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Parent Handbook

Crystal Wiesner

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https://bizzybeesearlylearning.com

**INTRODUCTION**

Welcome to Bizzy Bee’s Early Learning. My name is Crystal Wiesner, and I am the owner/operator of Bizzy Bee’s Early Learning and I have been a licensed home daycare provider since, September 2002. I also worked in a daycare center for 7 years, as a lead teacher and assistant director. I have recently received my Associates Degree in Early Childhood Education, in January 2009. I have been married for 16years, and have two children, who are 8 and 20 years old. I was a Star 5, which is state initiated, to promote quality daycares, in the previous year. I currently do not participate in the program, but I strive to continue to promote quality in my daycare.

My name is Kristyn Clark, and I am the aid for Bizzy Bee’s Early Learning. I have two daughters ages 16 & 13. My oldest is a sophomore in high school, plays volleyball and is an active firefighter at Townsend Fire Company. She currently attends First State Military Academy in Clayton. My youngest is a 7th grader at Alfred G Waters Middle School and loves to play outside. I’ve been married for 18 years to my husband, Raymond. He is a BSN RN in the ER at Wilmington Hospital. He is also Deputy Chief of Townsend Fire Company. I currently hold the position of Financial Secretary at Townsend Fire Company Ladies Auxiliary and have for the past 5 years. I’ve been a member of the Auxiliary since 1997. We cater weddings, graduations, luncheons and many other life events. I have worked on a turkey farm, preparing turkeys for the Thanksgiving and Christmas holiday seasons, I’ve been a teller at a couple local Credit Unions, most recently holding a position within Corporate processing payments. I’ve been a cashier for Archie’s Thriftway, and Food Lion. I’ve babysat for for many friends and family from the ages of 0-12. I graduated from Middletown High School in 1997 with Crystal and have known her for over 20 years.

**MY PHILOSOPHY**

My commitment to you is to provide a safe, supportive environment for your child. I am here to help your child learn and grow. My goal for your child while in my care is for them to have a fun day where they are learning and playing while making new friends. To provide quality childcare services and education in an enriching and stimulating environment that facilitates the intellectual, emotional, physical, social and moral development of a child.

**ENROLLMENT POLICY**

The forms listed below must be filled out, before your child can begin at Bizzy Bee’s Home Daycare. Some of these forms will need to be updated yearly.

\* Child Information Form/ Emergency Card

\* Physical Form/ Health History

\* Pictures/ Video

\* Television/ Computer Permission Form

\* Transportation Form

\* Water Play Permission Form

\* All about Me Form

\* Licensing information for Parents

\* Over the Counter Medication Form

**DEPOSIT**

I require a week’s tuition in advance for new families. POC families are responsible for a week’s tuition payment before care begins. This deposit goes towards your two week notice of withdrawal from daycare.

**DAYCARE FEES**

\* Infants- $200.00/ Weekly

\* Toddlers (1& 2-year-old) - $190.00/ Weekly

\* Preschool (3 & 4-year-old) - $180.00/ Weekly

\* Kindergarten- $135.00/ Weekly

\* School Age- $110.00/ Weekly/ $30.00 Extra (Days when No School for Children)

\* School Age Summer Fee- $140.00/ Weekly

\*\*Part Time Care-$45 day/ If child attends for no more than 25 hours a week, otherwise will be charged Full Time Rate for care.

**PAYMENTS**

Payments are due on the Friday prior to week of service. Payments are to be made by **noon** every Friday. Checks are accepted; however, any payment that is returned after two times must be paid in cash. I also accept major credit cards through Square. Please make checks payable to **Crystal Wiesner.**

**LATE PAYMENT FEES**

Payments are to be made on the Friday prior to service. Payments are to be made by **noon** every Friday. If you are late paying your childcare fee, there will be a fee of $10 each day payment is late. If for some reason you cannot pay that day, please plan to make arrangements, so you do not get charged a late fee. POC families are excluded from this fee.

**BOUNCED CHECK FEES**

A penalty charge of $35 will be assessed if a check is returned for insufficient funds. In the event of more than two returned checks, payments must be made in the form of cash, or I may choose to terminate service. In the event of terminating service, you will have a week notice of doing so.

