

Family Handbook

Vision

Bells and Whistles Childcare LLC is focused on becoming a leading provider of innovative, age-appropriate childcare and education in Birmingham, known for a highly trained staff, a nurturing environment, and a commitment to the development of every child while they develop a love of learning in a safe and structured environment. We are committed to the readiness for kindergarten that emphasizes social skills, academic preparedness, and emotional and spiritual development of the child.

Philosophy

- Children’s play is important to their development.
- Children are provided with the opportunity to play, share and learn with other children in a safe, loving Christian environment with an atmosphere of acceptance and warmth.
- Parents are supported in the difficult but rewarding task of child rearing through the teaching staff and parent events (special speakers (in-person and/or virtual), educational readings (online and/or handouts), etc.) throughout the school year.
- Bells and Whistles Childcare LLC responds to the needs of the community for quality care and education of children.

Goals

- To provide a healthy, nurturing, and safe environment.
- To accept, respect, and appreciate each child and family.
- To provide age-appropriate materials and equipment that support children’s learning in a fun and interesting way.
- To encourage the physical development of large motor skills through outdoor and indoor play as well as fine motor development through manipulative toys, blocks, and puzzles.
- To encourage creativity by offering experiences in music, art, and literature.
- To encourage interest in language through games, stories, and conversation.
- To partner with parents in the care and teaching of their children.

Curriculum

The daily curriculum is structured so that children learn the skills they need to enter kindergarten in a Christian environment. The curriculum is based on child development and appropriate practice and provides for the various ages, ability levels and developmental stages of the children. The staff is in constant contact with the kindergarten teachers in the school system to make sure that the curriculum meets the standards for kindergarten preparation. Children learn

from a Bible curriculum as well each week. Devotion, which includes scripture, prayer, praise, and worship takes place at the start of each day. Prayer takes place before mealtimes.

Discipline Policy

Children are small, tough, exasperating, interesting, and loveable. To be “good” with children, we watch each face and listen to each voice. We observe what each child is like, how each is feeling, how each child plays and moves around. We get to know the weaknesses and strengths of each child and of the group. This is how good discipline begins.

The word “discipline” is derived from the word “disciple,” someone who follows the teachings of another. Discipline means learning. It does not mean punishment, tears, or humiliation. It means a chance to learn how to live in a social world. Discipline is not something adults do to children. It is something they do with children.

The goals of discipline are self-control, responsibility, and self-discipline. Children need help in controlling their behavior. Most important, they need to become responsible for their own behavior and develop self-control.

Teachers are most likely to achieve the goals of discipline when they respond to the cause of behaviors as well as to the behaviors themselves. We ask, “why?” silently before reacting/responding.

Teachers may utilize a variety of discipline techniques to meet the needs of different situations:

- Let children make some decisions and choices – one good way to teach responsibility is to give the child as much responsibility as possible.
- Give reasons for rules – understanding the reasons for rules make it easier to remember and follow them.
- Be consistent in our language and behavioral response to children – consistent behavior by adults facilitates development of inner control through modeling.
- Remove children from situations they can’t handle – if a child is too young to understand, or there is no way to change the cause, it may be possible to change the situation.
- Redirect children’s behavior – often there is a way to let children do something in a better place or safer way.
- Let children learn the consequences of their actions – experience is the best teacher.

Teachers WILL NOT humiliate or demean a child in any form, verbally or physically. Such actions will be cause for immediate dismissal. No punitive action toward children will be tolerated including pinching, shaking, slapping, hitting, and/or spanking. The return of negative behavior, such as biting back, is also not acceptable. Children do not like those moments when they are out of control. They need adults, at those times, to firmly, with gentleness, exert control. Returning negative behavior deepens frustration. Firmly holding and gently verbalizing, calms, and fosters control.

Safety and Emergency Plans of Action

- Children will NEVER be left alone or unsupervised.
- There is a minimum of 2 staff members present during the hours of operation.
- Each employee is certified in CPR and First Aid.
- Fire evacuation and severe weather plans is posted in each area that is used by the children.
- Fire drills are held quarterly and at varying times. A record of drills is kept in the office.
- Tornado drills are held during the tornado months.
- Lock-down drills are held periodically.
- In the event of an emergency when evacuation is necessary, the children of Bells and Whistles Childcare LLC will be walked to Anderson Elite & Co down the sidewalk to the left of the center.
- Parents will then be called and informed of when to pick up their children.

