Bay Country Learning Center

PARENT HANDBOOK

[](about:blank)

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*Draft*

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\***MISSION OF STATEMENT\***

At Bay Country Learning Center, we believe in the value and uniqueness of each child we serve. Our childcare experience designed to promote each child`s own individual social, mental, emotional, physical and cognitive development.

As caregivers and educator`s, our mission is to provide a safe and developmentally appropriate learning environment, which foster`s a child`s natural desire to explore, discover, create and become a lifelong learner.

**Philosophy**

Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating and encouraging; We focus on the building of a very strong, stable, well- balanced foundation of the emotional, social, cognitive, mental and physical skills of each child. We also design challenging activities that will meet the needs of each child to accomplish their goals and be more than prepared for Elementary School and becoming very productive in the world.

It is our goal to always appear and remain a very professional learning center that offers much more than the average daycare. We go a step further for our children, take initiative to really get to know them, know their needs, wants, desires and goals. We go beyond the call of duty, when it benefits our children and take much pride in all that we do for them. We love children, we love educating them and being the greatest Role Models for them. We are their first start! Their beginning to all they will have to face in Elementary School and the world. They are the future! We take that very serious!! We will be our best and always do our best for every child to accomplish being the very best they can be, doing the very best they can do, having the highest self-esteem, a strong will and never giving up or in. They will be winners and survivors, among all their other great accomplishments.

**Diversity**

We welcome every opportunity to expand the child`s views of the world as a place rich in many cultures. Races, religions and customs. The Bay Country Learning Center is open to all families, regardless of ethnicity, religion and sexual orientation. We will work with families to provide an inclusive preschool environment for all children. Diversity extends to the family structure as well, and we are committed to the philosophy of treating all family situations equally and without bias. Bay Country Learning Center is a non-discriminatory program; therefore we respect all family`s religious traditions. We encourage you to share your family`s traditions with our children and staff.

**Societal Values**

The theme of gender/racial equality and respect for the earth are an integral part of our philosophy and demonstrated in the following ways:

* We use non-gender specific titles such as; `fire fighters` and `police officers`.
* We expose children to non-biased professional role models through literature, dramatic play and special classroom guest.
* We incorporate environmental awareness and respect in all areas of the curriculum.

**Child Care and Your Child**

Our Child Care Center is an extension of your home. Child Care begins the first years of your child’s school life. These are the most important years because each child is at a very impressionable age. We will provide a learning environment with love to stimulate interest in all children.

We welcome all children of all abilities that are or will be a part of the Bay Country Learning Center. They are given opportunities to interact with one another in a developmentally appropriate environment. We offer a balance of child initiated and teacher directed activities reflecting all interest of our children, their languages and cultural backgrounds.

Children are curious by nature. They are active, love to explore, ask questions and investigate. Children learn though play which is the heart of our child care curriculum. Learning is accelerated when children are exposed to a wide variety of stimuli in an environment where they have plenty of time for spontaneous play. Young children form concepts from real life experiences of their own. Later on, the basis children gain from these experiences can be used to understand and grasp generalities. Our Center will provide most of your child’s learning through first-hand experiences. Learning will take place though educational toys and games, field trips and special visitors.

Children have their own style of learning at their own pace. Some children require more time to experiment with cause and effect or to socialize with other children. Some children move rapidly though their intellectual, social and physical stages and seek new challenging experiences. What is most important at our Center is that each child will be given all the time he or she needs to master his or her learning process.

**Hours of Operation**

Bay Country Learning Center is open from 7:00 a.m. until 6:00 p.m. Monday through Friday. During the school year all children should aim to be present in their classrooms by 9:30AM. Please let us know if you are running late via the Brightwheel app or a phone call. The cut off time for accepting children in the morning without a doctor`s excuse or emergency (limited) is noon. Please understand that if you come in that late, the Teachers of children who are 2+ years old will not be able to revisit lessons already completed earlier in the day.