**LATE PICKUP FEES**

All children must be picked up by the closing time, which is 5:30. If you are late picking up, and do not call ahead of time, a late fee will be charged to your account. The late fee cost, results in $1 every minute you are late. Late pick up fees will apply to POC families once the designated hours are met (10 hours). POC families who need extended care (more than 10 hours), should speak with their case worker for preauthorization.

**RATE CHANGES**

If at any time I decide to change my rates, you will receive a one-month advanced notice of all rate changes. At that time, you can choose whether to continue enrollment at Bizzy Bee’s Early Learning or give a two-week notice.

**SUBSIDIZED CARE (POC)**

I will be more than happy to take families who receive help from Delaware Social Services for childcare costs. Subsidized families are required to pay a co- pay each week and are responsible to pay this no matter how much it amounts too. Payments must be made the first day of care, unless other arrangements are made. Parents are also responsible for knowing how much their co-payment is and providing all the documentation that DSS requires in a timely matter. If DSS does not pay, the parent will be responsible for all fees that have incurred. Also, children who qualify for subsidized care are only allowed to attend daycare for no more than 10 hours a day, if extended care is needed, you need to get preauthorization from DSS.

**TRIAL PERIOD**

Your first two weeks of childcare will be based on a trial period. During this time, if any problems shall occur, daycare will be terminated. Such problems shall consist of not returning emergency forms, no signature or return of contract, the child not adjusting to schedule or parents not following daycare guidelines, or non- payment. Full payment is expected if daycare is terminated.

**RELEASE OF CHILDREN POLICY**

It is important that I protect your child by ensuring that your child does not leave my home with a person you have not authorized to pick up your child. Anyone you approve to pick up should be listed on your Child Information Card. You must also tell me when someone else will be picking up your child, other than yourself for that day, or you may call me and verify that it is okay. Even if it is an Emergency, I must have your permission to release your child to someone other than you. I will need the person’s name and the description of what he/she looks like. The person picking up your child will have to show me a valid **picture I.D. (Driver’s License)** before I will release your child from my care.

I must assume that both parents have the right to pick up your child, unless you give me a copy of a court order stating otherwise. We will need to discuss how I should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, I cannot refuse a parent. If I have a court order and a non- custodial parent leaves with a child, I will immediately call the police and report the situation. I will not place the other children at risk in a confrontation with the non-custodial parent.

It is very important to me, that your child arrives home safely, therefore, if the person who arrives to pick up your child, appears intoxicated or otherwise incapable of bringing your child home safely, I will call the parent or emergency contact person listed on the Child Information Card to request their assistance. If this situation occurs a second time, it will be grounds for termination of care.

**POSITIVE BEHAVIOR MANAGEMENT**

Any physical or verbal punishment is strictly prohibited; this goes for children, parents and me who are in my home. Discipline should serve as a learning process, therefore, and I will use positive reinforcement and re-direct any negative behavior. Age appropriate time-out (one minute for every year of child’s age), will be given to the child, so the child can think about their actions and regain control of themselves.

If any problems continue with a child who does not behave, a letter will be sent home to the parents, informing them of their child’s actions. If problems continue, then a phone call will be placed to the parents. A suspension from the daycare will occur if there are any more problems with the child or services will be terminated if there are any continuing problems with the child.

Discipline in my home will be provided in a manner appropriate to each child’s age, developmental stage, and individual needs. Encouraging positive behavior is more effective than only punishing misbehavior. My goal is to help each child develop self- control. It is important that we work together on encouraging your child’s positive behavior. I will not use any form of corporal punishment, such as, spanking, slapping, biting, or hair pulling.

**TERMINATION**

Your services of daycare may be terminated immediately if:

\* Your child is in danger to the other children, themselves, or me

\* You make a habit of late pick-ups

\* Regular habit of not paying on time/or bounced checks

\* Physical not handed in within 30 days of child starting

\* Failure by you the parent not following my policy and regulations

All families will receive a one week notice of termination.

**PARENTS RESPONSIBILITY**

If your child should break or damage a personal belonging in my home, it will be your responsibility to pay for the damages. You the parent are responsible for your child when you arrive to pick up your child; **it is not my responsibility to discipline your child when you the parent are present.**

**SUBSTITUTE CHILDCARE**

It is the parent’s responsibility to find substitute childcare in the event of illness, vacations, or emergencies on the provider’s part. There may be times, when I will have a substitute available; I will let you know in advance. The substitute that I will use, in the event of an Emergency is **Ashley Brister**.

