WELCOME TO

BAMBI CHILD CARE

**

*Parents Handbook*

*and*

*Parent-Provider Agreement*

*Welcome to Bambi Child Care!*

*We are happy to have your child in our program. Please read this handbook*

*carefully and let us know if you have any further questions regarding our policies and procedures.*

*We offer childcare for children ages three month to five years old.*

*We are open Monday through Friday from 8:A.M. till 6:P.M. with the following Holiday exceptions:*

*Christmas Day*

*New Year’s Eve*

 *New Year's Day*

*Martin Luther King’s Day*

 *President’s Day*

 *Columbus Day*

 *Thanksgiving weekend*

 *Memorial Day*

 *Labor Day*

*4th of July*

*We will be close on Monday if the holiday falls on Sunday and will be closed on Friday if it falls on Saturday.*

*Bambi will be closed one week during the summer (last week of July, or first week of August) During that week, we are getting Day Care ready for the next school year: painting, fixing, cleaning, etc.)*

*We provide - Full-time schedule*

 *-Half day schedule - minimum 3 sessions/15 hours a week.*

 *(8:00am-1:00pm) or (1:00pm- 6:00pm).*

*Payments + Fees*

***OUR CATEGORY FEES:***

***OUR CATEGORY FEES:***

**❶ 20 hours/week → $18/hour → $360/week → $1,560/month**

**❷ 25 hours/week → $17/hour → $425/week → $1,842month**

**❸ 30 hours/week → $16/ hour → $480/week → $2,080/month**

**❹ 35 hours/week → $15/hour → $525/week → $2,275/month**

**❺40 hours/week → $14/ hour → $560/week → $2,427/month**

**❻45 hours/week → $13/hour → $585/week → $2,535/month**

**❼ 50 hours/week → $ 12/ hour → $600/week → $2,600/month**

**(**The monthly fee reflects a 52 week /year divided by 12 months.)

**If tuition paid in full for whole year-10%off**

*Tuition is payable in advance or on the first day of each week/month.*

*You have the option of paying in cash, by check, or through PayPal or Venmo.*

*There will be a fee $30.00 for any checks that are returned for any reasons.*

*If two checks are returned, you must pay in cash thereafter.*

*The late fee is $10 every 15 minutes starting at 6:00 P.M., which is payable directly to caregiver at pick-up.*

*Any changes as additions days, fees, extra hours must be paid with the following weekly/monthly payment.*

***Deposits***

*One- month deposit and first month of payment are required upon enrolment, to secure your child’s place on Bambi Child Care. This is due upon signing the Parents –Provider agreement.*

*Security deposit is not refundable and will be applied to your last month of payment.*

*Please provide at least 2 months of advance notice if you intend to leave Bambi.*

*Failing to do so will result in withholding of your deposit.*

***Medical Form***

*Medical forms must be updated yearly. Parents are responsible to update their child’s medical record every year during the doctor’s appointment after child’s birthday and inform providers about any health changes.*

[***Enrollment***](http://frederickdaycare.com/ppagreement.aspx)***Procedures:***

*Enrolling and/or reserving a future space for your child at Bambi Child Care are simple.*

*1. Contact us to schedule a time for you and your child to visit. We will be happy to answer any questions that you may have. During your visit, you will have the opportunity to meet us, learn more about what we have to offer, and meet some of the other children that we provide care for.*

*This is important and helps to ensure that both parties are comfortable with their surroundings and expectations.*

*2.* *Read Parents Handbook, after we can start registration process.*

*Then complete* ***Childcare Registration/Parent-provider and Payment Agreement,*** *and various enrollment forms.*

*Once they are read, completed, signed, and the deposit has been paid, your child's space has been reserved.*

*3. And the final step is to simply decide on a start date.*

*Absence*

*For the safety of the children, please call your child's program site if your child will not be attending for any reason.*

*The fee remains the same regardless of absence.*

*Vacation The fee remains the same.*

*Transition*

*Before your child’s start date, you have two transitional weeks, where your fee for transition hours is $20/ hour.*

*All children need time to adjust, and all children adjust differently.*

 *It may take a few hours, a few days, or a few weeks. During this time is very important a good communication between parent and provider.*

*Parents are always first and foremost in children's lives, but good child care can help you be the best parent you can be. At Bambi Daycare we understand and empathize with your feelings of separation and will do everything to make it more smooth for child and all family.*

