



# Parent Handbook

Best Buddies Learning Center

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The Shore Inc

Easton, Md

Enriching the life of each child one day at a time

(Updated: August 5, 2024)

## Table of Contents

Rates	3
Payment and Fees Policies	3-5
Holiday & Inclement Weather Closings	5-6
Health & Safety Policy	6-7
Illness Policy	7
Behavioral Practices	8-16
Potty Training and Proper Clothing Policy	14-15
Outdoor Play, Meal and Rest Time Policies	15-16
Incident Reports and Termination	16-17
Electronics Policies	17-18
CCS Voucher Policies	18-19
Infant Department Supply Requirements	19-20
Toddler through Pre-K Supply Requirements	20-21
Admission Agreement	22

## Easton Weekly Rates: Beginning June 3<sup>rd</sup>, 2024

<b>Enrollment Fee</b>	<b>\$100/per child</b>
6 weeks-23 months	\$385 per week
2 years old	\$290 per week
3-5 years old	\$250 per week

### Payment:

All tuition is to be paid on Friday no later than 10:00am for the upcoming week of care. **Tuition can be paid by money order, personal check, or ACH through the Procure Website.** Procure automatically charges a transaction fee added to your tuition rate of \$1.95 for ACH transactions and \$1.95 plus 2.95% for credit card payments (if available).

### Late Fee/Consequence:

In order for your child to attend the following Monday, tuition needs to be paid up to date. Please note a \$25.00 late fee will be added to all tuition not paid by the end of business day on Friday, and will be compounded weekly until payment is made in full. **\*\*If tuition is not paid, it will affect your child's ability to attend care.\*\***

### Returned Check Policy:

There will be a \$40.00 charge for any returned checks and if there are two returned checks within a 6 month period, you will have to make payment in a different form.

### Notice of termination:

One month's (30 days) written notice is required to terminate your child's enrollment. If your child leaves before the one month is up, tuition will still be due for the full one month's notice.

### **Need to extend contracted hours:**

I understand that I am to give BBLC at least 2 days' notice if your child will be arriving earlier or staying later than contracted hours but within opening hours (6am-6pm) this allows us to make sure we have enough staff on board.

### **Late Pick up Fees:**

The center closes at 5:00pm for the day for Infants/Toddlers and 5:15pm for 2-5 year olds, therefore, if you arrive at 5:01 for Infant/Toddlers or at 5:16 for 2-5 years olds to pick up your child an automatic \$15.00 late fee will be due with an addition of \$1 in cash per minute your late. The full amount of the late fee cash payment will be due upon picking up your child that day, or at drop off the next day. Please notify us if you are running late, so we can make sure we have adequate staff to stay after hours to supervise your child. If late

pick up becomes a pattern, Best Buddies has the right to terminate care in which a month's worth of tuition will still be due.

### **Holiday Closings:**

Below is a list of paid holidays in which the center will be closed

New Year's Eve

New Year's Day

Easter Monday

Memorial Day

Juneteenth

Graduation day Early closure

4<sup>th</sup> of July

(If the 4<sup>th</sup> of July falls on a Saturday, we will close on Friday before. If it falls on a Sunday, we will close on Monday.)

Labor Day

Halloween Day Closing at 4pm

Thanksgiving Day & the Friday after

Christmas Eve

Christmas Day

If a holiday falls on a weekend the center will be closed on a weekday close to the holiday.

Please note that Best Buddies Management reserves the right to add and make changes to closings and will give 2-weeks written notice in the event the holidays or closings change.

### **Professional Development Days:**

In order to ensure that the center and its staff are maintaining the expectations set forth by the Office of Childcare and State of Maryland, Best Buddies Learning Center will be closed for Professional Development on the following dates:

January: (Rev. Martin Luther King, Jr. Day)

February: (President's Day)

October: (Columbus Day)

Please note that Best Buddies Management reserves the right to add and make changes to Professional Development days and will give at least 2-weeks written and electronic notice in the event the professional development or closings change.

