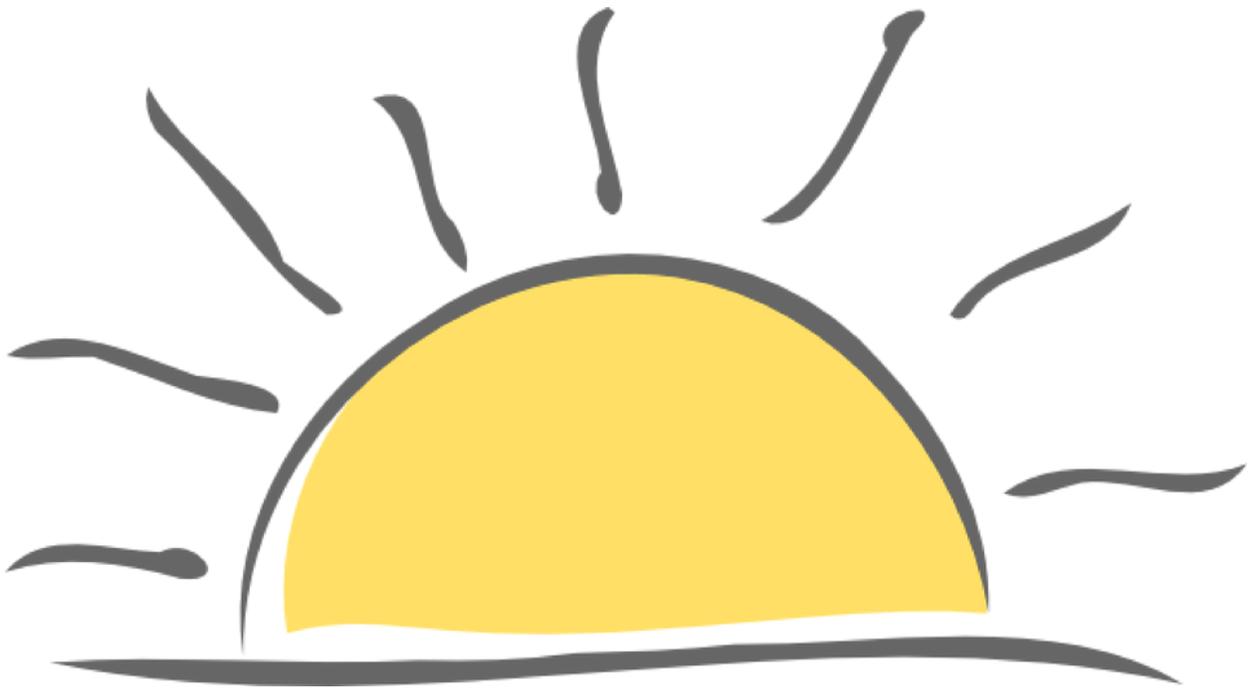


BLESSINGS BY DAY CHILDCARE
PARENT HANDBOOK
POLICIES AND PROCEDURES



Mailing Address
P O Box 654
Oneonta, Al 35121

Oneonta Location
Director: Nisa New
40 Tidwell Hollow Rd
Oneonta, Al 35121
PH: 205-625-5437

Blountsville Location
Director: Kasi Payne
67889 Main Street
Blountsville, Al 35031
PH: 205-429-5437

Cleveland Location
Director: Katherine McMillian
36177 State Hwy 79
Cleveland, Al 35049
PH: 205-274-0776

Our Staff

All staff members are carefully screened. Each applicant must complete a physical exam, tb test, finger printing and criminal background check in addition to complete reference checks. All staff must be at least 19 years of age.

All members are required to meet a minimum of 12 hours early childhood training annually, in addition to infant/child CPR and first aid training.

Safety First

Our staff will provide each child with a safe, loving, and happy learning environment. All activities, equipment and facilities will be of the highest quality and safety standards.

Statement of Purpose

Here at Blessings our number one priority is the kids. We want to make sure your child learns and grows to the best of their ability here. We will provide three nutritious meals a day. Your child will learn, exercise, share, be friendly and loved while under our care. Every child is treated equally no matter what! If your child has special needs, we will work with them to the best of our ability. If you are ever in doubt about anything going on with your child, please speak with the director or your child's teacher.