**Enrollment Procedures**

Any child between the ages of 6 weeks and five (5) years old will be eligible for enrollment. You will meet with the Director / Assistant Director of the Center. We encourage you to spend time observing the classroom and asking any questions that you may have. Completing all the required forms and paying the required fees completes the admissions process. Together, your Enrollment Agreement and the Parent Handbook complete the written contractual relationship between your family and Bay Country Learning Center. Please contact the Director / Assistant Director with any questions relating to the policies and procedures of the Center.

Enrollment is on a first come first serve basis. We offer prospective families the opportunity to join our waitlist for a fee of $100. You will be registered into our Brightwheel platform and your fee will be charged via Brightwheel Invoice. Payment will hold your place in line until an opening becomes available. Your $100 waitlist fee is not refundable, however, once a space opens up, the $100 will go toward your registration fee. It is incumbent on parents to reach out to the center each month to check on the status of their waitlist placement. We will contact families on the waitlist when an opening becomes available.

**Fees:**

In addition to a wait list fee, once enrolled, parents are required to pay a Registration fee of $150 per child minus any waitlist fee. There is also a $**150 Annual fee due each January for each child** that is enrolled at Bay Country.

Payment of Tuition is due the first of each month, unless that day falls on a Sunday or Holiday; and then tuition is due the following day. Tuition will be automatically debited from your banking account or may be charged to a credit card with an additional 2% processing fee; or you may pay via a check. Once tuition is paid there will be *No Refunds*. If tuition is not paid on time for any reason a $40.00 late fee may be charged to your account. For all outstanding fees not paid by the end of the workday Friday you will not be allowed to return until the account is paid in full.

**Returned Checks**

A $50.00 fee is charged for any check returned to the Center from your banking institution. We will not process checks more than once. A money order for the check, plus $50.00 will be expected immediately after you are notified that your check was returned.

**Forms**

**All forms must be completed prior to your child’s first day and submitted to the Director. NO EXECEPTIONS!**

Please fill out all center forms at the time of Registration.

\* Bay Country Learning Center Application for Admission

\* Enrollment Agreement

\* Financial Agreement

\* Emergency Form

\* Maryland State Department of Education’s required Health Inventory I & II

\* Shot Record Form

\* Discipline Procedures

\* Lead Form

**Disenrollment**

We, as educators of young children and you as parents, must work together for the best interest of the child. There are times and situations where a decision to remove a child from the center is for the best interest of that child and other children in the center. Please be aware that for the protection of the children, the staff and the center, there are occurrences and situations that may be grounds for immediate dismissal. Should this occur, a decision will be made that may include feedback from Parents and Teachers wherein the Director will contemplate the significance of the problem and make a determination if there is cause for dismissal. If it is decided that the center needs to enlist strategies that involve greater involvement from the family, or that other further action must be taken, this decision will be made between the Center’s Director and the Owner. Then, if after a reasonable time, the child and the parents cannot adjust to the strategies, rules and regulations of the Center, the Center reserves the right to request the withdrawal of the child; or terminate the enrollment.

When a parent would like to disenroll a child, a **30 day written notice is required** to be given to the Center. Until 30 day’s notice is given, the parent remains responsible for the monthly tuition payment. Children who are enrolled after the first of the month may be offered a pro-rated first month’s tuition.

**Vacations**

Family vacations do not affect parent tuition obligations. Parents should communicate their vacation plans with as much notice as possible to Bay Country Admin to support the center’s planning.

**Holidays and Professional Days**

A list of holidays that Bay Country will be closed is provided at the beginning of each school year, in August.

Tuition will not be pro-rated for holidays.

**Late Pick-Up**

At 6:00 p.m. the Center is *Closed* and all children should be picked up by that time. We realize there are unforeseen instances where you may not be able to arrive by that time. However, we expect that alternative arrangements be made to pick up your child, as per your contact. A $15.00 fee is due every 15 minutes (or fraction thereof). This fee must be paid to the office at the time of pick-up. In some circumstances, a Bay Country Admin may waive the initial late fee.

**Severe Weather**

Please call the Center to make sure that the staff has arrived before attempting to bring your child during severe inclement weather. The Center will make every attempt to be open during snow or extreme weather. In the event of localized severe weather, disaster or state of emergency, Bay Country may close. If an emergency forces a closure while children are in the Center, we will contact you immediately Via Brightwheel. Tuition payments remain the same during inclement weather.