**WITHDRAWL**

If you wish to withdraw your child from my care, I request that you give a **two-week notice**. If you wish to withdraw your child before the time your notice is up, **you will still be responsible for payment**. I also ask that you take an exit survey, to better understand why you are exiting the program, and to further better the program. POC families will also have a 5 day to one-week notice.

**DAYCARE HOURS**

Bizzy Bee’s Early Learning is open from **6:30am to 5:30 pm**, Monday thru Friday. Please make sure your child arrives **before 9:30 am**, so this does not throw us off our daily schedule, and that your child is able to participate in morning activities. **NO child should be left in daycare for more than 10 hours a day.** Please make sure your child is picked up by the closing time or a late fee will be applied.

**OPEN DOOR POLICY**

Please come by anytime to check on your child, but Please keep in mind that most young children are used to a certain routine and when they see mommy come through the door, they are going to think it’s time to go home, and when you leave without them, they will be really upset. The door will lock automatically, and it will require a code to get into the family home daycare. If for some reason, the code does not work, please ring the doorbell and I will let you in.

**PHONE CALLS**

Please be aware there may be times when it is not convenient for me to run to the phone (I.e. diaper changing; the kid’s painting, outside, etc.). If the phone goes unanswered, please do not become alarmed, simply leave me a message, and I will call as soon as I am able. The best time to call is at nap/rest time, which is 1pm-2:45 pm.

**HOLDIAYS/ VACATIONS**

The following is a list of **Paid Holidays** that I will be taking each year.

\* New Year’s Day \* Presidents Day

\* Martin Luther King Day \*Good Friday

\* Easter \*Independence Day

\* Memorial Day \*Thanksgiving Day& Day After

\* Labor Day \*Summer Vacation (1/2 price)

\* Christmas Week \*Columbus Day

Each Family can take a vacation each year with paying only ½ the weekly rate. This is only for families who have attended Bizzy Bee’s Early Learning for more than 1 year. Each family will need to give at least 2 weeks’ notice, before their vacation or they will be required to pay full price for that week. I will also be entitled to **2 weeks** of vacation each year. POC family’s fees will be prorated due to non-paid holidays by the state.

**CLOSINGS/ DELAYS**

Daycare is closed on most Holidays and you are expected to pay full price, unless directed otherwise. I take Two weeks’ vacation a year, these days are posted a month in advance, and full price is expected for Christmas vacation, and ½ the weekly rate is expected for the summer vacation. POC families have the right to be authorized to use a substitution care of their choice for the two weeks, that I take vacation.

**INCLEMENT WEATHER**

In the event of inclement weather, I will close Bizzy Bee’s Early Learning if the State calls for State of Emergency, or if the weather is too dangerous to travel. If surrounding school districts are closed, I will also close. If you are unsure, please call ahead of time, to speak to me, or I will leave a message-indicating whether I am open, delayed or closed.

**SUMMER CARE**

In order for your school age child to attend Bizzy Bee’s Early Learning, I will need a 2-month notice in advance, along with a deposit for the weekly rate for care. If I do not receive a notice, I will not be able to save a spot for your child to attend during the summer months.

**INFORMATION FOR PARENTS/DAILY COMMUNICATION**

Should I have any information for you, the parent; it will be given at the point of pick-up for the child, either verbally or in written form. Parents will also be given at least two weeks’ notice before any policy changes take effect. Notices for parents of days off and other important information will be posted on the daycare bulletin board, located at the bottom of the staircase. Daily notes will go home each day, letting you know what an exciting day they have had.

**SAFETY OF YOUR CHILD**

At my daycare, I want to assure you as parents that your child’s safety is taken very seriously. We practice safety here. I have installed outlet covers, cabinet covers, a gate at the bottom of the staircase. Smoke detectors with carbon monoxide detectors are located on each level of our home, along with fire extinguishers. I also have two first aid kits, and an Emergency kit placed within my home. Monthly fire drills are practiced in the event of a fire, or other emergency. Lists of Emergency numbers are placed by the bulletin board along with an exit plan. In addition to this, **it is important that I have an emergency number for an alternate person in case you cannot be reached.** Please give prompt notice of change in address or telephone numbers at home or at work.