Safe Conditions Policies

Transportation Safety Policy

Bells and Whistles Childcare LLC will provide transportation to field trips. We will only transport a child if we have a permission slip signed by a parent or guardian on file. Only qualified adults that are licensed drivers will transport children. Drivers will follow all pertinent Alabama laws and will not use cell phones at any time while in the vehicle, except for when the vehicle is parked and information is being gathered regarding the pickup of a child. Children will always be in proper seats and seat belts. Children will not be left unattended. Upon returning from each trip, the van will be inspected to ensure that no child is still on board.

Safe Conditions Policy

The following steps will be taken to ensure that children are safe while at Bells and Whistles Childcare LLC. Children will be actively supervised with the required number of qualified adults (adults who have completed a comprehensive criminal history check, drug screen and negative TB test and have completed all required trainings). Bells and Whistles Childcare LLC will not care for children in areas that are being remodeled, repaired, or painted. The director is responsible for maintaining all interior and exterior surfaces, including walls, floors, ceilings, equipment, toys and furnishings, in a safe condition, free of sharp points or jagged edges, splinters, protruding nails or wires, loose parts, rusty parts, or materials containing poisonous substances.

Bells and Whistles Childcare LLC will take the following steps to maintain the facility:

- Clean the facility daily.
- Keep the facility in a sanitary condition always.
- Sanitize toys, furniture, and other equipment used by children, daily, weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitization.

Child Abuse Protection

The director and administrators of Bells and Whistles Childcare LLC are mandated by law to receive Child Abuse Detection and Prevention training. The director and administrators are required by law to immediately notify the local child protection agency if they suspect that a child has been abused or neglected.

Parent/Guardian Communication

- Family conferences will take place for all children twice per year. Topics discussed will include interests, development, strengths, and areas of individual need.
- Parents of children in the program will have daily opportunities at morning drop off and pick up to discuss the events of his/her child's day. Written communication may also be in your child's binder, so please make sure to check it daily.
- Parents may also receive and/or send communication to the director and staff through the communication application ProCare, which is a free download to a computer and/or phone.
- Special conferences may be requested by the director or child's parents as needed.
- To further foster whole family relationships, parents or guardians of children enrolled at Bells and Whistles Childcare LLC are welcome to visit at any time, by scheduling a time that works best for both the teachers and them.
- Professional and effective communication is required to ensure the safety of the parents, students and staff. In the event of a disagreement, an administrator or director will be made aware and serve as a facilitator of the communication until a decision is made on the proper way to rectify the situation.

Admission/Enrollment/Termination Policies

Eligibility for Enrollment

- Children that are 6 weeks or older are eligible to be enrolled at Bells and Whistles Childcare LLC, provided enrollment space exists.
- We prefer children to be potty trained for all classes with the exception of the infant room and two-year-old rooms but understand that all children develop at their own pace. We will work with the child, and parents, on a training plan beginning at the age of two.
- We enroll children who are at a stage of growth and development, which enables them to benefit from the educational program.
- The parent is responsible for submitting all enrollment forms for the child's attendance.
- We cannot provide service to any child whose needs cannot be met or whose behavior endangers other children.
- Bells and Whistles Childcare LLC is committed to supporting all children and families but realizes there are children who may be better served through the support of other local agencies. Parents will be notified if concerns arise.

Caring for Children with Special Needs

Childcare programs must comply with the Americans with Disabilities Act. We are committed to meeting the needs of all children, regardless of special health care needs or disabilities.