**Bay Country Learning Center Security**

**Signing Your Child In/Out**

Children arriving at Bay Country Learning Center are required to be in the presence of an adult until they are received by a staff member. All children must be walked into the Center and be signed in, daily. This is very important!

**Drop Off/Pick Up**

Children will only be released to their parents or by an adult who is at least 18 years old and listed on your emergency card. Only those individuals listed as authorized pick-ups are allowed to pick up your child (this person will be asked to show ID). In order for your child to be released to a person other than the parent/legal guardian or authorized pick-up, permission must be given in writing to the office.

**Security Precautions**

Bay Country Learning Center has implemented security measures for entering the building by implementing a pass-code to access the front door. **Parents, despite your natural inclination to politely hold the door for those who approach the front door behind you, please be mindful not to hold the door for anyone whom you do not know is a parent to support our security protocol.** This code will be changed intermittently to maintain the code’s security There is also a video surveillance system in place outside viewing the Center’s common grounds. Each Classroom is equipped with Nest Cameras. These Nest video clips are used for internal review only; and as a means of improving our instructional practices.

**Privacy Policy**

Under no circumstances are Bay Country Learning Center employees permitted to provide any information about your child (including whether the child is enrolled at the center or if he/she is in attendance at the center on a particular day or at a particular time) unless you have provided written authorization for that person to receive such information. Only you and the other individuals you include on the *Emergency Information Form* will be provided personal information about your child, unless you specifically tell us otherwise in writing.

**Parent Custody and Visitation**

If a family member is denied custody of or visitations rights for, a child, or if those rights are in any way limited by a court order, please provide a copy of the related legal documents to the Director. We will store your documents in your child’s file and will treat them as strictly confidential. If we do not receive copies of all relevant legal documentation, we are not legally able to prevent any parent from visitation and pick up of his/her child. However! We will make every attempt to contact the alternate parent.

**Bay Country *Curriculum:***

***Brightwheel’s EarlyLearning :***

## The new-to-our-center Experience Early Learning Developmental Continuum gives us a curricula that works as a map to child growth. The research-based Developmental Continuum of Skills that guide it clearly explains learning benchmarks for children from birth through age eight. We will use this continuum of skills to understand where your child is developing in his or her learning journey. It is a NAEYC recognized curriculum that is RESEARCH-BASED. (Brain and early childhood research provide the groundwork for designing the developmentally appropriate and proven to be effective experiences for young children.) All our children ages 2 and above will receive the benefits of Experience Early Learning resources. Our teachers will integrate the same skills and coding system to cite the learning objectives for given projects or activities every day. This allows our educators and our parents to consistently assess skill development across multiple curricular tools.

***FROG STREET***

Bay Country Learning Center uses the Frog Street Curriculum in tandem with Experience Early Learning Curricula. The Frog Street Curriculum is another research-based, comprehensive curriculum that addresses the unique strengths and challenges of families in childcare. Through the themes and activities found in the curriculum, your child will explore a well-rounded balance of learning experiences and have many opportunities to develop important skills needed to be successful in school. The Frog Street Curriculum includes developmentally appropriate goals and objectives for children within four main categories of interest: social/emotional, physical, cognitive and language.

A wide range of topics will be discussed this school year, including the following:

* Family, Fire Safety, Down on the Farm, Good Health, Christmas and many more

As a center, we use these principles to help make decisions about the care and education of the children. The teachers use their knowledge of child development, the knowledge of children’s individual needs, strengths and interests, and the knowledge of the social and cultural context within each child.

**SELF-DIRECTED LEARNING: Inspired by Reggio Emilia framework of learning**

Our teaching methodology is often based on the spontaneous interest of the child and consists of first-hand experiences (sensory, explorative, investigations, manipulative and creativity). Our use of Experience and Frogstreet curriculum offers children the opportunity to learn about subjects in which they may have an innate interest or may not have even known they would be interested in. The staff will reinforce and extend their experiences to include all areas of learning which the children begin to explore.

