



# **PARENT HANDBOOK**

**1233 Colonial Park Drive**

**Severn MD 21144**

**443.413.5230**

**[beautifulbutterfliesccc@gmail.com](mailto:beautifulbutterfliesccc@gmail.com)**

## **I. About the Center**

Welcome and thank you for choosing BBCCC. This handbook contains procedures and rules put forth to ensure complete transparency between the BBCCC and the parents. Please read it thoroughly and feel free to ask any questions or concerns that you may have.

BBCCC believes that quality childcare is an important aspect for every family. The staff at BBCCC bases its philosophy on each child's total development. We provide an enriching atmosphere which enables the child to develop Spiritually, socially, emotionally, physically and cognitively. We offer a learning environment which provides developmentally appropriate experiences designed to stimulate these areas of growth. The children are involved in first hand experiences and opportunities for self-exploration and discovery. They are encouraged to explore the world around them through free play and directed activities. Learning through play is the heart of our curriculum. Daily lesson plans are introduced through structured themes with the children's interests in mind. Through play children learn about themselves, others and the world around them.

Children develop and learn on an individual basis. Working with children in small groups enables them to receive the personalized attention they need to excel. Also, it allows our staff the opportunity to observe and meet the individual needs of each child. Our program offers each child the individual care, attention, nurturing and love, which is necessary for healthy growth. We value the individuality of each child by recognizing these differences and offering personal care and attention in a group setting.

Involving families in our program is a top priority. This helps children, parents, and our staff to make the strong connection between home and center. We are an extension of the family, developing a partnership where sharing support, ideas and genuine love for children is of the utmost importance. BBCCC we have an open-door policy; which means you are more than welcome to come and go as you please. You are free to drop off or pick up your child any time during the day. You are also welcomed to come visit, eat lunch, and participate in daycare activities.

Communication is an essential aspect of our partnership. As we welcome each new family into BBCCC, it is very important that you know that we welcome your questions, concerns, and feedback. Sensitive issues will be discussed in private.

Thank You,

BBCCC Staff

## **II. Curriculum and Developmentally Appropriate Activities**

Does your child have an IEP/IFSP. If yes parents it is at the discretion of the parent to provide the childcare provider with a copy. This will support the child by equipping the childcare provider and support staff with the necessary tools towards the child's individual goals.

The curriculum provides for all areas of a child's development including physical, social, emotional and cognitive. Curriculum planning is based on teacher's observations and recordings of each child's special needs, interests and developmental abilities. Classroom environments are designed for the children to learn through active exploration and interaction with adults, peers and materials. Learning activities and materials are concrete, real and relevant to the lives of children.

Each program provides for a wide range of developmental abilities and interests which are increased in difficulty and challenge as the children develop understanding and appropriate skills. Multicultural and nonsexist experiences, materials, activities, and equipment are provided for children of all ages.

According to the regulations there are technology viewing Restrictions. Except as set forth in §B(4) of this regulation, a child in attendance who is: (a) Younger than 2 years old may not be permitted to view any passive technology; and (b) 2 years old or older may not be permitted to view more than 30 minutes of age-appropriate, educational passive technology per week. (4) Exceptions. (a) An occasional exception to the weekly passive technology viewing limit set forth in §B(3) of this regulation may be made for a special event or project, including a holiday or birthday celebration, or for educational content that is related to the family child care home's curriculum. (b) If an exception to the weekly passive technology viewing limit is made, a written record of the exception shall be made and retained on file that documents the: (i) Nature and duration of the programming viewed; and (ii) Reason for the exception. (5) No child may be permitted to view any: (a) Passive or interactive technology during a meal or a snack; or (b) Media with brand placement or advertising for unhealthy or sugary food or beverages.

### **INFANTS AND TODDLERS:** 6 weeks - 2 years of age

Infants and toddlers begin to develop an understanding of the world around them through their senses and physical actions. To develop these skills our infant/toddler program is designed with various age appropriate experiences and exercises which will help your child develop at his/her own speed. These areas include sensorimotor, psychomotor, language development, cognitive development, large and small motor skills, and social and emotional development. The children are spoken, sung and read to frequently, have many different objects in their environment to see and touch and have many opportunities to develop their fine and gross motor skills.