Registration /Withdrawal

- All ages from birth to 12 years will be able to enroll regardless of race, color, creed and religion.
- Required to enroll:
 - Current certificate of immunization
 - Signed checklist
 - Complete enrollment form
 - Registration and tuition paid
 - Free and reduced meal forms
- Please come by and tour our facility and anytime to view and get registration information.
- We request a 1 week notice on withdrawing your child. If you do not do this, you will be financially responsible for an additional week.
- We reserve the right to refuse service to anyone
- You are responsible to pay childcare weekly. You owe even if your child does not come. If you get behind late fees will be applied to your account.
- After one year of full-time childcare, you will be eligible for a week vacation. Tuition will be ½ price for that week.
- We reserve the right to refuse childcare to any child whose conduct or parent/guardian conduct is deemed disruptive or harmful to overall wellbeing of our center's children and staff.
- We ask us that you keep us informed of any changes regarding address, telephone numbers, places of employment etc.

- If there are any individuals that can't legally see your child, you must provide paperwork stating such. Children will only be released to persons designated by parents/guardians on the enrollment form. A photo ID is required for persons picking up your child. **UNDER NO CIRCUMSTANCES WILL A CHILD BE RELEASED TO SOMEONE NOT ON THE FORM.**

About our Daycare

- We will be open from 6 am to 5:30 pm Monday through Friday
- There is a mag lock on the door for the safety of the children. This will be open from 7 am until 8:30 am and 4:30 pm until 5:45 pm. Anyone coming in and out of the center between those times will have to be buzzed in.
- We have a 9:30 am drop off time unless you bring a doctors note from where you went to an appointment.
- There are camera's set up in every room of the building, playground, and parking lot. This is for the safety of your child and teachers.
- *If an incident occurs where film needs to be reviewed, it will be reviewed by the owner and director. There will be no recordings of the incident given to parents or guardians.*
- We will close the following holidays:
 - New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, *Veterans Day*, Thanksgiving, and the day after, Christmas Eve and Christmas Day
 - Full tuition is due on holiday weeks unless posted.
 - There will be a friendly reminder of the upcoming holidays posted
- In the event of power failure or loss of water we must close, and the children be picked up ASAP.
- Sign In / Sign Out sheets will be located by the entrance. You must sign your child in and out daily. **NO INITIALS**
- We will provide breakfast (until 9 am), lunch and an afternoon snack. These will be well balanced meals and comply with the food and snack patterns established by the USDA.
- In the initial registration packet, you will be asked about any food allergies your child has. **PLEASE MAKE SURE TO FILL THIS OUT COMPLETELY** All food allergies must have a signed note from a doctor on file.
- Please do not bring outside food or beverages. You can bring cupcakes and juice boxes on birthdays and when we have parties
- Our discipline policy is as follows our goal is to recognize children for positive behavior with special notes and praise. If a child becomes unruly, we will redirect the child and remove the child from the situation. If the behavior continues, we will use verbal warning if it continues, we will use time out. If the problem continues the child will be taken to the director or assistant director. We will never spank, shake, push, slap or otherwise physically punish the child we will never yell, threaten, use profanity, or otherwise verbally abuse the child.
- Tuition is to be paid by check, money order or cash. Receipts are written for cash payments only. If you pay by check, we need a copy of your driver's license on file. Also, if a check is

sent back, we charge a \$35.00 fee and if you have more than 2 bad checks you will be put on cash or money order only status

- Payments are due Friday for the upcoming week we will remind you Monday and charge \$5.00 fee per day until tuition is current.
- Closing due to inclement weather will be made by the director or owner when needed. Also please try and have your child picked up within an hour of the text or phone call seeing as our staff needs to get home safely also.
- Absolutely **NO SMOKING OR VAPING** in or around the center.
- Nap times are as follows infants nap at their own schedule. 12 months to 3 years old will lap down at 11:30 and get up by 2, 3-5 years will lay down at 12 and get up by 2. School kids do not have to lay down.
- If your child pulls the fire alarm, there will be a \$75.00 fee charged to you for fixing it.