During the child’s formative years, a tremendous amount of basic information is acquired. This information serves as the foundation for further school success. We provide a program that is consistent. Your child’s day is balanced between active and quiet periods. Periods of learning are gradually lengthened to match your child’s growing attention span. Our classroom structure is free without being too permissive. This allows ample opportunity for your child to listen and gain understanding, to learn to follow directions and to work and play with peers.

**Developmental Skills and Concepts**

*Language Arts*: Activities will follow a language experience approach. Early literacy skills both auditory and visual memory, left to right progression and letter recognition. Basic reading skills, fine motor development for pre-writing skills, listening and verbal communication skills.

*Science:* These activities are aimed at encouraging observations, comparison, exploration, testing inquiry and problem solving.

*Math:* Developmental experiences such as sorting, comparing and order. Playful lessons will develop skills in counting, number recognition and shape relationships.

*Art:* Art is a creative process that allows for choice, exploration and imaginative expression sin a pleasant supportive atmosphere. Each child’s work is uniquely different from another’s. A variety of materials will be used.

*Creative Movement/Drama:* This is an area of developing language and spontaneous play. Creative dramatics can take many forms in which children use sensory-motor abilities to gain skills in body control, rhythm, temp, timing, following directions and group cooperation.

*Nutrition and Health:* Body awareness, nutritional health habits

*Foreign Language:* Knowledge and understanding of Spanish and sign language.

*Music:* Develop appreciation, participation and responsiveness. Musical competencies such as listening, performance, rhythm and creativity will be introduced.

*Thinking and Gross Motor Skills:* Thinking games motivate children to develop cognitive skills within a play situation. When involved, children are learning to identify, classify and apply skills learned. Gross motor skills contribute to physical and mental health by strengthening muscles and helping to free children from tension. Social development is aided when the children cooperate and learn the positions of leader and follower. Self-concepts are enhanced as children gain motor skills and feelings of success and enjoyment.

These skills and concepts for two, three and four-year olds give a clear picture of pre-academic goals that children are expected to develop. Children will study the same topics but in ways that are of interest to and appropriate for their level of growth. We use developmentally appropriate materials that are accessible in promoting several stages and levels of exploration and learning. The total involvement of children, teachers and parents in learning and working together with materials that will reflect children`s interests, culture and language; support children of all abilities; are rotated and geared to help children develop and grow to their fullest potential.

With the Frog Street Curriculum ALL children of all abilities that are at or a part of the Bay Country Learning Center are given opportunities to interact with one another in a developmentally appropriate environment. We offer a balance of child initiated and teacher directed activities reflecting all interest of our children, their languages and cultural background.

The Frog Street Curriculum offers a diversified level of learning materials developmentally appropriate to meet the needs of each and every child of all abilities, for them to explore, learn, grow in all aspects of their interest, cultures and languages. We provide ongoing assessments and observations and anecdotal records, as well as interaction with the parents to stay informed of what is needed for the child, including any IFSP/IEP information to observe the child`s progress through portfolios and checklist designed for and aligned with the curriculum. All of our activities provide opportunities for whole group, small group and individual learning experiences that include sufficient time for transitions, including reading and literacy opportunities.

***Programs:***

***Infants Program*** The Infants are learning all about their world each and every day. Our goal is to ensure that not only are children’s basic needs being met but they are meeting developmental milestones as well. We provide a developmentally appropriate environment in which we take great care to facilitate their development in all areas (cognitive, physical, socio-emotional, and language).

***Toddler Program*** The toddler years are very exciting with a lot of developmental changes and issues that are specific to this age. We aim to provide a program that enhances a child’s learning experiences through play and exploring their environment. Therefore, our “learning through play” program offers a balance of structured and unstructured activities. The children will have a chance to participate in dramatic play, art, circle time with songs and stories, indoor and outdoor play. We will also focus on early literacy, numeracy and science skills.

***2 & 3 Year-Old Program*** Our early preschool programs help to develop independence and confidence in a bright and colorful setting. This is a setting that encourages a sense of community and at the same time, we help your young child adapt to daily routines and positive daily habits. Your child’s day will be filled with activities based on a program grounded in early childhood fundamentals. Your young learner will increase their language ability, practice early counting skills and learn to cooperate with friends through group activities.