- Children with special needs will be accepted into our daycare under the guidelines of the Americans with Disabilities Act (ADA).
- All families will be treated with dignity and respect for their individual needs and/or differences.
- Bells and Whistles Childcare LLC will be responsible for ensuring that confidentiality about special needs is maintained for all families in the program.
- Bells and Whistles Childcare LLC will ensure all health forms and other important information regarding the individualized needs of the child will be completed by the health care provider and/or other providers for the child.
- Children with special needs will be educated in the least restrictive environment possible. To accomplish this, Bells and Whistles Childcare LLC may work in coordination with other agencies and/or health care providers as needed. No contact with outside organizations will be made without written parental consent. Inclusion of staff at IEP (Individualized Education Program) and IFSP (Individualized Family Service Plan) meetings is desired to ensure the childcare program provides the most supportive and least restrictive environment.
- It is important that parents keep Bells and Whistles Childcare LLC abreast of any changes or needs that their child may have.

Enrollment Forms

Forms to be completed and submitted to the Bells and Whistles Childcare administrator/director prior to admission include:

1. Registration Agreement
2. First Aid Permission / Emergency Info
3. Social Media and Photo Release
4. Child Information Form
5. Copy of Parent(s) Valid ID
6. Medication Consent (if needed)
7. Proof of immunizations and a physical exam (well child check-up)
8. Handbook Acknowledgement Signature Form
9. Summer Camp Waiver (summer camp enrollees only)

Waiting List

In cases when enrollment space is unavailable, children will be placed on a waiting list, with a \$25 fee that will be applied towards registration once space becomes available. Enrollment will then take place as space becomes available. Priority will be given to families with currently enrolled children.

Registration Fee

Upon registration, the family must pay the \$50 registration fee. This fee is non-refundable should the family decide not to attend.

Termination of Care

Bells and Whistles Childcare LLC reserves the right to terminate childcare for the following reasons (but not limited to):

- Failure to pay invoices as they are due
- Failure to complete required forms, as required
- Lack of parental cooperation
- Physical or verbal abuse of any person or property by a child and/or parent that is not corrected by an improvement plan set by the director and the parents.
- Lack of compliance with handbook regulations
- False information given by parents either verbally or in writing
- Disciplinary reasons as outlined previously

Bells and Whistles Childcare LLC also understand that life circumstances may arise that would require families to remove a child from our care. In that instance, we request the following:

- A minimum of two weeks, advance written notice stating when care will be ending.
- Payment for the last week of care.
- If the child is pulled without a two-week notice, payment is to be made immediately for the final weeks.

Operational Policies

Advisory Board

- Bells and Whistles Childcare LLC has an Advisory Board made up of members chosen by the owner.
- The Board meets quarterly to review the financial report, enrollment information, and other information as presented by the director and administrators.
- The Advisory Board assists the director in areas of policy, budget preparation and management, staffing decisions, and other facility operations.

Hours of Operation

Bells and Whistles Childcare LLC is open from 6:00am-7:00pm central standard time, Monday through Friday. Parents' Night Out is open from 5pm-Midnight on the 2nd Saturday of each month.

Special Holidays

- Bells and Whistles Childcare LLC will close for the following special holidays: Martin Luther King, Jr Day, Good Friday, Easter, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas Day, New Years Eve, and New Years Day.
- Bells and Whistles Childcare LLC will be closed for 3 days in the month of July for a summer break. It will always be the 3rd Friday of July along with the preceding Thursday and following Monday.

- There may be additional days throughout the year when Bells and Whistles Childcare LLC will close (weather related/training), but notice will be given whenever possible.
- There will be a \$50 charge instead of the full tuition for the special holiday closings that include 3 or more consecutive days. Holiday closings that are composed of 2 or less days, will require full tuition payments.

School Breaks

The childcare will remain open for all school breaks (based on the Birmingham City school calendars). There will be preschool review during those times due to lower student numbers. School-age care is currently not offered during scheduled school breaks.

Emergency Policies

Bad Weather

Bells and Whistles Childcare LLC will make every effort to be open in bad weather. We will close when Jefferson County declares a Level 2 Orange "Watch" or when it is otherwise deemed necessary (i.e. extremely low student numbers, power outage, and/or for the safety of staff and families). A decision to close is a difficult one to make and there are occasions when the facility will be open during a Level 2 Orange "Watch" if the director feels the roads are safe enough for travel. Parents will be notified through ProCare.

School Delays and Closings

The childcare follows the Birmingham City Schools' delays and closings. If safe traveling conditions are not available, notification regarding delays and closings will be sent through ProCare.