Parent's Responsibility

- Formula, bottles with water, ready to feed formula (bottles must have lids)
- Diapers, wipes, pull ups (\$5.00 charge for using daycare diapers)
- 2 changes of clothing to go in cubby (to be changed out by season)
- 2 blankets for nap time (to be taken home to wash on Fridays) If you forget blankets, we can provide a set but if it becomes to be reoccurring there will be a \$5.00 blanket fee
- Make sure your child's name is on everything
- Parents/Guardians will be responsible if your child destroys and daycare property intentionally (this includes pulling the fire alarm \$75.00 fee)
- Children of certain ages can bring devices. School kids can bring them anytime and 3/4/5 can bring a show and tell on Friday and some like to bring tablets. With that in mind we are not responsible if the tablet is broken. (You need to let your child know only they can play with it)

Health Policies

- If your child is running a fever (100.4 or higher), vomiting or diarrhea please don't bring them to daycare. If this develops while at the center, they will be sent home and need to be picked up within the hour.
- Eye drainage or eye redness
- Two watery diapers
- Unidentified rash
- Head lice and nit free
- If the above occurs, they must be 24 symptoms free or have a doctor's excuse to return
- Children with chicken pox may be admitted back to the center once sores have dried up
- All medications will be administered by the director or assistant director only when a medication form is filled out and signed and dated by the parent
- Any over the counter medication is not allowed

- All medications must be brought in the original container with specific instructions of how to administer it. Nothing can be brought in premade (like already in the syringe). If medication is only required twice a day, we will not administer it, you can do that at home.
- Diaper rash cream will require a doctor's note. The doctor must write a note stating the child needs diaper rash cream when the child's bottom is red (as needed will not be accepted by state). The note needs to be written for a 2-year time, so you do not have to get a new one each week. The note must list the name brand of the diaper cream as well. Also, you must put on the medication administration form how much to apply (ex: a dime size amount)
- Medication forms are valid for one week only (prescribed)
- Medicine that is brought with no form will be discarded. Medicine that is left will be discarded. We recommend only administering once no more than twice a day

Discipline/Safety

- Step one is to redirect the child from the situation in a positive manner
- Step two is to use a verbal warning
- Step three is time-out (1 minute per age of child)
- Step four the child will be brought to the director or assistant for additional time out
- Corporal punishment will never be administered on your child in extreme cases you may be called to pick up your child. You or someone on your list must arrive within 1 hour to avoid a \$25.00 fee.
- If you have a question or concern, please schedule a meeting with the director or through your child's teacher. Please remember our staff members stay extremely busy. If you need to speak with them beyond brief conversation, please schedule a time with the director.
- We will communicate with you through notes that will be put in your child's cubby.
- Biting is developmentally appropriate for toddlers unfortunately this may happen at the center. Please be assured that we work hard to avoid biting situation. If a child bites two times in a five-day period. First offensive is a one-day suspension, second offense three-day suspension and third offensive is a one-week suspension.

Van Procedures

- We will be responsible for after school pick up at Oneonta School
- If the school closes for inclement weather, we will get the children and you will still have an hour to pick them up if we close as well.
- If your child is absent from school, please notify us so we aren't waiting for them in the car line. If you don't notify us and we must wait more than twice in a school year, there will be a \$5.00 fee
- If we run more than one load, we will get the younger children first
- If problems arise with the van and it can't run it will be your responsibility to get your child from school. You will be contacted by us if this happens.

- We go on field trips with ages 4 and up please make sure you leave a booster seat if your child still needs to sit in one.

This handbook has been written for the benefit of the center and your child's care. Please read the handbook and if you have any questions feel free to contact us.

