please contact the center director at 443-337-1180.

We are an equal opportunity provider.

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CARE PURPOSE

Barbara's Bright Beginnings was created to meet the child care needs of Local families. Our goal is to provide quality childcare in a safe, supportive and Nurturing environment. Our children will be given the opportunity to Participate in a wide range of experiences that would promote learning and growth.

ENROLLMENT POLICY

Barbara's Bright Beginnings. Is an equal opportunity provider.

The following Forms must be completed for each child, before the child can begin to Participate in care.

1. Emergency Form
2. Health Inventory
3. Parent's Guide Waiver
4. Financial Agreement Contract
5. Day Care Handbook Waiver
6. Authorization for Emergency Treatment
7. Family Profile Form
8. Photo Release Form

LICENSE

Barbara's Bright Beginnings is licensed by The Maryland State Department of Education (410.767.0600), and therefore complies with the child care regulations presented in the statute: COMAR (Code of Maryland Regulations). Our license is posted in the front hallway of the Learning Center...

FEE POLICY

Our fees are due per week. Payable by check or cash app, PayPal. Payment is due on the Friday

Before each week of care. There is a fee of \$10.00 for every day the payment is late.

NON-SUFFICIENT FUNDS CHECK

There is a fee of \$35.00 for returned checks due to non-sufficient funds. If a check is Returned the daycare is to be paid in full the following Monday via cash in order for Care to resume. Payment must be made in cash for the remainder of time the child is in Care.

DAYS OF OPERATION

We are open from 6:30AM until 6:00PM, Monday through Friday.

Our Before and After School Care begins on the first day of school and continues Through the last day of school.

Our Summer Day Care begins the first Monday after school is out and ends the last Friday before school resumes.

PAID VACATIONS/HOLIDAYS

Day care will be closed on the following holidays, with pay. It will be the parent's

Responsibility to make alternative childcare arrangements on these holidays listed below. There is no reduction of fees for holiday closures.

Memorial Day

July 4th

Labor Day

Thanksgiving Day and the day after

Christmas Eve (Open half Day)

Christmas Day

New Year's Eve Half Day

New Year's Day

MLK Day

President's Day \Staff Training Day

Good Friday

MSCCA Conference \Staff professional Development (In May)

SIGN IN AND OUT

A parent and/ or guardian must log the child in care on the attendance sheet when The child is brought into care each morning. The person who picks the child up at the End of the day must be specified in the child's file.

The parent must sign the child out of care at the end of each day.

RELEASE OF CHILDREN

The Emergency Form must be completed and signed by the parent upon registration. The release form provides a list of persons authorized to pick up the child. Persons who Are not authorized to pick up the child must also be noted on the Release Form.

If an unauthorized person attempts to pick up the child, without notice, the parent will Be contacted immediately along with the authorities. If the parent cannot be Reached, persons on the Emergency Care Form would be notified. The child is held until

... The proper guardian arrives and applicable late fees will be charged. This policy WILL, Be enforced to protect the child.

The Director must be notified, in writing, of any changes to authorized/unauthorized Persons picking up the child from care. Emergency Forms are to be updated annually. The child must be signed out of the program when the parent picks child up at the end Of the day. If persons other than the parent pick up the child, they MUST have Identification present the first time they pick-up. That person must also sign the child out for the day. If the child has not been picked up by 7:00PM, with no notice, Child Protective Services Will be notified.

EARLY ARRIVALS

A parent or noted guardian is welcome to drop off the child at 6:30AM or later. A fee Of \$5.00 per family for each minute is charged for early drop offs. This fee is to be paid To the staff member on duty and is due when the child is dropped off.

LATE PICK-UP

A parent or noted guardian is expected to pick up their child by 6:30PM. A fee of \$5.00 Per family for each minute is charged for late pick-ups. This fee is to be paid to the staff Member on duty and is due when the child is picked-up. Parents should plan ahead for Emergency pick-ups by having a friend or relative prepared to cover for them. Parents Who are consistently late may jeopardize their child's enrollment in care.