*The following are examples of some of the ways that we help parents through this initial period of adjustment.*

*⏵Encouraging parents to discuss their feelings.*

*⏵Validating your feelings as a universal human experience.*

*⏵Providing parents with information about the positive effects of a quality daycare on children.*

*⏵Providing parents with evidence, such as photographs, that their child is enjoying the activities, and his or her interactions with others throughout the day.*

*⏵If it was a difficult drop-off, we will often follow up with a phone call on your cell phone or at work with a happy update or you are free to call at any time.*

*⏵We work in partnership with you and your child to make this initial period of adjustment go as smoothly as possible.*

*Additionally, we offer parents the following tips to help ease separation anxiety.*

◊*If your child has not been used to getting up early, you may consider getting them into an earlier bedtime routine a week or two before starting daycare and allowing them to awaken at an earlier time in the morning.*

*◊If your child is required to bring their own sheet, blanket, and pillow let him/her pick them out during a special shopping trip! How about a new backpack to bring home all of your beautiful arts & crafts that you ll be making?*

*◊Organize your morning routines to allow for a little extra time during drop off. Children feel your frustration or anxiety for being late for work and will cling to you longer.*

*◊Let your child brings a piece of home with them: a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day.*

*◊Expect crying and clinging, at least during the initial period of adjustment.*

*When you're getting ready to leave, tell your child when you'll be back.*

*◊You can give your child a special job, for example, allow them to hold your sunglasses for the day, saying that you will be back to get them for the drive home.*

*◊Do not linger too long in the daycare, even if your child is unhappy. Do your best to settle your child into an activity, say your goodbyes, and give hugs and kisses, then make your exit.*

*◊Be on time when you pick up your child. Picking up your child every day around the same time will help build your child's trust and help him or her understand that he or she is not being abandoned.*

*These are just our tips and you can help us with your very helpful tips!!!*

***Arrival and departure( new rules will send separately)***

***Please escort your child into the building and sign your child in.***

***At pick up time, please direct yourself to the appropriate staff member and make your presence known. You may then sign your child out.***

***Please be in control of your child during drop off and pick up times.***

***No one other than the parents or authorized persons will be permitted to pick up your child without prior arrangement. The provider must be notified in advance and have written authorization (Alternate pick-up form-you can print it from website or at the day care).***

***Identification will be required when releasing a child to anyone other than the known parent/guardian.***

***Food***

 ***Each day*** we provide Breakfast Lunch and Healthy Snack***.*** *Parents provide food for every day in infant’s room.*

*For infants: formula and baby food supplied by parents.*

***If your child has food allergies and/or is on a restricted diet, please inform the Bambi’s staff accordingly. If your child would prefer, you may send an alternate or additional snack from home.***

***Nap/rest time***

***All children will be offered a nap/rest period (Check the Daily Schedule)***

***No child is required to sleep during this time, but all children must remain quiet.******In order to be considerate to all children, please do not drop off or pick up children during the nap time (except special occasion- doctor’s appointment, grandparent visits and etc.)***

***Learning and Fun***

***We know that all children learn through play, that is why the children receive lots of both free play and structured-play, and also, they enjoy the group and individual activities throughout each day. Also, we are planning indoor and outdoor activities every day (check the Daily Schedule). Every month you will receive the letter about kids activities .***

***Indoor activities include: books, circle time, story time, Legos, music and dancing, singing, drawing, painting, coloring, art projects, Play Dough , choice time (playing with kitchen and food, Dress up, Mr. Potato Head, dolls, animals, cars, trucks, trains, puzzles, flash cards, and etc.) and much more.***

***Outdoor activities include : running, climbing, sliding, jumping, balls, water balls, tunnels, play games , painting, water table, racing, ride-on toys, exploring nature/ weather, neighborhood walk and etc.***

***For ages 24 month and younger: throughout each day we practice on large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing, and talking, which ever developmental stage your child to be in. Infants and young toddlers learn through play, where we are using flash cards, books, numbers, shapes, colors, the alphabet, blocks, age-appropriate toys, music and much more.***

***For ages two through five: we offer a structured preschool curriculum, which full of entertaining and educational activities where kids will enjoy art and craft projects, games, songs, finger play, storytelling, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. All projects will be taken home to share with family and friends.***