### **Inclement weather Closings:**

The center will be closed if the government declares a state of emergency. If this happens during an operation day, parents are to pick up their child as soon as possible (within 1.5 hours of notice) so everyone can make it home safely before conditions worsen. In other events of inclement weather, it will be up to the Owner & Director's discretion if the center should close early or be closed for the day. This decision will be made with the safety of the children, parents and employees in mind.

### **Drop-Off Policy:**

In regard to trying to keep consistency throughout the day for your child, we ask that your child be dropped off no later than 10 am. After 10 am, drop-off

not only disrupts your child's routine, but the class's schedule/routine as well. The only two circumstances for late drop-off after 10am would be if the child has an appointment and brings a doctor's note **OR** there is an emergency called into the school in which Ms. Barbie (Owner), center director, or other leadership team member has approved.

***In regard to rest time, we do discourage pick-up during the timeframe of 1-3 due to the possible disturbance to the children currently resting.***

**Policy on charges related to child's absence:**

**There will be no reduction in tuition if your child is absent from daycare due to illness\*, holidays, vacations, unforeseen emergencies in or around the premise, or inclement weather.**

\*\*Extenuating/serious illnesses can be discussed with the Administration team\*\*

**Health/Safety:**

Our center is licensed by the state of Maryland and follows all rules and regulations strictly to keep the children in our care safe and healthy. Please check your child's pockets and bags that they bring to school to ensure they are not carrying anything into the facility that could be hazardous to themselves or others. If a child has medication that needs to be taken, this needs to be given to the director or supervisor immediately upon arrival along with proper medication authorization forms from the child's health care provider. The forms must be filled out by the child's physician before the medication may be administered.

**Medication Policy:**

Regulations permit us to give prescription and non-prescription medications to your child under certain conditions. The state requires us to have a doctor's note stating the dosage and for how long. If your child needs any non-prescription medicine during the day, you must provide it and it must be labeled with the child's name and a form must be filled out by the child's

physician. All medications cannot be opened upon you bringing them in. For prescription medications, they must be in a container labeled by the pharmacy or physician with the child's name and expiration date. The child may receive medication only according to the written instructions of the health practitioner.

### **Healthy child checkups:**

In order to keep your child healthy, we highly recommend that you take your child to the regularly scheduled check-ups. (3, 6, 9, & 12 months for infants, and yearly for older children, or sooner if the pediatrician recommends it.) It is important to have a stable pediatrician that knows your child's health history rather than going to an urgent care center, where they may overlook certain red flags without having their full history. If you need recommendations for a good pediatrician in the area, we can provide a list. Please be sure to update your child's records with any new information of shots, allergies, or any health concerns that we should be made aware of. All updated child immunization records must be brought in and given to the director or supervisor.

### **Best Buddies Illness Policy:**

Children need to be kept home or seen by a physician if any of the following appear: fever (100.4 or above), pink eye (must be on eye drops for 24 hours and no eye discharge present upon returning), flu, unusual rash, severe cough, severe cold (sinus infection), vomiting, severe diarrhea, hand foot mouth sores that are not completely crusted over and healing, head lice or a contagious illness of any sort. If a child is continuously ill with concerning symptoms of the above or any other sort, they will be sent home at the directors' discretion and asked to return with a doctor's note that they are healthy enough to attend daycare.

Your child must be illness free (without taking medication to reduce symptoms) for 24 hours before they can return to daycare. If your child experiences any of these illnesses during the day, we will notify you as soon as possible. You will then have to pick your child up as quickly and safely as possible (within 1-2 hours at the most) to keep our staff and our children

healthy. **It is highly recommended that you have a back-up plan in place for illness related situations.**

### **Fire Drill/ Evacuation Procedures:**

We practice fire drills center wide every month to ensure we are capable of exiting the building quickly and safely in the event of an emergency. We also practice an instruction situation quarterly, and have an emergency preparedness plan in place should an emergency arrive. Each of our staff members are obligated to participate in such procedures to be sure they are all well trained to handle any emergency situation should any arise.