Relocation of Children in the Event of Building Emergency

- In the event of a major emergency, such as a fire or other event that would make the building unsafe, the children will be relocated to a safe facility.
- The children will be moved to Anderson Elite & Co, located down the sidewalk to the left of the center at 7001 Crestwood Blvd Ste 820, Birmingham, AL 35210
- Parents will be notified that they must pick their children up immediately from Anderson Elite & Co via ProCare.

Child Attendance, Arrival, and Departure

Arrivals and Departures

- Drop off begins at 6:00am. We ask that children arrive no later than 9am, as we start our school day at that time. If your child arrives later than 9:05am, please notify the director with the understanding that your child will not be permitted without a doctor's excuse. Please contact the director PRIOR TO 9:05am so he/she is aware of an approximate arrival time and whether a lunch/snack will be required.
- Parents/guardians are required to sign children in and out each day they are in attendance through the Arise portal.

- For your child's protection, only people authorized by the parent/guardian are permitted to take the child from the facility.
- Parents/guardians must list the names of anyone allowed to pick up the child as well as the names of anyone denied permission on the Emergency Information Sheet.
- Individuals listed in the child's file WILL be asked for photo identification to confirm their identity.
- Persons who are not listed in the child's file or do not have valid government identification WILL NOT be able to pick up any children. Staff will ask for photo identification before the child is handed over to them.
- In the case of court-ordered custody decisions that would affect drop off or pickup, documentation must be on file.
- Under no circumstances will the facility allow a child to leave without these provisions.
- Please notify the director if, due to some emergency, you are unable to pick up your child on time.
- Overtime charges of \$3 per minute will apply after the scheduled pick-up time of 7pm, there is no grace period. This fee must be paid by the next drop off. Please note, students will not be permitted to be transported to the center with an outstanding balance.
- If a child has not been picked up by 30 minutes after their scheduled pick-up time, and there has been no contact by the parent/guardian or other authorized person, the child will be taken to the police precinct with a report of child abandonment. Please be advised, calling with an unrealistic time of pickup will result in the same manner.

Reporting Children's Absences

Bells and Whistles Childcare LLC staff plan the day based upon the number of children expected. We ask that parents notify the director as early as possible if their child is going to be absent, late, or if they plan to pick up their child unusually early.

Tobacco, Alcohol, Firearms and Drugs

Bells and Whistles Childcare LLC prohibit the use of tobacco, alcohol, firearms, and drugs on the premises while children are in our care.

Payment and Fee Schedule

All tuition payments are due weekly, regardless of your child's attendance. Bells and Whistles Childcare LLC reserve the right to change these fees with a 30 day notice.

Childcare Fees

\$210.27 per week for the infant and toddler classes, for full time and \$125 per week for part time
\$184.25 per week for the 3- and 4-year-old class for full time and \$100 per week for part time.
\$156.54 per week for the school age for full time and \$78.27 per week for part time.
\$78 per week for the afterschool program, whether the child is in attendance all days throughout the week or a portion of the week.

Drop In Fees

Infants/Toddlers \$60

3 year olds – 4 year olds \$50

School age \$40

Fees for Families on Subsidy

Families are responsible for the portion of the fee not covered by the subsidy.

Other Fees

- \$50 Registration Fee (Annual)
- \$50 Materials Fee (Annual in August)
- \$35.00 late payment fee (assessed on Monday at noon) and students with an outstanding balance will not be permitted on Tuesday.
- \$3 each minute after closing time, if the child has not been picked up. Payment is due the same day.

Billing

- Invoices will be delivered by Monday and will include the fees due for the following Monday. Payments are due one week in advance.
- If the bill is unpaid by noon on Monday of the current week, a late fee of \$35 will be assessed each week.
- Any late fees will be included on the next invoice, if not paid prior to when it is printed.
- If the account becomes overdue 2 days, the child's enrollment will be suspended and not allowed to attend until the bill is paid.
- Billing will continue during this time.
- If the bill is not paid within 4 weeks of the suspension, the child will be removed from enrollment, and their place could be filled with another child. In order to return, a new registration fee and all outstanding balances must be cleared.
- There is no reduction in fees if parents choose to send their children less than the specified number of days.