***4-Year-Old Program*** Our Pre-Kindergarten Program prepares your child for real life skills as they are nearly ready for school. They can understand simple math, spell and print their first names, and participate in show and tell. They are eager to recall events from a story and describe every detail in a photo. We prepare children with lessons on letters and words, math concepts and valuable social skills that last a lifetime. It's not all work and no play. We ensure plenty of time for independent play, dance and music, as well as small and large group activities. Let us guide your young learner through the final stretch toward kindergarten.

**Our Staff**

Each staff member at Bay Country Learning Center has been chosen for his/her capacity to love; and the educational training, creativity, enthusiasm and passion for caring for young children. Each staff member is interviewed with our philosophy and your child in mind. The staff will continue training yearly by attending professional workshops, conferences and college classes that Bay Country often sponsors. To give your child the best, our staff is evaluated regularly so we can maintain the highest quality educator. If you, as a parent, ever has a question or a concern, please feel welcome to share your thoughts confidentially with Bay Country Admin so that the Center can address them proactively.

**Parent Involvement**

We welcome visits from Parents anytime. We schedule parent conferences per year for the parent and teacher to come together for the better benefit of the child`s needs. We also have Back to School / Curriculum Night where parents are welcomed, informed about the details of our program and updated on all the upcoming events. We encourage your help with field trips and appreciate your involvement in special projects such as our “Parent/Child Activity Day” Halloween Parade, Summer BBQ, Tea Time with Dad and many others at Bay Country Learning Center. Our Directors and Staff are here to support you as well as your child/children.. If you have any questions or concerns, please feel to contact the Center.

***Nutrition:***

In serving morning and afternoon snacks, our program provides whole grains, fresh fruits and/or vegetables at least four times a week, and limits fat, sugar and salt in foods served by the program. We do not offer a lunch program, but monitor meals provided from home and supplements as necessary to ensure that children are receiving nutritious well-balanced meals and snacks.

***Outdoor Play*:**

Physical exercise is an integral way to enhance children’s health, motor skill development and social skills. At Bay Country Learning Center, children will go outside everyday unless it is raining, very cold or excessively hot. We also partner with Amazing Athletes, included in your tuition and fees, wherein we supplement a Gym Teacher, with the well-respected Coach Jimmy and his team weekly in the summer.

**In the Classroom**

**Dress Code**

Children are encouraged to wear comfortable, functional and practical clothing for running and playtimes. Closed-toed shoes are required year around. Sandals, flip flops, crocks and jellies are not acceptable footwear for kids on the go. Socks and tennis shoes are the best footwear both for comfort and safety. Velcro and slip on shoes are permitted.

**Personal Belongings & Change of Clothes**

Accidents will happen. Please bring a complete change of clothes including socks and underwear in a plastic bag labeled with your child’s name. If your child has a special animal or toy used for nap time, please label those items. Children are not allowed to lay on cots that are not covered, so please make sure your child is comfortable during his/her nap by bring the required covers.

**Day-to-Day Routine**

Each classroom has posted the daily routine as required by State regulations. We encourage you to refer to your child’s daily routine and engage in conversations with your child/children about their day.

**Toilet Training**

We will work with you and your child to promote consistency in toilet training between home and the Center.

**Rest Time / Nap Time**

Daily, children are given a period to rest quietly on their cots with their blankets brought from home. We will never force children to sleep, but encourage them to respect those children who do take naps.

**Discipline and Re-Direction**

Discipline is maintained in a positive manner. Staff uses positive behavioral supports and strategies. Clear rules and expectations are established with input from the children, throughout Bay Country Learning Center. We provide the children with choices, use redirection, reflection and problem-solving methods. Physical punishment will NEVER be used. No child will be subject to cruel or severe punishment or verbal abuse. No child will be denied food, toileting or rest privileges as punishments. No harsh or profane language or implied threats promising physical punishment, nor threats will be used.