PRICE LIST

- | | |
|-------------------------------|---------------|
| ● CHILDREN IN DIAPERS | \$125.00 |
| ● POTTY TRAINED | \$115.00 |
| ● AFTER SCHOOL | \$60.00 |
| ● BEFORE / AFTER SCHOOL | \$70.00 |
| ● DROP IN FEE FOR SCHOOL KIDS | \$15.00 a DAY |

- \$10.00 DISCOUNT FOR SECOND CHILD (only for full time kids)
- \$25.00 REGISTRATION FEE (PAID ONE TIME)
- \$1.00 PER MINUTE PER CHILD AFTER CLOSING (6 PM)
- \$0.25 PER MINUTE FOR OVER 10 HOURS
- \$35.00 RETURNED CHECK FEE
- \$5.00 Blanket Fee if not brought in on Monday
- \$5.00 Diaper fee for using daycare diapers after the parent has been notified and didn't bring any.
- Childcare is due weekly, and you are responsible for paying even if your child does not come.
- If your child is subsidy and you do not swipe your card and we don't get paid you are responsible for paying that week

Emergency Preparedness & Response Plan

In the event of severe weather such as tornadoes, flash flooding, snowfall, blizzards, ice storms and earthquakes the center will remain open. Should the events get too intense, or we foresee the weather to be extreme we will close the center. If this happens while we are open parents will be notified and have ample time to have their children picked up. Phone calls will be made, and messages will be sent out through text, brightwheel and posted on social media.

Evacuations due to hazardous materials, spills and gas leaks the children will be taken to the back playground as far away from the building as possible where parents will be notified to come pick their children up.

For fire and tornados, we will follow the procedures that are posted in each room.

In the event we must go on lockdown the children will go to the room they would for a tornado drill. All doors will be locked, mag locks will be set, and the police will be notified of the situation. Once the lockdown is lifted parents will then be able to pick up their children.

Should we have to relocate the children from the center the following will be the plan.

- o Oneonta will load children in the van and go to the depot in town by the baseball fields. Each load will require a teacher traveling in their personal vehicle to sit with the kids as the van goes back to get more children. The teachers may carry children in their personal vehicle with them if we have parents' permission.
- o Blountsville will have Jessica bring the van from Oneonta and start taking children to the park in Blountsville. Each load will require a teacher traveling in their personal vehicle to sit with the kids as the van goes back to get more children. The teachers may carry children in their personal vehicle with them if we have parents' permission.
- o Cleveland will have Jessica bring the van from Oneonta and start taking kids to the pavilion at the Cleveland Park. Each load will require a teacher traveling in their personal vehicle to sit with the kids as the van goes back to get more children. The teachers may carry children in their personal vehicle with them if we have parents' permission.
- o Once everyone is at the safe place parents will be contacted as to where we are and how they can pick up children. Every staff member will have a job during this process. The director and nursery teacher will get the babies. The toddler, 2-year-old teacher, 3-yearold teacher, pre-k teacher and school kid teacher will oversee their class. The cook will make sure to have the sign out sheet, first aid kit and backpack of supplies for the kids.

Should the center loss power, heat/air or water for more than 1 hour we will shut the center down and call parents to start picking their children up as soon as possible.

Any child that is sent home due to an illness will sit in the office with the director or in the classroom by the teacher away from the other kids until they are picked up. Babies will stay in their crib until picked up. Once the child has left the center everything will be sanitized and cleaned where they were. Per state guidelines once we have had (2) or more of the same illness a sign will be posted for the parents to be made aware off.

In the event of any of the emergency's staff will have the access to use their personal cell phones to help notify parents of the situation.

Shelter in place for Oneonta will be the depot.

Shelter in place for Blountsville will be the park.

Shelter in place for Cleveland will be the parks pavilion

The number one thing to remember should any of these emergencies take place is to remain calm for the kids.

Parents, please understand that should anything happen, you will be notified once we have the children safe.

o EMERGENCY NUMBERS

Emergency/Fire	911	DHR (state intake)	866-528-1694
Police Station	205-625-4351	Blountsville Water Company	205-429-2495
Allgood Town Hall	205-274-7138	Blountsville City Hall	205-429-2406
Alabama Power	205-625-3151	Cleveland Water Company	205-274-9650
Allgood Water Company	205-274-7138	Cleveland Town Hall	205-274-9640
Poison Control	800-222-1222		

I have read and understand the Blessings childcare handbook.

Parent/Guardian Signature

Date

This page is to be filed in the child's file.