CLOTHING/ATTIRE

Children should arrive dressed for play. Day care involves outdoor play and lots of Messy activities, so make sure that your child is dressed appropriately. The daycare will Provide your child with an art smock in an attempt to protect clothing from paint or Other art materials and bibs to keep food stains to a minimum. Please do not dress you Child in nice clothing. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather.

EMERGENCY CLOSING

In the event of closing due to severe weather or emergency, there will be no services Available. The Day Care follows Federal Closings and delays. No refunds are made for Emergency closings.

WITHDRAWAL NOTICE

The Director must be notified in writing at least two weeks in advance if the child will be Withdrawn form care.

TERMINATION

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay

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- Routinely late picking up your child

- Failure to complete the required forms

- Lack of parental cooperation

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

- Physical or verbal abuse or any person or property

- Our inability to meet the child's needs

- Lack of compliance with handbook regulations

- Serious illness of child

A written notice of termination will be given with two weeks notice. Regular payments Will still be due as scheduled. The two weeks will be paid/due, regardless of whether or Not the child is in attendance.

BEHAVIOR GUIDANCE POLICY

Day care does not practice corporal punishment. We strive to maintain a positive Discipline policy, which focuses on prevention, redirection, love, respect, consistency And firmness. When a problem arises, staff will talk with the child/children involved and Explain why they shouldn't have done whatever was done. If this does not correct the problem, a time-out period of not more than 1 minute per year of age will be imposed. Courtesy and respect for others and property are values which we believe in and teach The children. If we are still having difficulties with behavior, the Director will contact you To discuss how we can handle the problem together.

PARENT INVOLVEMENT

There will be time and ways you can get involved in your child's daycare experience. You are welcomed and encouraged to participate in any or all of these. Some Examples of ways to be involved:

- ☐ Lending objects for units of study
- ☐ Coming and talking about your job, when asked
- ☐ Helping your child at home with concepts we are studying here (see monthly Newsletter)
- ☐ Helping your child prepare for "Show and Tell"
- ☐ Helping to provide treats or other items for celebrations

MEALS AND SNACKS

A variety of nutritious food is provided each day that meets the guidelines of the USDA Food Program. The daycare serves breakfast, lunch and PM snack (on Parent's Night Out we will provide dinner). Please let the Director know if your child has any allergies And/or any special food requirements. Parents are to provide all infant foods.

TREAT/SNACK FROM HOME

It is required by state law that all treats or snacks brought by a child into care from Home, to be shared with others in the program, must be prepackaged, individually wrapped and not homemade.

Due to some children having severe peanut allergies, we ask parents to please read Food labels carefully. This is for the health and safety of all children attending care. Items not meeting these requirements will not be distributed to the children.

NAP/QUIET TIME

Nap cots, blankets and cribs are provided. Children are encouraged to bring a "lovey" From home to help them rest comfortably. Blankets and pillowcases are washed weekly By the day care staff.
All children must nap, rest, read or play quietly during this period.

FIELD TRIPS

Field trips may be planned for the children. Parents are notified in advance of the Destination and time of any field trip. A permission form must be signed by the parent. Any additional cost for the field trip must be paid by the parent in advance.

PERSONAL BELONGINGS

We prefer that children do not bring toys from home unless it is something that can be Shared with the entire group (i.e. books, videos, etc.). If toys are brought, please note That they may be put away, if they are the cause of disagreements among the children. Exceptions to this policy will be that a child may bring a favorite sleepy toy for Naptime, and toys may be brought for show and tell activities. Where Kids Grow Happy Daycare is not responsible for lost, stolen or damaged items.

SUPPLIES

Parents must supply the following items to be kept in your child's cubby: Diapers, wipes, Pull-ups, ointments, binkie (preferably on a binkie string), bottles, formula/ breast milk, and thee complete weather appropriate changes of clothes, sunscreen and bug Spray.

All personal belongings should be marked with your child's name and/or initials. Eating Utensils, cups and dishes, bibs, nap cots and blankets will be supplied. If any of these

Positive Guidance Policy Update
Barbara's Bright Beginnings
1515 N.Fulton ave
Baltimore,MD 21217

Having clear rules will address problem behavior, It will also give clear expectations of what is expected.