**HEALTH**

The following are regulations set by THE STATE OF DELAWARE OFFICE OF CHILDCARE LICENSING; I will follow each one of them with **NO EXCEPTIONS:**

165. A caregiver shall not permit a child who has symptoms of illness specified below to be admitted or remain in the caregiver’s home unless written documentation from a licensed physician, or verbal approval with written follow-up, states the child has been diagnosed and poses no serious health risk to the child or other children. The parent, legal guardian, or other person authorized by the parent shall be notified immediately when a child has a sign or symptom requiring exclusion from the Family Childcare home. The symptoms of illness for possible exclusion shall include, but not limited to, any of the following:

\* The illness prevents the child from participating comfortably in activities;

\* The illness results in a greater care needed than the caregiver can provide without compromising the health and safety of the other children;

\* The child has any of the following:

**i.** Temperature: Oral temperature of 101 degrees or greater; auxiliary (armpit) temperature of 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness- until medical evaluation indicates inclusion in the childcare. Oral temperature shall not be taken on children younger than 4 years (or younger than 3 years if digital thermometer is used). Rectal temperature shall not be taken, only by persons with specific health training.

**Ii**. Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing or any other unusual sign) - until medical evaluation allows inclusion.

**Iii.** Uncontrolled diarrhea that is, increased number of stools, increased stool water and or decreased form that is not contained by the diaper- until diarrhea stops.

**Iv.** vomiting illness (2 or more episodes of vomiting in previous 24 hours), until vomiting resolves, or until health care provider determines the illness to be non-communicable and the child is not in danger of dehydration.

**v.** Mouth sores with drooling, unless a health care provider or health official determines the condition is non-infectious.

**Vi.** Rash with fever or behavior change, until a health care provider determines that the symptoms do not indicate a communicable disease.

**Vii**. Purulent Conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.

**Viii.** Scabies, head lice or other infestation, until 24 hours after treatment has been initiated.

**Ix**. Tuberculosis, until health care provider or health official states that the child can attend daycare.

**x**. Strep throat or other streptococcal infection, until 24 hours after antibiotic treatment and cessation of fever.

**Xi.** Impetigo, until 24 hours after treatment has been initiated.

**Xii.** Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted.**Xiii.** Pertussis, until 5 days of appropriate antibiotic treatment (currently- erythromycin) to prevent infections, have been completed and a licensed physician states in writing the child may return.

**Xiv.** Mumps, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return.

**Xv.**  Hepatitis A Virus, until 1 week after onset of illness or as directed by the health department when passive immunoprophlaxis (currently, immune system globulin) has been administered to appropriate children and staff, with permission in writing stating the child may return from a licensed physician.

**Xvi**. Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return.

**Xvii.** Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return.

**Xviii.** Unspecified respiratory illness if it limit’s the child’s comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of the other children.

**Xix**. Herpetic Gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.

I will report any reportable communicable disease, listed in the table below to THE DIVISION OF PUBLIC HEALTH in accordance with the DIVISION OF PUBLIC HEALTH procedures and follow instructions of the DIVISION OF PUBLIC HEALTH in handling of the illness.

**TABLE OF REPORTABLE COMMUNICABLE DISEASES**

|  |  |
| --- | --- |
| **RESPIRATORY** | **GASTRO-INTESTINAL** |
| Diphtheria  German measles  Hemophilus Influenza Disease  Measles (rubella)  Bacterial (spinal) Meningitis  Mumps  Pertussis (whooping cough)  Rubella  Tuberculosis | Giardiasis  Hepatitis A  Salmonellosis  Shigellosis |

**VACCINATIONS**

Each child is required to have a physical form on file and conducted once every year. Due to concerns after your child is vaccinated, I request that your child be monitored for the first **24 hours** after vaccination, before returning to daycare.

**LICE**

A child sent home with head lice **MUST** be out of daycare for 24 hours. If the child is sent home a second time, due to the head lice, the child MUST be seen by a licensed physician and the physician must state in writing the child may return. If the child is sent home the second time due to head lice, you are required to pay the cost of the sanitation of the childcare home.

**MEDICATION**

I will administer medication to your child if it is over the counter or prescription medication, and it is in its original container. You must also sign in the medication, dosage, and the times it is to be given on a medication sign in sheet. If your child needs Tylenol or Motrin to function for the day, then your child should stay home. Any means of masking a fever, your child will be sent home, and if this is a continued occurrence care will be terminated. Your child must be fever free for 24 hours and with no Tylenol or motrin.