Vacation Information

- If a staff member is on vacation, another caregiver will take his/her place as needed.
- Children whose parents are on scheduled days off such as Fall, Christmas or Spring break will still be billed at the regular weekly rate unless a withdrawal has been submitted 2 weeks prior.

Late Pick-up Fee

- Failure to pick up your child/children by the end of the day will result in a charge of \$3 per minute per child. The fee is due prior to the child being able to return to the facility.
- Please make every effort to pick up your child at the specified time.
- It is understood that circumstances may come up to prevent getting to the facility on time. If you are unable to pick up your child on time, please notify the director.

- If you are more than 30 minutes late, please make arrangements with someone on your pick-up list to pick up your child to avoid a call to Birmingham Police Department/CPS for child abandonment.

Medical Policies

Immunizations and Physical Exam

- Every child must be current on immunizations and verification of a physical exam (well child check-up) within 6 months prior to their attendance. These records must be provided on your child's first day of attendance.
- Without this documentation, your child may not attend.
- If your child receives new immunizations and/or has an updated physical, please update the record on file in the Bells and Whistles Childcare LLC office.
- Immunizations exemptions for medical or religious reasons must have proper documentation on file to be approved by state consultant.

Medication

- Medication can be administered while in attendance provided a prescription is documented (pharmaceutical container and/or physician's signed instructions).
- Over the counter, non-prescription medication CANNOT and WILL NOT be given without a written physician's order. This order must be updated annually.
- A physician may write an order giving blanket permission for the child to have any over-the-counter medication, but it must state the amount of medication to be given.
- Medication will only be administered if the child's name is written on a medications form with the amount of dosage (including the appropriate measuring device) and time to be given along with the parent's/guardian's signature.
- Notify staff members of all medication, so that it may be locked in the medicine box or refrigerated as needed.

Communicable Diseases

- Staff members are trained in the signs and symptoms of illnesses and in proper hand-washing procedures to prevent the spread of communicable disease.
- Every means will be taken to prevent the spread of communicable diseases.
- Please do not send your child if he/she is ill or has been ill in the last 24 hours. If your child is too ill to go outside or participate in activities with their class, they are too ill to attend.
- You will be called to remove your child if any of the following symptoms exist:
 1. vomiting
 2. severe coughing
 3. temperature of 100 or higher
 4. diarrhea
 5. suspicious rash
 6. difficult or rapid breathing
 7. lice (may only return when deemed "nit free")

8. red, encrusted, or runny eyes
 9. lethargic behavior
- Parents are expected to have the child picked up within 1 hour of being notified that the child is ill to minimize the spread of illness.
 - Every effort will be made to separate a sick child from the rest of the class while they are waiting to be picked up.
 - Children should be free of all symptoms for 24 hours, without medication, or have a note from the doctor stating that return is permissible before returning to Bells and Whistles Childcare LLC.
 - Please do not give your child medication and send them to Bells and Whistles Childcare LLC if they have been ill through the night.
 - Parents should have a backup plan of care established if a child is sent home from Bells and Whistles Childcare LLC with an illness.
 - If a staff member has a communicable illness, parents will be notified. A substitute caregiver will be assigned in his/her place as needed.

Reoccurring Medical Issues

- If a child has a medical issue that is reoccurring, such as a rash, runny eyes, or an allergy, Bells and Whistles Childcare LLC must have documentation from a physician stating that the issue is not contagious, and that the child may attend when symptoms are present.
- Please refer to the Communicable Disease section for suspicious rashes or conditions.
- If documentation of the medical issue does not exist, the condition will be treated as a potential communicable disease and the child will be excluded until documentation is presented.

Accidents

- Parents/guardians will be notified of accidents as soon as possible.
- The staff member who has observed the accident will fill out the accident report. A copy will be kept for the files and a copy given to the parents/guardians.
- In non-life-threatening instances, the staff will provide on-site first aid.
- If the child requires medical attention, the parent will be called, informed of the injury, and asked to pick up the child.
- Parents are asked to report any instances of the child being treated by a physician, clinic or hospital. Any injury that has been treated at a medical facility must be reported to the state of Alabama. Parents will receive a copy of the accident report that is mailed to the state.
- If the injury requires immediate medical attention, 911 will be called.