### **Disabilities and Special Health Care Needs Inclusion Policy Overview:**

At Best Buddies Learning Center, it is our philosophy to, “Enrich the lives of each child one day at a time.” As care providers, we do understand that part of enriching the lives of each child means meeting each child where they are to help them learn and gain the tools to be successful both inside of the classroom as well as outside of the classroom; this means with our team members, the families, and potential outside service providers. Best Buddies is inclusive to all children and strives to work to accommodate all children to the best of our ability.

### **For The Administration & Care Team:**

Our team understands that every child is different and is like a flower in the sense that they grow and bloom in their own time. They understand that our part in that journey is to support the children in being themselves and learning in their own way. Our team understands that part of being a teacher is being a life-long learner and willing to continue to adapt their teaching methods to teach the children how the children learn best. Applicants applying for positions will not be excluded based on gender, background, culture, race, religion, or economic circumstances. Positions will be offered based on competency, qualifications, and enthusiasm for the position.

### **For Our Parents/Families:**



Best Buddies offers admissions on a first come first serve basis, except for priority of space being allocated to employees of Best Buddies and siblings of current families. A confidential waitlist will be maintained by the administration team—Ms. Barbie (Owner & Operator), and our center Director.

Best Buddies Learning Center has the right to deny/withdraw care for the following reasons: 1) Failure to pay childcare fees. 2) A family member of a child poses a direct threat to the Best Buddies team or children in care. 3)

After working with families, special service providers, and medical professionals to meet a child's needs if we are still unable to accommodate their needs we will work with your family and support service to assist in finding a program with best fit for your child moving forward. Safety is always our number one propriety when caring for our students. Parents/families will be made aware of the Best Buddies inclusion policy upon initial enrollment. The inclusion policy will also be included in the Parent Handbook for further reference.

Best Buddies believes that an inclusive program can provide a wonderful educational setting for children of varying abilities with each child being able to contribute his/her own personal values to the program. Children thrive in an environment where they feel welcomed, valued, and respected. Best Buddies welcomes children of varying abilities into our program and ensures the children are fully integrated members of the classroom in which they are enrolled. Best Buddies Learning Center will strive to meet the needs of each child and their families, but we do know that there may be a time when our facility is not able to meet the needs of every child nor of every family. Our teacher to child ratios and level of staff knowledge are not adequate to meet every special need/varying ability. To ensure that Best Buddies and our classroom environment is appropriate for your child, we ask that you set up an appointment with the center director prior to enrollment to discuss your child and our ability to meet his or her needs successfully. We also ask that you provide information from other professionals involved with your child, such as Infants & Toddlers or any other early learning intervention professionals. To maintain a high-quality of care for all children enrolled, we ask that the family provide a special aide for a child that requires frequent one-to-one guidance or care from an adult. **If your child has an IEP/IFSP we request a copy upon enrollment to best meet their needs.**

The Best Buddies team is fully committed to working with our community partners that support our children with special care and educational needs. We ask that families help us collaborate with other professionals working with a child by providing up-to-date reports and inviting staff to IFSP and IEP meetings when appropriate. Any information staff learn from such collaboration is held in strict confidence and used only to gain a more effective understanding of a child's unique care and educational needs. With family permission, if there is a concern, we invite early intervention professionals to observe individual children in the childcare classroom to help us provide the best practices and care.

We respect the professional knowledge and expertise of the consultants and therapists visiting our center to work with the children enrolled in our care. It is always our intention to form a cooperative team with the classroom teachers, consultants/therapists, and families working together to reach the common objectives the team sets for the child. In general, we feel it is important for the therapists to work with the children within the child's regular classroom setting and within the child's normal classroom routines. Our staff is eager to collaborate with consultants, therapists, and other community resource members on classroom curriculum and activities in order to not only meet the needs of the children with special needs, but also to their typically-developing peers. Many activities that are helpful for children with special needs also are beneficial for children that are typically-developing.

If/when services must take place outside of the child's classroom, we make every effort to reserve an appropriate space for the child's sessions to occur. When the child must leave his/her familiar classroom setting, we ask that the therapist/service provider check-in with the classroom teacher to create a smooth transition from the classroom as well as back into the classroom. A smooth transition may require that the therapist/service provider engage in transitional activities with the child in his classroom before and after therapy sessions. Our staff is happy to help and learn.