### **TWO YEAR OLDS:** 2-3 years of age

Two-year old children are beginning to develop social skills, enlarge their vocabulary, and test their independence. To develop these skills, our program for this age group offers

a group experience which recognizes the special needs of each child. The children have many opportunities to explore and learn about the environment. The children are spoken to frequently and are encouraged to participate daily in individual and group conversations. Toilet training, dealing with frustration, encouraging self-help skills and providing successful age appropriate experiences to enhance the child's self-concept is part of the two-year-old curriculum.

**PRESCHOOL:** 3-5 years of age

Our preschool program offers a balance of free play and structured individual and group activities which gives the children a well-balanced preschool education. At this age children are developing more intimate peer relationships, asking questions about the world around them and developing self-discipline and control. To enhance these skills our program offers activities and experiences in the areas of science, math, beginning reading and writing experiences, large and small motor skills, dramatic play, block play, creative and movement activities. Each child is viewed as a unique person with an individual pattern and timing of growth and development. Different levels of ability, development and learning styles are considered when developing appropriate activities for this class. Children can select many of their own activities from among a variety of learning areas prepared by the teachers. This classroom continues to enhance reading and writing skills to prepare each child for kindergarten. Children are provided many opportunities to develop social skills such as cooperating, helping, negotiating and talking with each other to solve problems.

**ACTIVITIES:**

We know that children also learn through play, because of this we do not underestimate its importance on a growing child's mind, body, and spirit. Therefore, the children under our care receive lots of both free-play and structured-play throughout each day. During structured-play we primarily have only one group of toys or activity out a time to allow the children to concentrate fully on each thing they do. Activities that we and children participate in include but are not limited to the following:

**Indoor activities include:** books and story-time, Legos, circle-time, tumbling exercises, music and dancing, dress up, play food, interactive stuffed animals, car/trucks/planes; arts and crafts, puzzles, flash cards, animals, trains, musical instruments, balls, dolls and Barbie's, various learning toys, musical instruments, various games, various learning toys, blocks, bead string, sing along story books, painting, science, board games, and singing.

**Outdoor activities include:** climbing, sliding, jumping, running, swinging, jump rope, racing, water balloons, catch, bubbles, squirt bottles, various games, water table and water games, neighborhood walks, exploring nature/weather, soccer, and falling. As you know children play hard and will get some bumps and bruises from time to time. We do our best to limit the amount of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. During summer months, we allow for more outdoor

activities and creative art projects. Weather permitting, we play outdoors every day.

### **TRANSPORTATION:**

Occasional trips, off-site activities and errands will take place. Parental permission slips are required to transport your child.

### **NAP TIME:**

The infants will be allowed to nap according to their own bodily needs. The infants sleep in provider provided cribs and the toddlers sleep on mats. Our goal is to have two different age groups (24 months and older, younger than 24 months) sleeping on the same afternoon nap schedule. Although nap time may vary according to our daily activities, usually it is from 12:30pm – 2:30pm. Children younger than 18 months may take a morning nap, while children 6 months and younger may need a third nap during the day, which can be incorporated in to their late afternoon schedule. *The state guidelines require that all the children under the age of five have at least a two-hour rest period every day. No child will ever be forced to sleep; however, they are encouraged to remain quiet and on their mat during this time.*

For the children sleeping on mats, please send a crib sheet, pillow, and two blankets that can be kept at the daycare for your child. If necessary, crib sheets, pillow covers, and blankets must be taken home on Friday for laundry and returned Monday.

### **GUIDELINES – WHAT IS ASKED OF CHILDREN:**

1. No coloring on anything but provided paper.
2. No playing in the bathroom.
3. No name calling, foul language, or yelling.
4. No hitting, kicking, pushing, pinching, biting, spitting, or pulling hair.
5. No pulling or picking of plants, grass, trees, or flowers.
6. No picking-up, pulling, pushing, poking, or squeezing babies.
7. No playing with wires or other electronic equipment.
8. Take turns and share.
9. Help clean up.
10. Laugh, smile, play, and be happy.