**Positive Guidance**

Young children crave consistency and structure. They thrive in an atmosphere where they are given plenty of choices and a few simple rules to follow. It is my belief that children need space and opportunity for play in order to interact with friends.

Our goal in guiding children is for them to move towards controlling their own behavior. We avoid using negative techniques that will damage the child`s god feelings about themselves or others.

We begin by arranging the environment to prevent discipline problems. This includes planning interesting activities, not asking the children to be still too long, and meeting their needs for food, rest and active play.

When children do misbehave, we positively guide them in finding a better way to solve the problem. If your child has had a difficult time, the staff will give you a verbal or written note which summarizes your child`s day. We will then work together with the family to assure consistency at home and at school in working with the child, and all will be discussed in a confidential manner that is respectful to your family.

**Our Methods of Positive Guidance Include:**

* Encouraging children to solve problems through use of words
* Learning to acknowledge feelings and associate feelings with actions
* Redirect children to focus on a different activity or different to handle situations in a positive manner.
* Tell children what they can do, rather than what they can`t do
* Continual focus on building self-help skills in order to strengthen self-esteem and positive self-image
* Positive reinforcement and acknowledging appropriate behavior that should be continued in the future
* Assisting childing in planning actions and language for similar situations in the future
* Modeling kind, patient, and gentle actions, words and behaviors

**Behavior Management**

In the event that a child displays inappropriate behavior on an ongoing basis, the Teacher will discuss this matter with the Director. The Director will then observe the issue at hand and have a meeting with the parents to discuss the issue. In the event that such efforts of the parents and staff at Bay Country Learning Center do not improve, disenrollment of the child may occur. If a child jeopardizes the health or safety of another child or members of the center’s staff, disenrollment will occur immediately.

**Biting**

Child care experts agree that biting is not uncommon among young children, primarily because of lack of their communication skills. Children who engage in this behavior typically stop through the guidance and direction of family and teachers. Our staff handles biting incidents by redirecting children from the situation. If another child is bitten, we immediately wash the site with soap and water and fill out an Incident Report notifying the parents. Disenrollment may occur if there is no improvement in the behavior after all other efforts have failed.

**Field Trips and Special Visitors**

To enhance your child’s day to day learning experiences, field trips will be planned. Parents may be asked to chaperone on some of these field trips. Forms giving information on the cost of the field trip and permission slips will be sent home with the child’s daily paper before an upcoming trip. Buses provide transportation for field trips.

**Birthdays & Photography**

Birthdays are very special and we would love to celebrate with your child. Please contact the Director prior to bringing in a special snack. Typically, it is the center’s preference to allow only store-bought “School-safe” cakes/treats to be brought into the Center for safety reasons..

Class and Individual photographs will be taken by a professional photographer and will be available for purchase. We will let you know in advance when the sessions will take place. The signed Enrollment Agreement must be obtained in advance of admission. This allows us to photograph your child and permits us to use their images outside of Brightwheel and in our socials to highlight the center or a classroom’s experience and activities.

**Screen Time Policy**

Bay Country Learning Center understands that TV and other electronic media can get in the way of exploring, playing and interacting with others which encourages learning and healthy physical and social development. Television, computers and other media devices are used when directly related to facilitated learning experiences. Therefore, we will restrict screen time by:

1. Allowing a maximum of 15 minutes total per day of educational and age appropriate screen time (television, video and DVD).
2. Not allowing any screen time during meals and snacks.
3. No screen time for children under age 2.

**Emergency Procedures**

**Parent/Guardian Emergency Notification**

All parents must fill out an emergency card that will be kept on file at Bay Country Learning Center. It is the parent’s responsibility to keep the information accurate and up to date; and we encourage parents to update their emergency contact information into Brightwheel as well. The Center must be kept informed of the location and phone number of at least one parent and two standby contacts. Please inform the contacts that they are on your emergency contact list.

