

Brittany's Family Daycare

Provider: Kerry Benny

**500 W Main St.
Middletown | MD 21769**

240-490-5711 (H) | 240-533-6344 (M)

Policy Handbook

1. Attendance/Rates /Payments/Late payments (See Rate sheet for more info):

- A. There will be a \$10 per day late charge assessed for each day payment is not made after the payment date. \$10 per day late fee also applies to any outstanding balance if a partial payment is made. Receipts will be supplied by the Provider upon payment. In the event that a check is returned because of insufficient funds, a \$40 fee will be charged to the Parent and future payments must be made by cash or money order. All late fees must be paid immediately.
- B. Payment obligation is based on the weeks or days you have reserved with the Provider, not the actual hours of attendance. Payment for all reserved time is due whether or not the child actually attends during those hours.
- C. Unless there are documented extenuating circumstances and with the agreement of the provider, fees will not be reduced during holidays and absences due to your child's illness or any other reason.
- D. A non-refundable one-week registration deposit is required to reserve a space for your child. This one-week deposit will be used towards the last week of your child's enrolment. A annual \$ 55.00 registration fee is required for each child per school year in September.
- E. Late Pick-up fees
 - (i) Brittany's Family Daycare closes at 6:00 pm. There will be a charge of \$1.00 per minute per child for each minute past 6:00 PM.
 - (ii) For Part time/After Care your pickup time will be agreed by Provider and Parent. There will be a charge of \$1.00 per minute per child for each minute past the designated pick up time.

2. Release of Child:

- A. Only the individuals listed on the emergency contact form are authorized to pick up your child from the Provider.
- B. The Provider will not release your child to other individuals without prior written notice and appropriate proof of identification.
- C. If custody is not shared by both Parents, the custodial parent must furnish the Provider with a certified copy of the court order or written agreement confirming that the other Parent does not have the custody of the child.

3. Holidays closings:

- A. Brittany's Family Daycare will be closed on holidays as set out on its school year calendar. Closures are as follow:
 - 1. New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving (Wednesday, Thursday & Friday) Christmas Eve, Christmas Day, Day After Christmas, New Year's Eve.

2. If the holiday falls on a Saturday or Sunday, the weekdays prior or after the holiday Provider will be closed.

4. Inclement Weather Closing:

Provider follows the Frederick County Public School (FCPS) closings/late openings for inclement weather and other emergency situations. Provider also reserves the right to close on snow days even if FCPS does not.

5. Vacations and emergency closings:

A. When a Parent takes a vacation the Parents are requested to provide at least a 2-week notice prior to your vacation. Parents are allowed 1 (one) week vacation per year at half rate. All other vacations during the same year will require the full rate to maintain your child's spot in childcare. Childcare fees are due prior to the vacation.

B. The Provider is entitled to two (2) weeks' vacation per year. Provider will provide 2 weeks' notice or more prior to vacation closures. The Provider will also be closed for emergency situations & funerals at Provider's discretion. Parents will be alerted as early as possible in the event of emergency closings and where needed, are responsible for finding substitute childcare.

C. Regular tuition rate applies during emergency and other closings.

6. Termination:

A. The Agreement can be terminated by either the Provider or Parent with a written notice during the first two week start period.

B. Unless the Agreement sets a definite duration of childcare, the Parent agrees to give the Provider **two weeks written notice** if he/she wishes to withdraw the child. If the Parent does not give such notice, any advance money paid may be retained by the Provider without limiting the Provider's other legal options. Likewise, the Provider will give Parent two week' notice before termination. There will be a 2 week trial period during which any party can terminate the agreement without giving a reason.

C. Brittany's Family Daycare also reserves the right to cancel the enrolment of a child for the following reasons:

- Non-payment or excessive late payments of fees
- Physical and/or verbal abuse of staff or children by parent or child
- Not observing the policies of the Daycare as outlined in the parental agreement and Policy Handbook.