### **BEHAVIOR MANAGEMENT and DISCIPLINE:**

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness, and to be respectful to others. We do not believe in corporal punishment, humiliation, or shaming tactics to discipline children. In order to help children, we use a variety of techniques aimed at empowering the young individual to control conflicting situations

whether internal or external. We will explain the unacceptability of inappropriate behaviors, give them choices, demonstrate appropriate behavior, and have the child demonstrate that he/she understands. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior
2. **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
3. **Time Out:** The child is separated from the group for an age appropriate amount of time (one minute per one year of age). The technique is only used when a child repeatedly disobeys to our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting oneself, others, or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
4. **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

### **TOILET TRAINING:**

We are more than happy to encourage potty training if the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. *Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups.* Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

## **III. Program Policies**

### **INCLUSION POLICY**

BBCCC welcomes any child regardless of race, sex, creed, color, religion, or national origin. We create learning experiences to support each child's growth and development. This program serves every child, including children with disabilities or special health care needs. We are an inclusive program that implement practices and policies that optimize the learning experiences for all children enrolled in the program. Special education service providers are always welcome into BBCCC to support the children.

**ADMISSION POLICY/ ENROLLMENT:**

All forms received must be completed and returned prior to enrollment. The following forms are required by Maryland State Law and need to be completed prior to placement:

- The Emergency Information/Enrollment Card
- Health Inventory and Addendum
- Medical and Immunization records
- Emergency Medical consent form (must be notarized)
- Signed Contract

It is the parent’s responsibility to keep the immunization form up to date. According to state regulations this form must be updated and returned to BBCCC within 24 hours of receiving shots. You are required to keep us informed of any changes in address, telephone numbers, and other pertinent information listed on any/any/all the above forms. Please inform us if your child has ever had fever related seizures, or other serious medical conditions or food allergies.

**STATE LICENSING REQUIREMENTS:**

BBCCC is licensed and complies with all applicable licensing regulations and standards. These standards relate to our child care center, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our home is subject to inspection by state, and city health, fire, and licensing officials.

**HOURS OF OPERATION:**

BBCCC is open from 7:00 AM to 5:30 PM, Monday thru Friday. No arrivals after 10am excepted unless a notice has been given and agreed upon with provider. Also, with the exception of vacations, sick leaves, and following holidays:

**Holidays:**

- |   |                                   |
|---|-----------------------------------|
| New Year’s Eve                          | New Year’s Day                    |
| Birthday of Martin Luther King Jr.      | Washington’s Birthday/President’s |
| Day Memorial Day                        | Juneteenth                        |
| July 4 <sup>th</sup> / Independence Day |                                   |
| Labor Day                               | Friday after Thanksgiving         |

Thanksgiving Day

Christmas Day

**Note:** If the holiday falls on a Saturday daycare will be closed the Friday before, if the holiday falls on Sunday, daycare will be closed the Monday after. This is subject to change to our discretion and we might be open. So please check with us.

The provider shall designate at least one substitute who is available on short notice to care for the children. Monique Denson has been approved as the provider substitute. She has followed all guidelines to obtain such approval.

### **FINANCIAL AGREEMENTS:**

There is an annual, non-refundable \$50.00 registration fee for each family. This fee is payable on the anniversary that the child enters care. There is a \$5.00 fine for each day that registration dues are late. Parents are notified in advance and in writing when registration fees are due.

**Fee Schedules:** Child Care fee is due the Monday of the week for which care is provided. A late fee of \$20.00 will be added each day until child care fee is paid in full (on or before close of business Monday). Wednesday is the latest payment can be given. If payment is not paid by Wednesday, the child cannot attend until the child care fee as well as late fees are paid in full.

**Late Fees:** There is a late fee charge of \$20.00 for every 15 minutes or part thereof beyond closing time. The late fees are due at the time of pickup and are payable in cash.

**Check Charge:** Parents will be charged a fee of \$35.00 if a check is returned for insufficient funds. After 2 returned checks, center will only accept cash as payment.