**Health & Safety**

Our first priority at the Bay Country Learning Center is providing a healthy, safe learning environment for all children at all times. Children/Staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health and safety of other children in the classroom; or a child is experiencing any of the following conditions:

* **Fever** of 100 or greater, until 24 hours system free without fever reducing medication
* **Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing.**
* **Diarrhea** (not associated with diet changes or medication) (Two (2) instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not infectious by a licensed health care professional. Blood in the stools not explained by dietary change, medication or hard stools
* **Vomiting** (one instance) the child can return has been resolved for 24 hours or a health care provider has determined the cause for vomiting is not contagious and the child is not in danger of dehydration (This does not apply to a child that is eating at the time of vomiting and may have eaten too much, etc.)
* Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness.
* Mouth sores with drooling, unless a health care provider determines the sores are not contagious
* Rash until a physician determines that these symptoms do not indicate a communicable disease
* **Pink Eye** (conjunctivitis) after treatment has been initiated for 24 hours
* **Head Lice** from the end of the day until after first treatment
* **Scabies** until after treatment has been completed
* **Tuberculosis** until a health care provider states that the child is on appropriate therapy and can attend child care.
* **Impetigo** until 24 hours after treatment has been initiated
* **Hand Foot Mouth** until sores have dried and completely crusted and no fever exist
* **Strep Throat** until 48 hours after initial antibiotic treatment and cessation of fever
* **Chicken Pox** until all sores have dried and crusted
* **Pertussis** until 5 days of appropriate antibiotic treatment has been completed
* **Mumps** until 9 days after onset of symptoms
* **Hepatitis A Virus** until 1 week after the onset of illness
* **Measles** until 4 days after onset of rash
* **Rubella** until 6 days after onset of rash
* **Unspecified Respiratory Tract Illness Accompanied by another illness which requires exclusion**
* **Herpes Simplex** which is uncontrollable drooling

A child who becomes ill while at Bay Country Learning Center must be removed from the classroom in order to limit exposure of the other children to communicable disease until the parent arrives.

Bay Country Learning Center reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that child is not contagious.

We are a community, and we expect parents to treat their decisions regarding sending their children in to be with other children to be based on responsible health checks at home. If a child is showing symptoms of being unwell, they should not be sent in to be cared for by our teachers.

**Medications**

Medication will only be given to a child with a written note signed by a Physician. That also includes over the counter medications such as cough medication and children’s Motrin or Tylenol. The Health Inventory Form is included in the entrance packet. All medication must be in its original container and labeled with your child’s name, physician’s name, dosage instructions and method of administration. Sunscreens and topical lotions may be applied as needed underwritten parental consent in the Enrollment Agreement.

**Accidents and Injuries**

It is not uncommon for children to have bumps and bruises from time to time. Any serious injuries that occur at the Center will be reported immediately by telephone. Any minor injuries that occur at the Center will be reported to the parents on an accident/incident report form which will be placed with your child’s daily papers that are picked up at the end of each day. **The form requires your signature**, thereby letting us know that you have been made aware of your child’s accident.

**Special Needs**

Early childhood inclusion embodies the values, policies, and practices that support the right of every infant and young child and his/her family, regardless of ability to participate in a broad range of activities and context as full members of families, communities, and society. The desired results of inclusive experiences for children with and without disabilities and their families include a sense of belonging and membership, positive social relationships and friendships, and development and learning to reach their full potential. The defining features of inclusion that can be used to identify high quality early childhood programs and services are access, participation, and supports.

**Definition of Early Childhood Inclusion**, excerpted from: \*A Joint Position Statement of the Division for Early Childhood (DEC) and the National Association for the Education of Young Children (NAEYC), April 2009”

Our goal is to meet the needs of every child at the Bay Country Learning Center by acknowledging that all children have their own special needs at one time or another. We are often the first educators to identify these needs, and we see facilitation of early intervention services as a critically important aspect to our work with young children. We closely watch the development of all children in our care and, should we have a question, we will take the following steps. Throughout this process, we ensure that the confidentiality of every child is protected,