**CHILD ABUSE/ NEGLECT**

I am required by law to report any suspected signs of child abuse/ neglect. This includes any form of physical punishment by the parents inside and outside of my home/daycare. Any signs of bumps, bruises, or other signs of injury, I will ask you to sign a form, stating that the child arrived in my care with such injuries.

**FIRE**

In the event of a fire, we will evacuate the house immediately and gather outside, to a safe area. This will be practiced once a month, so the children are familiar with what to do in case of an emergency.

**EVACUATION**

If the daycare is ever in need of evacuation, due to any natural or man-made disasters, we will evacuate to Dover High School (Nuclear Power Plant), and all other emergencies we will evacuate to Townsend Fire Company. Once we are safe and secure, I will call all the parents and let them know we are okay, and you can come and pick up your child.

In the event of non-threatening life emergencies, we will relocate to Townsend Fire Company. This emergency consists of gas leaks, water main breaks, floods, etc. The parent will be notified if such evacuation takes place

**TELEVISION/ COMPUTER USAGE**

Each child will need a permission slip signed by a parent or guardian in order to watch television or use any type of computer. Only 1 hour of usage a day, unless noted otherwise for special occasions. Television shows or DVD movies will be age appropriate, educational and fun.

**PETS**

I own three dogs that are Chihuahua’s, named Tito and Molly, and a lab named Sabine. They have been vaccinated as prescribed by law. Documentation of these vaccinations is available upon request. All the animals are well behaved and will be allowed contact with your children daily.

**SAFE SLEEP FOR INFANTS**

In order to reduce the likelihood of Sudden Infant Death Syndrome (SIDS) the following safe sleep practices are used at Bizzy Bee’s Early Learning:

\*Infants are placed to sleep on their backs.

\*Soft mattresses, pillows, sofas, and waterbeds are prohibited as sleep surfaces.

\*Crib slats are no more than 2 3/8 inches apart.

\*Mattresses are firm and tight fitting, covered with a non-absorbent cleanable cover directly on top of the mattress or pad along with a tight-fitting sheet on top of that covering.

\*Objects or toys hung over crib are held securely and would not injure the child if they were to fall.

\*Blankets, comforters, quilts, pillows, and stuffed animals will be removed from crib prior to placing the infant inside.

**FOOD AND NUTRITION POLICY**

\*Breakfast will be served daily from 7:30 a.m. to 8:05 a.m. If your child arrives **after 8:15 a.m**., you are responsible for feeding your child breakfast.

A typical breakfast will include: Whole milk for children less than 2 years of age, and 1% milk for children over the age of two, Fruit, Bread. Portions will be based on the CACFP recommendations.

\*Lunch will be served daily from 11:30 a.m.-12:00 p.m. daily.

A typical lunch will consist of a Meat, Fruit/Vegetable, another, Fruit/Vegetable, and a Bread item.

\*An afternoon snack will be provided at 3:00 p.m. daily. (School children, will receive snack at 4:00p.m.)

A typical snack will include either a milk/water/100% juice, fruit/vegetable, or a bread item (such as pretzel, crackers, cookies, etc.).

*Please note all meals and snacks served will follow the nutritional guidelines set forth by the Child Adult Care Food Program.*

**The weekly menu will be posted on Bizzy Bee’s Bulletin Board.**

If you do not want your child to eat certain foods due to medical or religious reasons, please list those on the child’s information card. If these foods modify your child’s basic meal patterns, written documentation is required from the child’s health care provider.

**PROGRAMS FOR CHILDREN**

I shall provide varied activities designed to promote the development of language and thinking skills, large and small muscles, social skills, self-esteem and positive self-image, as appropriate to ages and functioning levels of the children in care.

**Indoor and Outdoor time periods with:**

\*Alternating active and quiet activities

\*Opportunity for individual and group activities

\*Opportunity for children to choose materials freely

\*Activities that can be done independently and activities that need adult supervision

\*Outdoor play each day, the weather permitting, in cases of prolonged bad, wet weather I will provide adequate space indoors for physical play.

**CURRICULUM & ASSESSMENT**

Here at Bizzy Bee’s Early Learning, I thoroughly work with your child to ensure a good foundation for learning and getting your child ready for Kindergarten. I use an in-house curriculum based on assessments that I do with your child to better understand their learning and to help them where it is needed. Every 3 months I conduct an assessment with your child to understand where their strengths and weaknesses are. Every time this is done, I will show you a copy and have you sign the bottom along with their quarterly progress reports. I also use Funshine Express and Mothergoose curriculum. Two of the assessments I use are the ASQ, and Teaching Strategies Gold.