Class	Price Per Child
Infants 6 weeks-2years	\$300.00
Older Toddlers 2 -3years old	\$250.00
Preschool 3-5 years old	\$250.00

**Terms of Enrollment:** To officially hold a child care enrollment slot, we require an initial registration fee of \$50.00 along with a holding fee. This holding fee is equal to one week of child care (both registration fee and the holding fee are non-refundable if the child does not enroll).

### **SICK/PERSONAL DAYS:**

As strong as our immune system has become over the years, we unfortunately still get sick from time to time. Because of this we allot seven sick/personal days per year. We also use these days for our continuing education classes (CPR, Pediatric First Aid, etc.) to keep our childcare license in good standing. We will provide as much of a notice as possible if such situations arise.

### **VACATIONS:**



We allot ourselves three weeks of vacation a year. The dates of our vacation will be notified at least two weeks in advance. **Regular payment rates apply for our vacations, your vacations, weeks with holidays, and provider's sick/personal days.** Please keep in mind that we work year-round over 11 hours/day and that we are limited growth business, with limited income.

**Note:** Parents are responsible for finding back up care for their children during provider vacations, holidays, and sick/personal days resulting in the daycare closing.

**INCLIMENT WEATHER:**

BBCCC follows Anne Arundel County Public Schools if closed, delayed, or early dismissal, the daycare will be as well. Should the daycare not open, or close early because of severe weather conditions, full tuition is due as per the contract. For early dismissal parents will be notified and will be given two hours to pick up child (ren).

**ABSENCES:**

When children are absent from the center, whether due to illness or vacation, there is no reduction in tuition. No adjustments are made in tuition for missed days, holidays or snow days.

**TERMINATION POLICY:**

The first two weeks will be regarded as trial period, in which case either party may terminate the contract without notice. After the first two weeks of enrollment, two weeks of written notice from parent or provider is required to terminate the contract, except for gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and then parents will pay all legal and collection fees incurred.

**ARRIVAL and DEPARTURE:**

Each day, please send your child clean, well dressed, and ready for the day with all of child's necessary supplies needed for that day's care. It is normal for some children to have difficulty separating from parents, or cry when being dropped off. Please try to be brief (no more than 5 minutes) during drop-off times; the longer the departure the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed. Please be assured that if your child is having a difficult time settling down and is crying for a prolonged period, we will contact you. Please be in control of your child during drop off and pick up times.

**RELEASE OF CHILDREN:**

Your child/children will not be released to anyone except those indicated on the enrollment and emergency form. Parents must leave the names and telephone numbers of authorized adults who can be contacted in the case of an emergency. No one under age of 16 will be allowed to pick up your child. If there is an exception due to emergencies, you must bring a written release note with that person. Identification will be required. Parents

will be contacted. It is your responsibility to update or add/delete the emergency contact list that we have in the office.

### **SICKNESS POLICY:**

Parents agree to keep their child/children at home or seek alternative care arrangements for the following conditions:

- Pain - any complaints of unexplained or undiagnosed pain
- Fever (100°F/38.3°C or higher)
- Sore throat or trouble swallowing
- Unusual or unexplained headache or stiff neck
- 3unexplained diarrhea or loose stool in close increments
- Nausea, vomiting or abdominal cramps. The child will be kept at home until all symptoms have stopped.
- Severe itching of body and scalp
- Known or suspected communicable diseases.
- Any discharge or drainage from eyes, nose, ears, or open sores.

When a child becomes ill, we will make the child comfortable in a quiet place where he/she can rest and will be closely supervised away from the other children. Parents will be notified immediately and agree to begin making alternate work arrangements or arrangements for alternate care. If your child is seriously ill, you or an alternate must come for the child IMMEDIATELY. If we cannot reach a parent, we will call an emergency contact listed on the registration form or 911 may be contacted depending on the seriousness of the illness.

### **MEDICATIONS:**

Prescription medications will only be given to a child in care with the following conditions:

- First dose is always administered at home.
- Parent gives written permission to the center, with full instructions as to dosage, and times to administer medication. (forms are available from the office for this purpose)
- All prescribed medications must have the child's name on the prescription bottle.
- Non-prescription medications will be administered as per recommended dosages on medicine bottle.
- We can only give one dosage per illness per day.