* We will document and note when behaviors seem outside the developmental range over time for children of this age (through anecdotal notes, and samples of work) and meet with the Director.
* We will contact the family and communicate our concern in writing and verbally. We will request their permission to arrange for a screening. If the family agrees, we will help to coordinate a screening through the appropriate school system or agency for that family.
* If the family refuses to pursue a screening or consult with their child`s school system, and the need presented by the child requires additional programmatic resources, families may be asked to assume the cost of those additional supports of their child`s inclusion in the program. The Director will be responsible for the hiring and supervision of the additional staff.
* If the screening indicates an area of concern in a child`s development, teachers, director and parents will meet with the special needs coordinator for that school system or agency and develop a plan for the child in writing.
* These plans typically will involve modifications to our classroom environment or practice, and guidance will be provided to teachers to support their work.
* In some cases, a school system may recommend that a child be enrolled in a different program, where there may be more resources available to provide early intervention.
* In some cases, certain adaptations to our program may be impossible (an additional teacher at the cost of the family, for example) and we may recommend a different placement for the child. Please know that whenever possible, we will draw upon all resources to meet the child`s needs.
* The Bay Country Learning Center may determine that we are not able to serve the child. Staff and Administrators will let the family know as early in the year as possible if this is a possible outcome, so that the family can pursue other placement options. The family will be notified verbally and in writing.
* The program has three considerations when asking a child to leave: a) has implementation of strategies over time resulted in improvement, or have the concerns persisted or escalated? b) Is the program able to meet the needs of the individual child and the needs of the group as a whole? c) Is there a safety issue regarding the child or other children in the classroom? Each case is considered on a case-to-case basis, and the program will apply every recommended strategy to support the child`s progress before considering termination.

**OUR POLICY FOR INCLUSION OF CHILDREN WITH SPECIAL NEEDS IS AS FOLLOWS:**

* Bay Country Learning Center will integrate children with disabilities and other special needs (such as chronic illness) and children without disabilities in all activities possible.
* Children with special needs and their families shall have access to and be encouraged to receive a multidisciplinary assessment by qualified individuals, using reliable and valid age and culturally appropriate instruments and methodologies, before the child starts in the facility. The multidisciplinary assessment shall be voluntary and focus on the family`s priorities, concerns, and resources that are relevant to providing services to the child and that optimize the child`s development.
* The individualized Family Service Plan (IFSP) or Individual Education Program (IEP) and any other plans for special services shall be developed for children identified as eligible in collaboration with the family, representatives from the disciplines and organizations involved with the child and family, the child`s health care provider, the staff of the facility (depending on the family`s wishes), and the agency`s resources and state laws and regulations.
* If a child has an IEP or IFSP, the Director will be responsible for coordinating care within the facility and with any caregivers and coordinators in other service settings, in accordance with the written plan.
* A child with special health care needs shall have a special care plan on file that includes emergency contact information, health provider, triggers, signs and symptoms of the condition and treatment instructions.
* In all cases, we place the best interest of our children and families at the center of all plans, and work with the family and with the community partners to ensure that the best plan is developed.

*Photography & Videography*

Unless an exception has been requested in writing by parents, it is our understanding that you accept that photographs/videos of the children in our program may appear in marketing Social Media forums from time to time, on our website, Instagram and Facebook site. There will not be any compensation for using these images. Your child’s photos and videos will also be communicated via Brightwheel of his/her experience in the center. There is a release that addresses the use of pictures on Socials in the Enrollment Agreement.

**Preparing for the First Day**

**First Day Checklist**

Infants & Toddlers Any suspected or known allergies, Current infant schedule of naps and meals can be written as a message in Brightwheel, Required forms, Family Photo, Change of Clothes, Diapers if applicable, Formula or breast milk, Pacifier, Sippy cup or bottles, Wipes, Required Forms, Cot Sheet and Blanket for Toddlers, Lunch for Toddlers

Preschool Rest time Items, Change of Clothes, Family Photo, Required Forms, Cot Sheet & Blanket

It’s normal for children to feel anxious when they enter a new situation. As a Parent, you can tremendously help to make this transition go as smoothly as possible. By sharing a positive attitude about Child Care, chances are your child will as well.

**Please feel free to contact Bay Country Admin with any questions or concerns you may have.** [**Renee@baycountrylearning.com**](mailto:Renee@baycountrylearning.com)[**Kelly@baycountrylearning.com**](mailto:Kelly@baycountrylearning.com)

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