7. Agreement Renewal:

The Agreement is valid until from start to end date at which time it will either be renewed or terminated. Your childcare rates may be subject to an increase each year upon renewal. At least a 30 day notice will be given prior to any rate increase.

8. Meals:

Brittany's Family Daycare provides your child with nutritious meals and snacks. If your child has food allergies, please provide a written description of the allergies and we will accommodate your child with an alternative. Provider will notify Parent if child is not eating his/her food.

9. Medicine & Illness Policy:

According to the MSDE / Office of Child Care Regulations, Brittany's Family Daycare can only administer medication to your child under the following conditions:

- With your written permission stating your child's name, dates and times of administration, dosage and your signature.
- At least one dosage of the medication must have been administered at home.
- Medication must be in the original container with name, dosage and expiration date clearly labeled.
- Topical creams can be applied with parent's permission.

The Provider cannot provide childcare services for ill or injured children according to MSDE Regulations. Please do not bring your child to the facility if he/she has one or more of the following symptoms:

- Fever of 100 degrees or over
- Dark yellow, green, or bloody discharge from the nose
- Yellow discharge from the eye
- Watery or explosive discharge from the bowel
- Vomiting
- Persistent stomach pain
- Non-allergic skin rash
- Excessive drooling and/or shortness of breath
- Wheezing on exhalation
- White, smelly discharge from genitals
- Seizures
- Excessive irritability and/or credible complaint of pain.
- Lice & nits

If your child becomes seriously ill or injured while at the facility, we will notify you as soon as possible, so that you can make arrangements to have your child picked up as soon as possible within 2 hours after being called.

NOTE: If your child becomes sick in the Provider's care with any of the above symptoms and has to leave, he/she cannot return until free from the symptoms for 24 hours.

10. Required Forms:

Brittany's Family Daycare requires you to complete the following forms:

1. MSDE Emergency Information Card
2. MSDE Emergency Medical Consent
3. MSDE Health Inventory (Lead test if applicable)
4. Current Immunization Record
5. Brittany's Family Daycare Agreement
6. Any other forms required by MSDE Office of Child Care

11. Supplies:

Provider will supply all the daily supplies for your child's play and learning. Your child may bring a toy or personal item from home but Provider is not responsible for lost, broken or damaged personal toys or other items. Your child is encouraged to share personal toys and other play items.

What to Bring:

Please remember to label each item that your child brings to school (Coat, sweater, hat, mittens, boots, diapers, wipes etc.).

Dress:

- Your child should be dressed for active and participatory play. Brittany's Family Daycare does not want a child's creativity hampered because he/she is wearing clothing that should not get dirty. A child's play is also their work.
- Your child should wear sturdy, protective shoes (no sandals or Crocs), which will enable him/her to run, climb, and ride bikes with ease.
- Children go outside most days, so please dress your child appropriately.
- In the winter, hat and mittens are needed every day.

12. Extra Clothes:

At all times, each child should have at least one set of seasonal clothes that fit – pants, shirt, underwear, socks — which should remain in the child's backpack.

13. Other Policies:

(i) End of Year Statement

Provider keeps record of Parents payments and will provide an end of the year statement.

(ii) Late Arrival

Children may not be received if more than 3 hours late without prior notice. Please call within 2 hours after reserved arrival time if your child will be late or not attending.

(iii) Change in Information

Parents please keep Provider updated on any change in address, employment, phone number changes or any emergency contact information.

(iv) Non-discrimination policy

Brittany's Family Daycare welcomes all children including any with special health care needs or a disability. Brittany's Family Daycare does not discriminate on the basis of gender, race, religion, nationality, language, or disability. Instead, children are exposed to various cultures and abilities in order to foster an appreciation for diversity & inclusion.

(v) Choking hazard items

Please do not bring candy, gum, balloons or money with your child, as these are a choking hazard to your child as well as the other children in the facility.

(vi) Individual Family Service Plan (IFSP)/ Individual Education Plan (IEP)

If your child is currently on an IFSP/IEP please provide a copy to Brittany's Family Daycare. Provider will work with any special health care providers or services that your child may need.