### **FAMILY CONFERENCES:**

Families of the children enrolled in BBCCC can reach me via telephone, email, text messages or when they are retrieving their children for the day to schedule a parent conference. I offer two conferences a year. The child's year anniversary with contract renewal is one mandatory conference to discuss your concerns and your child's progress and action plan.

## **SUPPLIES NEEDED AT THE DAYCARE:**

Parents are responsible for supplying the following items. Supply items are listed below according to the age of your child. Please make sure you label your child's item clearly.

### **Infants:**

- Labeled Seasonal Blanket (for cots only)
- 1-2 weather appropriate clothes (include shoes & socks) with child name labeled inside them.
- Labeled Diapers/Wipes/Creams
- Several Bibs/Burp Cloths with child name labeled in them
- All food, milk, formula, jar food
- Utensils to serve baby food
- Appropriate Tupperware for heating up food (as needed)
- Family Picture

### **Toddler/Two's:**

- 1-2 weather appropriate clothes (include shoes & socks)
- Labeled Underwear/Diapers/Wipes/Creams
- Labeled Seasonal Blanket
- Labeled crib sheets
- 2 Labeled Bibs
- 2 Labeled Sippy Cups (for water/milk)
- Family Picture

### **Preschool:**

- 1-2 weather appropriate clothes (include shoes & socks)
- Underwear/Diapers/Wipes/Creams
- Labeled crib Sheet & Seasonal Blanket
- Family Picture

Your child's crib sheet, blanket, and pillow cover should be taken home every Friday, and washed and returned to daycare the following Monday. There is a good possibility that your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. We are not responsible for replacing stained or soiled clothing. Furthermore, we suggest you write your child's name on tags of their clothing (especially socks and underwear) to prevent any clothing mix-ups. Also, the daycare will not be responsible for any lost or damaged jewelry.

## **MEALS**

Nutritional meals will be provided to the children at approximately 8:00 am in the morning and at 12:00 pm in the afternoon & am & pm snack.

## **BREASTFEEDING**

Breastfeeding is allowed on the premises. Here at Beautiful Butterflies, I offer a space to breastfeed, access to water and access to a restroom. You are free to come and breastfeed anytime during the day.

## **PETS**

Beautiful Butterflies Childcare Center has a no pet policy.

## **VOUCHERS**

You are responsible for the cost of childcare until vouchers are paid in full. There are no exceptions. Once voucher payments are received, any over payments will be applied to future childcare tuition payments. NO REFUNDS will be provided by BBCCC.

## **CONTRACT ADHERENCE**

**Please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary.** We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. When we do make a change to contact you will be given a copy.

## **A FINAL NOTE**

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures, it is important that you express that to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. **Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.**

**Note:** By signing the Parent-Provider Contract/Enrollment Application, it is understood that all the policies and procedures of BBCCC handbook are understood and agreed upon. Please see attached contract.

Dear Parents,

Does your child have an IEP/IFSP YES\_\_\_\_\_ NO\_\_\_\_\_. If yes please provide the childcare provider with a copy. This will support the child by equipping the childcare provider and support staff with the necessary tools towards the child's individual goals

Please read and sign this agreement:

I understand that BBCCC at 1233 Colonial Park Drive, MD under the following conditions:

- I hereby agree to comply with the rules and regulations of the BBCCC regarding attendance, health, parking, clothing and other items specified in the parent handbook issued by the center.
- I am aware of the scheduled school holidays, vacation policies, and all the financial agreements.
- I agree to provide written notification to BBCCC two weeks prior to the date of withdrawal. I understand that failure to submit a written notice two week prior to withdrawal will result in a charge of two weeks tuition.
- In cases of non-payment, I assume full responsibility of all the legal and collection fees incurred.
- I accept financial responsibility for all the charges on my child's account and agree to comply with all financial policies for all the period that my child is enrolled at the BBCCC.
- I understand that my child is subject to dismissal if I fail to fulfill this agreement.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

My signature below certify that I/We have read, understand, and will comply with the all of the above terms, and provisions as well as the policies outlined in the parent handbook.

Signed \_\_\_\_\_  
(Mother or Legal guardian)

Signed \_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_  
(Father or Legal guardian)

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