The Best Buddies staff is happy to share any observations and assessments with parents/families upon request if outside the typical conference times. We make continuous observations throughout the year, and have formal

assessments three (3) times per year: the beginning of the year, middle of the year, and end of the year before the child transitions to the next classroom.

Should members of the care team for each individual child have any observations that are 'red flags' or concerning, we will reach out to the families and set us a time to discuss our findings, and vice versa. We highly encourage open communication with the families in order to continuously provide the best care for each individual child.

### **Abuse/Neglect:**

As a licensed Child Care Center, we are required by law to report all cases of suspected abuse and neglect to the proper authorities.

### **Positive Behavioral Practices:**

#### **Positive Intervention:**

Each child develops differently and goes through different stages. Your child's teacher is trained to work with you when problem behavior arises and is committed to working as a team with you to discourage the behavior that is unwanted. Many times, when a child is struggling and repeating negative behavior, we will suggest that we do some type of rewards program for good behavior instead of focusing on the bad. This sometimes is as simple as a sticker chart or small reward throughout the day to let the child receive more positive attention. If you feel your child is struggling with a certain behavior, please make your child's teacher aware of this so you can discuss possible solutions, and make sure we are all using the same method of correction.

#### **Limit Setting**

A lot of time children have behavior problems when they do not know or understand their limits. To encourage positive behavior each area in our center is designed for the specific age range it serves. You will notice that as the children age and develop they are given more freedom to learn and explore in a larger environment. We also practice centers where during free play, for our preschoolers, only so many children can be in the same center at one time. This allows each child the space they need so they do not feel overcrowded.

### Tone of Voice

Our employees are taught that deepening their voice a little to get a child's attention and let them know that you are serious if acceptable, however, yelling and scolding is not permitted at any time. A deepened tone of voice is only used when needed and the words that are used during this time are not to put down a child's self-esteem in any way, but instead to teach them what the expectations are and how to meet them.

### Consistency

The same method of correction noted in this handbook is used every time to provide consistency to your child. This helps them to understand their limits and expectations which will lessen behavior problems being repeated in the future.

### Behavior Modeling

Teachers are expected to model positive behavior by treating other employees, management, parents, visitors, and children with respect. Manners are practiced daily, and teachers are expected to be good models for all children to learn from.

### Redirect

When a child is having trouble behaving after being given a verbal reminder of expectations, they will be redirected to another play area or library area to give them time and space to correct their behavior.

### Choices

We provide children with choices (such as would they like milk or water, would they like to crawl around or be put in a swing-for infants, would they like to play with friends or alone, in the block area or the art area?) These

simple everyday choices give each child the freedom to have their own opinion and make their own decisions, lessening the trigger of the feeling of loss of control which causes behavior problems.

### Validation of feelings/Clear expectations

When a child is misbehaving, often the teacher may pull the child to sit quietly and talk to them about the behavior that is unacceptable, why they are acting this way, and ways they can correct their behavior. This helps validate the child's feelings and teaches them a proper, healthy way to express themselves.

### Physical Intervention

At Best Buddies, we focus on positive attention and try to steer away from the traditional "time out", however after trying to redirect the child that is acting up, giving them choices to participate in a different activity, and talk to them about the correct behavior to display if the child is still having trouble, then a short "quiet time" will be needed. During "quiet time" we encourage your child to take deep breaths and think about how they can make better choices.

If particular children are having trouble with one another, they will be sat down together to talk out their differences. But if the problem continues, they will be physically separated. At NO time will any employees at our facility encourage children to participate in physically harming one another or themselves. While we first encourage children to work out problems on their own when employees notice a situation escalating enough that may result in a physical altercation, children are to be separated immediately and talked through the problem.

Employees are expected to observe children as they play, identify problems, and help defuse the problem through intervention as needed.