14. Child-Specific Information:

- A. Parent-teacher conferences are held two times per school year (fall and spring). The fall conference is an informal meeting for parents and Provider to have an opportunity to discuss the child's progress. For the spring conference, Provider will prepare an evaluation for the purpose of sharing observations and documenting the development of each child. At the conference, Provider and parents will discuss the evaluation and your child's developmental progress. A letter will be issued to each parent at least 4 (four) weeks in advance informing parent about the upcoming parent-teacher conference. A sign-up sheet will be placed near the front door for parent to sign up with specific time frames.
- B. If, at any time, you have special concerns, please feel free to contact your child's Provider via email, written note or call to leave a message. The Provider will respond as soon as possible.
- C. If you wish to talk to the Provider at length, you can email the Provider and, if needed, arrange a time to meet in person or over the phone.
- D. Avoid discussing issues or concerns in the presence of your child or other parents.
- E. Please communicate with Provider on any changes at home or within the family (ex: parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior and it is useful Provider to be aware of these developments. Brittany's Family Daycare will always respect your privacy.
- F. If your child is going to be out of school for any reason, please let the Provider know. Illnesses are especially important so that Provider can inform families of any communicable disease symptoms while maintaining confidentiality. Provider and children also miss a child when absent, so they would like to know that the child is okay.

15. Positive guidance policy (Discipline Policy)

We encourage positive redirection. Positive discipline teaches children where limits are set, how to maintain control of their bodies and how to problem solve in the event of a conflict. We encourage children to empathize with one another's feelings and understand the results of their actions.

We discourage inappropriate behaviour and "Time Out" is our last resort. If any child is to be in time out, it's always supervised by a teacher and time out is only 1 minute per age of the child. When time out is over, it is explained to the child why time out occurred and what behaviour is expected. No child is subjected to corporal punishment or physical discipline at any time. Discipline shall never be related to food, rest or toileting.

We will work with parents of children having difficulties in child care. Behaviour which disrupts normal classroom group activities on a frequent or extended basis may indicate problems requiring the attention of a professional or specialist. The Provider, with parental consent will take the necessary steps to refer the child to the Public Health Nurse or other appropriate places for a professional evaluation.

Children displaying chronic disruptive behaviour which is upsetting to the physical or emotional well being of another child may require the following actions:

1. Parents of the child will be called in for a conference to discuss the issues and identify possible solutions. A plan of action will be developed and agreed upon by the parents, staff, and a health/behavioural specialist.
2. The plan of action will be monitored and if not working, the parents will be called in for another meeting to discuss what is not working and develop another action plan.
3. If no progress has been made towards solving the behaviour, the child may be suspended from care. This suspension may range in length from the rest of the day to indefinitely.

Brittany's Family Daycare reserves the right to cancel the enrolment of a child for the following reasons:

- Non-payment or excessive late payments of fees
- Physical and/or verbal abuse of staff or children by parent or child
- Not observing the rules of the Daycare as outlined in the parental agreement

The use of physical force as a disciplinary measure is prohibited. This includes spanking, slapping, pinching, shaking, biting, pulling hair or arms, jerking, etc.

16. Screen Time Policy

Brittany's Family Day care understands that TV and other electronic media can get in the way of learning, healthy physical and social development, exploring, playing and interacting with others. Therefore we will restrict screen time as follows:

- Zero screen time (TV, video, and computer) for children under the age of two.
- Children age 2 and older a maximum of 30 minutes total per week of educational and age appropriate screen time (television, video, and DVD).
- No more than 15 minutes of educational computer time per day.
- Not allowing any screen time during meals and snacks.

Exceptions can be made for:

Special events and projects such as birthdays, holidays and educational purposes related to the day care curriculum.

- Where exceptions are made, written records will be kept of the nature and duration of the program viewed, and,
- Reason for the exception

Parents/Guardians will be provided a copy of the Screen Time Policy and records will be made available on request.