Program rules will be posted on the parent board and
The Enrollment application parent Handbook

Rules will be reviewed consistently and as needed.
Teachers and children will develop classroom rules. This will take place in the classroom and can be adjusted when needed. Visual cues will be added to help the children understand. The classroom rules will be posted in the classroom at eye level.

Providing choices

Children will be provided with safe choices and alternatives
Example:
Do you want to play with instruments or listen to music?

During free play children will have the choice of play in the area of their choice.

Redirection

Barbara's Bright Beginnings will use Redirection to help distract a child from challenging behavior or unsafe situations, we will use clear guidance to help the child make positive choices. All rules will be posted along with visual cues.

Example

Verbal redirection

We can not yell in the classroom however we can use our indoor voices to talk.

Physical Redirection

Teacher will come down to eye level and explain

We can not run in the classroom, however we can walk to a center you would like to play in, Teacher will take the child by hand and walk them to a safe place. The teacher will also explain the importance of being safe.

Visual Redirection

Teachers will create classroom rules with the help of the children, and picture cards to show positive gestures.

Redirection with attention

Teachers will model what is expected, also if a child is demonstrating positive action we will point it out.

I love the way Barbara is cleaning up her crayons.

Problem solving and reflection

Problem solving and reflection are used as positive behavior strategies here at Barbara's Bright Beginnings.

BBB will use strategies for problem solving to help maintain their friendships, even when conflict occurs. Children will be encouraged to try to solve problems together/and with adult help when needed.

1. The teacher will help the children identify the problem
2. Brainstorming solutions
3. Generate potential solutions
4. Choosing and implementing one of the solution
5. Evaluating the solution used

Teachers will be a role model and use their own behavior as a guide. BBB will create an environment for good behavior.

Example of problem solving

Teacher ask all involved to cool down, we will take a few mins to calm down, looks like we have a problem, Tell me about it, ask each child what happened, Repeat each child's version back to them to confirm it, Children will listen to each other, share their issues, and then check to see if they understand them, ask the children how we can solve the problem. Listen to all suggestion, write down some of the suggestion, have them brainstorm solutions, next affirm, forgive,

Barbara will put the bear in the high chair and Jackie will feed the bear soup. Next Barbara will give him a drink of milk. Remind the children they can try something else if this does not work.

Items are brought; they must be marked with your child's name, to avoid mix-ups with Other children.

CHILD ABUSE

All staff members are mandated by state law to report suspected child abuse to the Department of Social Services. This means that if they "know and/or have reason to Believe" that a child is being physically, emotionally or sexually abused, they are Required to contact Child Protective Services of the county where the child resides.

SICK CHILDREN

Sick children should not be brought to care. This results in further inconvenience to the Parent, since they will be called and the child will be sent home if they are sick. It may Also expose other children and staff to the illness. It is important that communicable Diseases such as strep throat, chicken pox, impetigo, conjunctivitis (pink eye), hand8 Foot-mouth and lice be reported to the Director. A child who has had lice must be nit free

In order to be readmitted to day care.

Children must be symptom free from symptoms as described in "Policies for Sick Children" or on medication for 24 hours before they can return to care.

POLICIES FOR SICK CHILDREN

All children who have any of the following symptoms will be sent home:

- Fever of 101 degrees or more
- Reddish or pink eye, with or without drainage
- Croup cough, consistent nasal drainage with or without fever
- Vomiting, diarrhea
- Any undiagnosed rash
- Signs of abdominal pain, headache, unusual tiredness, unusual paleness or Irritability.
- Seizure
- Allergic reaction (hives, etc.)

When a child becomes ill or shows any of the above symptoms, the parent will be contacted to pick-up the child. After notification, the sick child must be picked up Within two hours. The child will be provided a resting place and blanket placed Within sight and hearing distance of the staff person in charge.