Parental Responsibilities

Meals and Snacks

- Breakfast is served from 7:15am-8:45am daily. If your child will arrive after 8:45am, please have them eat breakfast at home.

- Please do not bring fast food/breakfast foods from home for your child into the facility.
- Bells and Whistles Childcare LLC will not store breakfast items for individual children unless the child has a special dietary need that the parent provides for with documentation from a physician.
- A snack is served at approximately 2:30pm.
- Bells and Whistles Childcare LLC will provide healthy snacks each day. Donations of healthy snacks to share with the group are also appreciated. Suggestions for healthy snacks are fruit, yogurt, pretzels, string cheese, raisins, peanut butter, Sun butter (alternative for peanut butter for those allergic), vegetables and hummus. Goldfish crackers are also allowed (whole grain).
- Parents are welcome to bring a special snack for their child's birthday, other special events, or just for fun, BUT the State Board of Health requires that all foods be commercially prepackaged. No homemade food is allowed. Items may be purchased at a bakery with the logo and address on the box.
- Healthy lunches are also provided by the school, ensuring that alternatives are available to accommodate allergies.
- Water will always be available throughout the day.
- Juice pouches/boxes that are not 100% fruit juice are not an acceptable substitute for milk or water.
- If your child has a food intolerance or allergy, please send a doctor's order stating that the child has the intolerance/allergy and a list of acceptable substitutes.

Naps/Rest Period

- Children ages 5 and under will participate in a rest period after lunch each day.
- Children are not required to nap but will be asked to stay quietly on a cot to help their bodies rest. Quiet activities will be provided for them after a 45 minute period of time.
- Please provide 2 blankets for children over 12 months.
- Each Friday, the child's nap items will be sent home to be washed and returned on Monday.

Field Trips/Car Seats

- Car seats are required when we must transport a child on the bus/van for field trips. Car seats must be provided by the parents. You may review the Alabama child passenger laws online.
- Permission slips are required for each field trip.
- Children who do not have a signed permission slip on file may not participate in the planned field trip.

Files

- Keep all information (addresses, phone numbers, work phone numbers, immunizations, emergency phone numbers, etc.) current.
- If information is requested for the child's file, and is not received, care may be discontinued.

Clothing

- Dress your child in clothing that is comfortable for a variety of active, and sometimes messy, activities as well as outdoor play. We do go outdoors as often as possible.
- Each child should be able to handle fastenings with minimum of help.
- Accidents happen. In case of a toileting accident, crafting accident or spill, please provide a complete set of clothing that is appropriate for the season (i.e. no shorts for winter weather).
- Mark your child's name clearly on all articles of clothing.
- If your child is sent home in a change of clothes that belongs to Bells and Whistles Childcare LLC, please wash and return it as soon as possible.
- Flip-flops or shoes without a heel strap may not be worn (Please have a pair of tennis shoes for outdoor play). Also, dress shoes with heels have been known to cause accidents and are often painful by the end of the day so we ask they not be worn.
- Tennis shoes or some other comfortable shoes are preferred for daily activities and playing, both in and out of doors.
- Please have your female child wear leggings/shorts under her dresses.
- As the weather changes, be sure to send sweaters, jackets, coats, gloves, hats, boots, etc. as warranted.
- Children will be expected to go outside to play (even if just for a short period of time) when the weather permits (director discretion and the Weather Watch charts posted in the classrooms—36 degrees with wind chill in colder weather to 90 degrees in warmer weather).
- Children without proper clothing for outdoor play (i.e. winter coat, jackets), will not be allowed to participate.
- Sunscreen will be provided. Children with allergies, or sensitivities to sunscreen, must bring their own, clearly marked, sunscreen.

Toys & Electronic Devices

- Bells and Whistles Childcare LLC is well stocked with a variety of toys and materials for the children to play with.
- Personal toys are often the cause of arguments among children.
- No toys shall be brought to Bells and Whistles Childcare LLC from home except when permission is given from their teacher (i.e. show and tell) or as a security item for napping.
- If your child brings a toy, they will be asked to put it in their backpack until time for show and tell, naptime, or the end of the day.
- Electronic devices (phones, gaming systems, tablets, laptops) are not allowed.