***We know that children learn BEST by “doing”, that is why we are keeping them busy and happy!***

***Toilet Training***

*Toilet training is based on each child individuality.*

 *Generally, children who are ready for training should be:*

*☺ Dry between diapers changes, dry at naps, dry at night*

*☺ Capable of lowering and raising their pants*

*☺ Be able to express the need “to go” to the bathroom*

*☺ Exhibit control of their bladders and bowels.*

*When your child is successfully trained at home, based on the criteria listed above with*

*only occasional “accidents”, then your child is ready to train at childcare.*

***Medication:***

*We will not administer medication.*

***Illness***

*In the interest of all children, it is best to keep a sick child at home if they have any of the following conditions:*

*********Rash***

*********Fever above100 F or persistent headache***

*********Excessive cold and/or cough***

*********Vomiting/Nausea***

*********Diarrhea***

*********Lice or nits***

*********Discharge from eyes or ears***

*********Sore throat or severe coughing or severe runny nose***

*********Persistent or excessive crying***

*Cold will judged according to their severity. An ill child must be able to participate in all planned activities for the day or he/she not well enough to attend childcare for the day.*

 *If a child should become ill during the day, you will be called and asked to make immediate arrangements to pick up your child. In the event you are unavailable, your emergency contact person will be notified to immediately pick up.*

*A child may not return to childcare until they are free of fever, vomiting, diarrhea, etc. for at least 24 hours.*

*If your child is on antibiotics for any reason, they must remain at home for 24 hours before returning to childcare.*

*If a child* ***contracts*** *any of the following diseases,* ***PLEASE*** *report it to us immediately.*

*The child may not return to Our Child care without a doctor’s note stating that the child presents no risk to himself/herself or to others.*

***TABLE OF EXCLUDABLE COMMUNICABLE DISEASES***

|  |  |  |
| --- | --- | --- |
| **Respiratory Illnesses** | **Gastrointestinal Illnesses** | **C Contact Illnesses** |
| Chicken Pox | Campylobacter | Impetigo |
| German Measles | Escherichia coli | Lice |
| Hemophilus Influenza | Giardia Lamblia | Scabies |
| Measles | Hepatitis A\* | Shingles |
| Tuberculosis |  |  |
| Whooping Cough |  |  |

***This policy will be strictly enforced as it really helps all our children remain healthier.***

***What to keep at Day Care***

⮚*1complete change of clothes that is labeled with child’s name.* ***(2 changes of clothes for children who are being toilet trained)***

⮚ *1 sweater or sweatshirt for changeable weather (labeled with child’s name)*

⮚*Diapers, wipes and diaper ointment or Vaseline-we’ll let you know when we need you to send more(don’t forget to sigh the Permission slip )*

⮚Crib sheet and blanket (for infants), or nap sheet for cot and blanket (for bigger kids)

⮚*Sipping cup (labeled with child’s name)*

⮚Sleepers or comfortable shoes

⮚If your child would like to bring a security “snuggle” item for quiet time, he or she may, but the “Snuggle” items should stay in child’s bag/cubby until quiet time.

***As a parent enrolling my child in Bambi Child Care, I agree to:***

***Check***

***Inform of changes in my home/work/addresses/phone numbers***

***Inform if some other than the parent will pick up my child (sign up the “Alternate pick-up form”***

***Inform if my child contracts a contagious disease***

***Pick up my child immediately if notified that he/she is ill***

***Be prompt or let us know if you will be absent or late***

***Pack extra clothes and dress my child appropriately for the weather, daily activities, or for her/his special needs (if in diapers or toilet training, make sure that you have change of clothes)***

***Work with teachers on toilet training, weaning from bottle, etc.***

***Tell us if something has happened that may affect your child (went to bed late, the move, separation of parents, etc.)***

***Discuss food allergies and restrictions***

***Keep your child’s immunizations current***

***Pay on time!***

***It will be in everyone’s Best interest if WE maintain an open and honest communications and treat each other with respect. If you ever have any concern about your child or the care your child is receiving, PLEASE share I with us so we can reach a satisfactory solution for everyone.***

***We believe that this is a partnership in which We share the same goal - the Healthy development of your child in loving and learning environment.***

***\*The signature of the Parent(s) to this contract/agreement also indicates that they’ve agreed to abide by the written policies of Bambi Child Care. And the Director may change written policies from time to time.***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Parent’s Name***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Parent’s Signature***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Director’s Signature***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date contract signed***

***Thank you for trusting us with the care and education of your child in Bambi Child Care.***