IMMUNIZATION POLICY

Before any child can begin care the child has to have on file current and complete up to-

Date immunizations. There will be no exceptions to this rule. A "complete date" is to Include month, day and year the vaccination was given.

It is the parent's responsibility to supply the daycare with updated shot records as the Updates occur.

MEDICATION POLICY

Medications will not be administered without written parental permission. The Day Care Is not to administer the first dose of any medication. With the exception of Acetaminophen products, only one dose of a non-prescription medication may be

administered in the course of an illness, unless a licensed health practitioner approves. The continued medication and the dosage.

HANDWASHING/CLEANLINESS

Staff and children must wash their hands after using the rest room, before eating a meal or snack, when soiled and when coming in from outside. Our staff monitors hand washing and assists the child when needed. Staff and children are to dry their hands with paper towels that are provided.

The staff tries to eliminate the spread of germs. All objects are cleaned and disinfected in compliance with the Maryland Child Care Center Regulation. The staff sanitizes toys, surfaces and changing areas daily with a bleach solution. The toys are soaked in bleach water solution for two minutes and then allowed to air dry weekly.

FIRE DRILLS

We are required by state law to conduct monthly fire drills. We vary the time and day to help the staff and children prepare for evacuation the building quickly and safely. We will not conduct a drill if the temperature is below 20 degrees or above 85 degrees. Evacuation cribs with wheels are used to transport infants and non-walking toddlers to the emergency meeting area.

ACCIDENT PREVENTION

The staff makes a continuous effort to avoid all possible injuries. To do this, we follow these safety rules:

Injury

- Children are constantly supervised
- Children are visible and within hearing distance of staff
- All dangerous substances are kept out of the room
- No running is allowed
- Each playroom is inspected for safety hazards every day
- The water temperature does not exceed 110 degrees
- All electrical outlets are capped
- All cooking and electrical appliances are strictly supervised
- All electrical cords are inspected and in good condition

Poisoning

- All poisonous items are stored in locked cabinets out of the room and out of reach of children
- All plants are checked to make sure they are non-toxic
- The 911 number and poison control number are by each telephone

Choking/Suffocation

- Toys are continually inspected
- The toys in the room are age appropriate
- Children are required to sit when eating or drinking
- The staff is trained in First Aid, AED, and CPR

Traffic/Pedestrian

- Children have a partner if they are going on a walk
- Children only cross the street at an intersection

- The group stops and checks all intersections before crossing

When an accident/injury does occur, the accident/injury will be documented and Brought to the parent's attention. At that time the parent must initial the Accident/injury report in acknowledgement of the injury.

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EMERGENCY CARE

The staff is trained in First Aid, AED, CPR, SIDS Prevention, Medical Administration and Emergency Preparedness and uses this knowledge in the event it is needed. If a child Receives a minor cut or abrasion while in our care, the staff person follows American Red Cross procedures and washes it out with soap and water and applies Band-Aid And/or cold pack. Any further treatment must be done at home.

If staff person feels the wound requires medical attention, the parent is notified. If a Serious accident should occur; the staff is instructed to contact the 911 emergency System. A parent is then notified. If a parent cannot be reached, those listed on the Parent Authorization for Emergency Treatment Form is contacted.

Upon pick - up the parent and/or guardian must sign and injury log confirming that you Were made aware of the injury.

EMERGENCY PROCEDURE

In the event of a weather emergency, the children will evacuate the room and go to The designated area.

Fire drills are held monthly and tornado drills are held from April through October.

If a child is missing, a search will be conducted for ten minutes. After that time, if the Child has not been found, a parent and the authorities will be contacted.

If a child should swallow or eat anything that is poisonous while in our care, 911, the Poison Control Center and the parents are notified immediately. All directions given by Poison Control will be followed until the arrival of EMS.

** Please see the Center's Escape Plan posted in the front hallway and Emergency Preparedness Plan in the Parent's Binder in the waiting area.

CENTER RULES

There are certain center rules that all children will be taught and expected to follow. This is for the safety and wellbeing of everyone. In addition, we realize that we must Expect a certain amount of wear and tear where children are concerned; we do not Want to have our center "demolished".