Lost and Found

- Items often get misplaced or put in the wrong backpack. Please put your child's name on items that the child may remove (coats, sweatshirts, gloves, hats, etc.).
- Check with your child's teacher if an item comes up missing.

- Bells and Whistles Childcare LLC is not responsible for items that the child has misplaced or damaged.

Illness Policy and Monitoring

Students will have their temperatures checked daily. Once upon arrival and then after lunch, or before, if a staff member notices any change with your child's behavior and/or coloring, or if your child complains of not feeling well.

1. Any student with a fever of more than 100.4 must remain out of school for 72 hours after the fever has broken without fever-reducing medications. We will not allow a doctor's note for returning before the 72 hours.
2. Any student showing any concerning signs of respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc., will be sent home and may not return for 7 days plus 3 additional healthy days and must be cleared by a medical professional.
3. Students with a cough and a fever will be required to be seen by a medical professional within 24 hours. Students must remain out of school for 7 days, plus an additional healthy 3 days.
4. Parents will be required to contact the director within 24 hours to inform the school what the illness may be and/or if the child is being tested for COVID-19.
5. If a doctor has cleared your child to attend sooner, the medical professional MUST in writing state "That the child, _____, was seen and was evaluated for _____... The child does NOT have COVID-19 and is able to return to childcare without placing another child or adult at risk" We must also have what the child has and why the child is coughing (i.e. allergies, bronchitis, etc.).
6. If the child, or anyone in the home, was in direct contact with anyone diagnosed with COVID-19, or has been diagnosed themselves, Bells and Whistles Childcare LLC must be contacted immediately by phone at 205-529-7944.
7. If anyone in the home has been tested for COVID-19 and awaiting results, the child should remain at home until the results have been given. Again, the director should be notified of this circumstance immediately, as well as the results of any testing.
8. The health department will inform both the parents and Bells and Whistles Childcare LLC staff of the recommended quarantine period and give directions on any possible closings of a classroom or program and the length of time for either.

Keeping Healthy

Bells and Whistles Childcare LLC will take every precaution for your child to stay healthy and ask that the parents help with this.

1. Consistent handwashing and cleaning of the center will be performed throughout the day.
2. Students and staff will be required to wash their hands and/or use hand sanitizer several times throughout the day. This may cause a child's hands to become more dry/raw than normal. We ask that you use lotion on their hands nightly to help keep the child's hands from becoming overly raw.

3. We need your help in keeping students and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked not to attend Bells and Whistles Childcare LLC.
4. We ask that all families practice social distancing as recommended and/or required by State and Federal guidelines.
5. During a time of a pandemic, Bells and Whistles Childcare LLC will only care for the students allowed in accordance with the state, federal and local government.

Closing of Bells and Whistles Childcare LLC

If Bells and Whistles Childcare LLC is informed of a child or parent testing positive for COVID-19, they will first contact the licensing consultant and the Jefferson County Health Department. Additional cleaning and disinfecting, quarantine recommendations and/or closures will be made by the health department after speaking with those affected. Bells and Whistles Childcare LLC has every intention of remaining open during these uncertain times but is committed to following the directives of the Jefferson County Health Department and the Alabama Department of Human Resources.

Tuition Payments During a Pandemic

Payment of care is taken on a circumstance based on the situation and pandemic. The director or administrator will keep all families updated of any tuition changes due to the closing of the facility.

Collaboration Involvement

On occasion, you will receive information about Inglenook Community Development Corporation (ICDC) and other company collaborators in your child's binder. This will keep you informed of the collaboration activities. Please accept our warm welcome to attend any service or program. ICDC has a ministerial staff to serve you. If you are not part of a church family, please let us know and ICDC will be more than happy to connect you with a local ministry where everyone is welcome.

PARENT HANDBOOK ACKNOWLEDGEMENT FORM

I, _____, acknowledge that I have received a copy of the current parent handbook. I further agree to uphold the requirements listed as to ensure the safety and success of my child(ren) _____

and the other children enrolled. I understand that it is my responsibility to ensure that the authorized pickup persons listed on my child(ren)'s application are made aware of the requirements and abide by the rules on my behalf.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