### **Student Evaluations:**

Developmental screenings will be conducted on your child (6 weeks-age 5)

within 90 days of enrollment and at a scheduled interval as determined by the Maryland State Department of Education. Results will be shared with you (the child's parents or legal guardian) and referrals are made when appropriate. If you have a child that is serviced by Infants and Toddlers, they will have an Individual Family Service Plan (IFSP)/ Individual Education Plan (IEP) plan within our center and we will work with them on the goals that are recommended on their service plan.

### **Conferences:**

Your child's teacher will meet with you twice a year to discuss your child's development and things you can do at home with them to enhance their early learning skills. If you desire to have a meeting with your child's teacher sooner, please feel free to ask the director or supervisor at any time so we can schedule a time to meet. You are also welcome to talk briefly to your child's teacher at pick up and drop off time if her time allows and doesn't take away from caring for the children. However, we officially schedule parent conferences twice a year, in spring and fall.

### **Potty Training:**

We start teaching children how to use the potty when they turn two years old. Children are encouraged to at least sit on the potty at this time. This gets children comfortable with the idea even if they are not actually going. It also gets them into a routine which will set them up for success once they get the hang of it. We do have an encouragement program that is used as needed to get your child wanting to use the potty involving stamps and stickers, sometimes a special reward from the parent is helpful too. **If you decide to put your child in pull ups, the pull-ups with detachable sides are required.** This saves time taking the child's pants and shoes off to do a quick diaper change. Otherwise, it is ok for the child to wear diapers while potty training.

### **Shoes:**

For safety reasons, each walking child is **required to wear shoes without**

laces. This keeps the child safe, prevents trips and falls, as well as helps our days run smoother. Tennis shoes are required to participate in outdoor play.

### **Extra Clothing:**

Each child, regardless of age, needs to have a complete change of weather appropriate clothes on hand at the facility at all times. This includes a shirt, pants, socks, and underwear (if potty trained). This gives your child something to change into if they have an accident, spill on themselves, get wet outside, etc... If your child is in the process of potty training, please send several changes of clothing. **All clothing must be labeled with the child's last name in a freezer bag labeled with first and last name.**

**All hood and neck strings must be removed from child's clothing for safety reasons.**

### **Outdoor Play:**

Except in extreme weather conditions (hot or cold), the children will be playing outside every day. Our policy is that if your child is healthy enough to attend daycare they are healthy enough to participate in all activities. Please dress them appropriately for the weather and be sure to apply suntan lotion before arriving during sunny days, as we will not apply it in the morning but will do a second application after nap time as long as the proper documents and materials are supplied to do so.

### **Meals & Snacks:**

Our center will provide am/pm snacks during scheduled eating times for children ages 2 and up, as well as infants who have already been introduced to solids at home. If your child arrives after scheduled eating times, please be sure you feed them so they will not be hungry before the next scheduled meal. If your child will be arriving at 9:30am or later please be sure they have eaten before arriving. Children arriving before 9am may bring their

breakfast to finish at the reserved breakfast table. All children must bring lunch from home, which will be refrigerated. We will provide milk, juice, and/or water. All foods need to be sent in ready to eat form so it can be easily served to your child. Unfortunately, we are unable to heat lunches for children 2 years old and older, so please keep this in mind when packing. We encourage healthy eating habits, so candy, gum, sugary sweets or soft drinks are not permitted to be packed in lunches and will be sent home if they are packed. The only time we allow sugary snacks are for special parties or holidays.

### **Rest Time:**

Maryland State Child Care requires all children to rest daily. Nap time will be after lunch every day for 2-2.5 hours depending on how long it takes the children to settle down. Each child has his or her own cot and needs to bring a fitted crib sheet. (No sleeping bags or large oversize blankets and pillows.) Your child may bring a small blanket, small pillow, and stuffed animal for nap time only that can fit easily in their cubby. All bedding must be taken home and laundered every Friday and returned Monday.

### **Incident Reports:**

In the event of a minor injury, parents/guardians will be notified by an "Incident Report" via the Procure App. This gives an explanation of the incident, how it was handled, time, treatment given to comfort the child, and date of the event. If the child needs immediate emergency attention or hurts another child requiring immediate emergency attention both children's parents will be notified asap.