**REST AND SLEEP**

Each child will get a period in the day for them to rest/nap according to age. The younger children will take naps and the other children will be required to rest while sitting or lying quietly watching children’s movies or reading books.

**INCLUSION POLICY**

I actively promote inclusive practice in order to best meet the needs of the children, and families here at Bizzy Bee’s Early Learning. All children are welcome to attend Bizzy Bee’s Early Learning regardless of ability, need, background, culture, religion, gender or economic circumstances. Through inclusive practice, I aim to reflect our wider community and promote positive attitudes to both the similarities and differences in each other. In order to achieve this, I actively engage with children, parents and other organizations as appropriate. I request that parents give me a copy of their child’s IEP/IFSP to further accommodate their child’s needs. We do not discriminate based on race, color, national origin, age, gender, pregnancy, marital status, sex, sexual orientation, gender identify or expression, religion, disability, creed, veteran’s status, or any other category protected by state and/or federal laws.

**Best Practice Statement for the Prevention of Expulsion and Suspension In Delaware Early Childhood Programs**

Delaware is committed to ensuring that all of our children receive the best early education possible by using a proactive and systemic approach to building resilience and finding alternatives to preschool suspension and expulsion. Bizzy Bee’s works with Behavioral Mental Health consultants to help guide challenging behaviors. Staff are trained on different approaches and help outside of daycare is available if needed

**DAILY SCHEDULE**

|  |  |
| --- | --- |
| **6:30-7:30 A.M.** | **ARRIVAL/ FREEPLAY** |
| **7:30-8:15 A.M.** | **BREAKFAST/ FREEPLAY** |
| **8:15-9:00 A.M.** | **CENTERS/ FREEPLAY** |
| **9:00-9:30 A.M.** | **CIRCLE TIME** |
| **9:30-9:45 A.M.** | **ART ACTIVITY/ FREEPLAY** |
| **9:45-10:15 A.M.** | **CENTER ACTIVITIES/ FREEPLAY** |
| **10:15-11:00 A.M.** | **OUTDOOR PLAY/ INDOOR PLAY** |
| **11:00-11:30 A.M.** | **FREEPLAY** |
| **11:30-12:00 P.M.** | **LUNCH** |
| **12:00-12:30 P.M.** | **RESTROOM/ FREEPLAY** |
| **12:30-2:30 P.M.** | **NAP/REST** |
| **2:30-3:15 P.M.** | **RESTROOM/ AFTERNOON SNACK/ FREEPLAY** |
| **3:15-5:45 P.M.** | **OUTDOOR PLAY/ CENTERS/ FREEPLAY/ DEPARTURE** |

**COMMUNITY INVOLVEMENT**

I maintain an active relationship with our community. I provide brochures for a variety of agencies. If you need any information for mental health, autism, child abuse/neglect, missing children, or any family crisis, you may contact me, and I will give you any information needed.

**SCHOOL RELATIONSHIPS**

I have an ongoing relationship with the schools in our district. I stay in connection with several teachers and administrators in the school district, and Kindergarten readiness. This relationship enhances each child’s personal growth and achievements and promotes a secure and safe environment. Communication between teacher and families adds to each child’s learning environment and offers support for continued success**.**

**TOYS**

I prefer that children **Do Not** bring toys from home, as this usually causes fights over toys. Most children who bring toys from home will not share their toys with the other children and the other children want to play with the (new to them) toy. Unless it is something that can be shared with the entire group (I.e., books, videos, etc.). Little ones have a difficult time sometimes sharing the toys here with others, and it is even harder with their own special toy. If toys are brought, please be aware that they will be put away in the child’s cubby until the end of the day, or I will ask that you return it to your vehicle, so it will be kept safely for your child at the end of their day.

If your child has a special naptime item, please feel free to bring it with you and your child may only get it out at this time of the day. I am not responsible for any lost or stolen, or broken item brought from home. Any articles of clothing, or personal items should be marked with your child’s name.

**CLOTHING**

Children should be wearing play clothes to daycare. We like to have fun! Having fun involves outdoor play and many messy activities, so make sure your child is dressed appropriately. The children are actively involved in their day, meaning paint will be spilled and puddles may be splashed through. Please do not dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. Each child should also have a change of clothes in case of an accident. These clothes should be labeled with the child’s name.