There will be no running permitted inside the center. Hitting, biting, grabbing, pushing, Spitting, or pinching other children/infants/ adults will NOT be allowed. No standing or Climbing on chairs or tables. There will be no use of obscene, derogatory or Disrespectful language. Children may not leave the classroom without permission (Gated area).

Children may not walk around the center with food, cups or bottles. Respectfully Treatment of other people and all property, toys, and furniture is expected. Willful Destruction of property will be charged to the parent at the cost to replace the item. Please support us in the enforcement of these rules in order to create a better Environment for all.

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REVISIONS TO HANDBOOK

There will be periodic revision to this handbook. We reserve the right to make changes in Rates and policies, as we deem necessary. You will be notified, in writing, of any Changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.

Addendum 2.0

Barbara's Bright Beginnings

Inclusion policy

Barbara's Bright Beginnings welcome all children including those with a disability and/or special health needs. Barbara's Bright Beginnings is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each child. We believe that each child is unique and works in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

Procedures:

Admissions/waiting list Children of all abilities are accepted into Barbara's Bright Beginnings Here and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained, and children will be accepted from the list on a first come first served basis.

Inclusive Environment

Early childhood educators at Barbara's Bright Beginnings use developmental practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines, and activities are flexible and early childhood educators will work with therapists, special educators, and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child. We welcome All children including those with a disability and/or special health needs.

Confidentiality

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher. No information will be released about a child and the parent/legal guardian during enrolment or transition to another receiving program or school without first receiving the written permission of the parent/guardian.

Family Centered Practices

Barbaras Bright Beginnings acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. Barbara's Bright Beginnings communicates with each family daily and has regular meetings to discuss the child's successes and challenges.

Professional Development and Support for Staff Training and support is supplied to ensure that all staff are comfortable, confident, and competent to meet the developmental and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The director supplies added support and resources as appropriate

Collaboration with Other Professionals

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers, and others. Barbara's Bright Beginnings welcomes those professionals and works with them to assure the child's success. The service provider is encouraged to supply services to the child in the context of the early childhood classroom environment and the child's teacher and the service provider work collaboratively to decide the best strategies to support the child in the group setting. Barbara's Bright Beginnings will support the child's Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP).

Barbara's Bright Beginnings

Parent-Teacher Conference Policy

Barbara's Bright Beginnings will hold two parent teacher conferences a year. Here at Barbara's Bright Beginnings, we feel that the parent teachers conference is very important for parents and teachers to formally discuss each child's individual educational goals and progress. Parent-Teacher Conferences are valuable in building respectful relationships with parents and in developing a broad understanding of every child in the program. They also enhance adult's knowledge and understanding of the developmental progress of children in the program.

Parent-Teacher Conferences provide parents/guardians and teachers with the opportunity for an in- depth discussion of each child's development and adjustment to the program. Conferences provide a time for parents to formally share their observations of their children, ask questions, discuss their expectations, or express concerns. Staff use information from screenings, assessments, observations, reports to provide information to the parent/guardian (s) on the child's progress. During the Parent- Teacher Conferences, teachers and parents discuss upcoming transitions, including transitions to preschool and kindergarten. Parent-Teacher Conferences will be held

November

May

Each parent will be notified to sign up for a convenient time for them to come in for their child's parent teacher conference.

If a parent is unable to attend the meeting in person, we will offer zoom conferences.

I have read and understand the above policies. I hereby agree to abide by the Day Care Centers policies outlined above.

(Parent/ Guardian Signature) (Date)

Please return this portion to Director

Thanks for enrolling your child at Barbara's Bright Beginnings

Intake Form

Barbara's Bright Beginnings welcomes all children including those with special needs \ special health needs. Dose your child have an IEP or IFSP? Please provide us with a copy so that we could better assist your child here at the center.

Date_____

Interview / tour date_____ staff initials_____ Security deposit_____

Security deposit_____ Monthly tuition_____ Class_____

Written withdrawal date_____ Termination date_____

Prorated payment _____