### **Suspension/Automatic Termination:**

Here at Best Buddies we strive to keep all children and employees safe at all times. If a child continuously harms another child or staff member and the Director or Owner feels he/she is a threat to others an immediate parent/teacher conference will be held to find a possible solution and way to



keep everyone safe. If the child continues to display harmful, aggressive behavior, BBLC has the right to suspend or terminate care on an immediate basis in which one month of enrollment will still be due.

*In addition, we strive to form a partnership with our families in order to help their child grow and learn. In this partnership, it is expected that parents and/or guardians of the child be respectful and professional at all times when on Best Buddies property to both other families and the Best Buddies team members. If a concern arises, it is expected that the parent(s)/guardian(s) will use a constructive manner in which to resolve the conflict as a team with the Best Buddies team. If a team effort is not made on the parent/guardian's end and a parent/guardian is uncordial and/or disrespectful to a team member, Best Buddies Learning Center reserves the right to terminate the child's care after a warning has been issued and the behavior continues.*

As a teaching team, both administrators and teachers strive to partner with parents/guardians to work through questions, problems, and/or concerns in a constructive way together as a team. Just as our staff are expected to act in a professional and respectful manner when engaging in conversation with parents/guardians, we also depend on our parents/guardians to display the same level of respect and decorum. It is highly important for us as the teachers and you as the parents/guardians to demonstrate proper problem-solving skills to show the children how to work through difficulties in a constructive way. As we understand that some topics may be emotional, using foul language and continuously handling things in a negative manner that puts unnecessary and undue stress on our teachers or staff will result in a warning of the bothersome behavior, and if continued, will result in automatic termination of services in which one month's tuition will still be due. As care providers, we must protect our students' little ears and surround them with a positive, constructive, and caring atmosphere always.

### **Electronic/Television Policy**

As stated by the Maryland Office of Childcare:

*Screen Time Activities. (1) Definitions. In this section, the following terms have the meanings indicated: (a) "Interactive technology" means educational*

*and age-appropriate technology, including programs, applications (apps), noncommercial television programming, videos, streaming media, and ebooks that is designed to: (i) Facilitate active and creative use of technology; and (ii) Encourage social engagement with other children and adults. (b) "Passive technology" means noninteractive television, videos, and streaming media. (2) Limited use of appropriate interactive technology may support, but may not replace, creative play, physical activity, hands-on exploration, outdoor experiences, social interactions, and other developmentally appropriate learning activities for children 2 years old or older. Viewing Restrictions. Except as set forth in §C(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 §C(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 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: · Passive or interactive technology during a meal or a snack; or · Media with brand placement or advertising for unhealthy or sugary food or beverages. (6) The provider shall give the parent of each enrolled child a written screen time policy that addresses the use of passive and interactive technology during child care hours.*

### **CCS Scholarship Students & Families:**

Best Buddies accepts scholarships from CCS, however if for some reason the scholarships do not pay the full amount or ask for the money back for any reason, the parent/guardian is responsible for paying the difference up to the full tuition amount. Parents must validate their child's attendance every two weeks and must sign their child in and out every day to remain in compliance with the scholarship program. Parents are also responsible for renewing their

vouchers before they expire to avoid any lapse in coverage. Shall there be a lapse in coverage the parent must pay the tuition in full for their child to attend until the situation is resolved. In this event if the parent needs to pull their child out of the program one month's written notice is still required, or the parent will be responsible for the full amount regardless of attendance. We recommend starting on your renewal at least one month before they expire to avoid any lapse in coverage.

### **Updates and Addendums:**

Changes will be made and added to this contract in writing with 30 days' notice as needed by the center's director and or owner.

### **Infant Supplies:**

#### Clothing

Three complete changes of weather appropriate clothing are needed for each infant daily. Also please supply bibs and burp clothes that will be sent home daily when soiled. All items must be clearly labeled with the child's first and last name. In addition, disposable diapers, wipes, and ointments are required to be supplied and replenished as needed. Please check your child's supplies daily to ensure they have enough supplies for the next day.