**FOOTWEAR**

Please **do not** send your child in **flip-flops** during the summer months, for this is a safety concern, especially playing outside. Children **must** always wear socks , including when wearing sandals. Sandals must have a strap enclosure or sandals will not be permitted.

**SUPPLIES NEEDED FROM HOME**

**Infants:** Diapers, pacifier, change of clothes, and a sheet and blanket. I will provide the formula (Similac, otherwise, parent supplies), bottles, and baby wipes. Please mark all children’s belongings with his/ her name.

**Toddlers/ Preschoolers**: Diapers/ Pull- Ups, change of clothes, and sheet and blanket. Please mark all children’s belongings with his/ her name. Swim diapers during our water play activities.

**TOILET TRAINING**

Toilet training will be done in a relaxed manner with the cooperation of the parents. If potty training is begun when your child is ready, the task should be quick and easy. If a parent undertakes the task of potty training when they want it to happen, the task can be arduous and painful for all concerned. When we agree that the time is right for your child and until he/ she is totally successful in his/ her toileting, he/ she should wear pull-ups/ training pants and clothes that promote their independence. In addition, your child must have two complete changes of clothing **(do not forget the socks!)**

The best items are shorts and pants with elastic waists, or dresses. Try to avoid tight clothing, pants with snaps, zippers, belts, overalls, and onesies. These are difficult for children to remove “in a hurry”. **Do not bring your child in panties or underwear until he/ she has a naptime and bedtime control established.** I have found it is best that you begin toilet training at home during the weekend or vacation. I will follow through and encourage your child while in my care. When a child is ready, the process should go quickly. After two or more accidents in one day, while in my care, your child will be put back into diapers/ pull-ups for the remainder of the day. This is a special time for your child, a sign that he/ she is growing up. Toilet training should be a good experience.

**DONATIONS**

Donations help keep costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.

\*Egg cartons, toilet paper rolls, paper towel rolls, etc.

\*Construction paper, paint paper, note books, any kind of paper, waxed, foil, paper towels, etc.

\*Crayons, markers, play dough, or any misc. art supplies, such as fabric scraps, glitter, pipe cleaners, paper plates, etc.

\*Children’s books, toys, clothing, etc.

**TRANSITION INTO AND OUT OF PROGRAM**

I have a getting to know you form that needs to be filled out and returned before your child begins in my care. Bringing your child to my program for an hour or so on two different occasions to get to know me and the other children would be a great experience. Come listen to a story with us, or a meal to help make your child feel comfortable and secure. Before departing my program, I have an exit my program survey.

**DEVELOPMENTAL PROGRESS**

Reports will be completed on each child twice a year (fall and spring). I will observe and record children’s developmental progress in my program, put it into a written report and then have a teacher parent conference. I will also conduct a social emotional survey (ASQ), that can help for any further assistance that your child may need.

**PARENT SURVEYS**

Parent surveys will be given twice a year (fall and spring). This will give me a better understanding on how comfortable you feel with my program, and if there is any need for improving.

**SOCIAL MEDIA/ CONFIDENTIALITY**

I do have a daycare Facebook page, and website, that I posts pictures and events that happen throughout our day. You will sign a permission form, to allow or disallow photos to be published to the Facebook group or website. I request that anyone who has access to the daycare Facebook group, please consider everyone’s privacy and not share to others that are not part of the group.

**ADAPTIONS POLICY**

I will adapt the environment, curriculum, daily routine, and any other adaptations needed to provide the necessary care for any child with special/diverse needs. I respect the unique nature of each child’s development and tailor my program to your child’

**Conditions of Contract:**

**Please respect my conditions set in this contract they were set hoping that we the parent and I can be honest, open, and respectful to each other. We both only want the best for the children. If you are not willing to abide by the conditions in the contract, then Bizzy Bee’s Early Learning, is not for you, and please do not sign this contract.**

**PLEASE SIGN AND RETURN BEFORE CHILD BEGINS**

I/ We have received and read the contract. I/ We understand the contract and agree to follow the policies as stated.

Parents Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/ We agree that Mrs. Crystal Wiesner shall not be held responsible in the event of an accidental injury to my child while in her care. I/We further agree that if an emergency should occur, treatment may be given, and I/ We will assume full responsibility for any payment that is required.

Parents Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_