#### Rest Time

Infants' rest time will vary according to the individual child's needs. Parents are required to provide the following:

- 3 Pack N Play crib sheets
- Sleep sack to be used for sleeping in the crib
- 2 receiving blankets (not for the crib)

Well fitted crib sheets and sleep sacks are the only items allowed in the crib with the babies according to regulations unless specified in writing by the child's physician.

#### Meals & Snacks

Parents must provide ALL food and beverages for their infants (6 weeks- 12

months of age).

Breast milk must be pre-made by the parents daily. For children on formula and/or use sippy cups, please be sure to send in enough clean cups/bottles for the day and a can of formula can be sent for the center to prepare when needed in order to preserve and not waste bottles. All bottles are required to be clearly labeled with the child's first and last name and date. Our staff will rinse reusable bottles and nipples and send them home daily.

A five day supply of commercially processed baby food in a plastic container and/or finger foods must be provided in ready to eat form each week.

Each container is required to be clearly labeled with the child's first and last name and the date. All baby food containers that have been opened will be thrown away at the close of the day to meet health regulations.

Bowls, spoons, bibs, and other necessary meal time items must be provided by the parent. These items must be clearly labeled with the child's first and last name.

Parents are required to complete a personalized schedule every 2 months. This schedule will detail their child's feeding requirements, the types and amounts of food and anticipated feeding times, as well as the child's sleeping patterns, and any special instructions.

## **Toddler through Pre-kindergarten Supplies:**

### Clothing

Two complete changes of weather appropriate clothing are needed for each child daily. All items must be clearly labeled with the child's first and last name.

Disposable diapers, wipes, and ointments are required to be supplied and replenished for your child as needed. Please check your child's supplies daily to ensure they have enough supplies for the next day.

### Rest Time

Each child will be provided their own cot within the classroom. Parents are required to provide the following for rest time: a crib sized sheet, a small blanket and a small stuffed animal if desired.

## Meals & Snacks

Parents must provide a packed lunch. If the child is unable to drink from a standard cup a water cup as well as two additional sippy cups are to be sent daily. Each cup, food container, bowls, bibs, or other necessary meal time items must be clearly labeled with the child's first and last name. Our staff will do its best to rinse the cups and send them home daily. All food that is offered will be thrown away at the end of meal time to meet health regulations.



# Best Buddies Learning Center

## Admission Agreement

By signing, below we agree that I/we have received a copy, carefully read, and agree to all terms and conditions stated in the parent handbook for Best Buddies Learning Center Inc. This includes tuition, late fees, termination notice, parent responsibilities, and ground rules.

I/ We hereby express agreement with all information stated in the parent handbook and accept them as conditions for enrollment of our child(ren) in this day care facility. **A one-month notice is required before terminating our child’s enrollment at Best Buddies Learning Center.** Should I/we fail to give ample notice, I/we will be responsible to pay the additional one month of tuition.

In the event of an accident, it is understood that the personnel and Best Buddies Learning Center will not be held responsible. I/We have received a copy of “A Parent’s Guide to Regulated Child Care.” I/We give Best Buddies Learning Center permission to take pictures of our child(ren) to be shared with us, other families, and for advertising purposes without our child’s full name stated in the captions.

This signed admission agreement must be accompanied by a non-refundable tuition payment for enrollment. All tuition is to be paid in advance before service is rendered. **No refunds will be made due to absences, illnesses, holidays, field trips, vacations, unforeseen emergencies, or inclement weather forced closings.** Should legal action be required due to non-payment of tuition, the responsible parents/guardians will be responsible for all legal fees incurred by the center. The Admission Agreement and nonrefundable deposit are valid for the projected starting date only.

Child’s Name: \_\_\_\_\_ Child’s Birthday: \_\_\_\_\_

Projected Start Date: \_\_\_\_\_

Contracted Hours of Care: Drop off time: \_\_\_\_\_ Pick-up Time \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Parent/Guardian Email(s): \_\_\_\_\_

Parent/Guardian Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

**To hold your child’s spot this signed contract, the enrollment fee, and two weeks’ tuition must be made.**