

**Welcome to Radiant Beginnings Early Learning Center!**  
**Owned and operated by Brandy's Bunch Early Learning Center**  
**We look forward to adding your child to our daycare family and getting to know them!**

**Contact Information**

Radiant Beginnings Early Learning Center  
740 N 70<sup>th</sup> St, Lincoln NE 68505  
402.489.0652  
www.brandysbunch.com

**Owners:** Agustin & Brandy Cruz

**Director:** Elizabeth Hugelmen (elizabeth@brandysbunch.com)

**Table of Contents**

	Page
History and Mission.....	2
Non-Discrimination Policy.....	2
Program Philosophy.....	2
Hours of Operation.....	2
Rate & Fees.....	3
Enrollment Procedure.....	4
Probationary Period.....	4
Termination of Contract.....	4
Child Absence Policy.....	4
Absence Policy for Children on Title XX.....	4
Child Illness Policy.....	4
Prescription Medication Policy.....	5
Medical Injury or Emergency Policy.....	5
Emergencies.....	5
Security.....	6
<u>Daily Procedures</u>	
Activities.....	6
Scheduled Special Events.....	6
Our Teachers (classroom ratios).....	6
Classroom Ratios.....	7
Parent Involvement.....	7
Supplies.....	7
Drop Off and Pick Up.....	7
Discipline.....	8
Biting Procedures.....	8
Rest Period.....	9
Toilet Training.....	9
Meals & Snacks.....	10
Brandy's Bunch Rules.....	10
A Few Final Thoughts.....	10
Daily Schedules.....	11

## History and Mission

---

Brandy and Agustin (“Augie”) Cruz are the owners for Brandy’s Bunch Early Learning Center (Brandy’s Bunch). They have four children: Armando, Aubrie, Natalia and Gabriella. Augie and Brandy have been married for eight years and Brandy has been running an in-home daycare for the past five years. Brandy and Augie have had a dream of running a family oriented childcare center for many years. In January, 2011, they approached Christ’s Place Church with their idea and before long their dream blossomed into a reality. The first Brandy’s Bunch ELC opened in April 2012.

There are multiple locations if families ever need to transfer due to a move or job change:

Christ’s Place Church @ 11<sup>th</sup> and Old Cheney

Radiant Church @ 70<sup>th</sup> and Vine

Crossbridge Church @ 27<sup>th</sup> and Fletcher (opening in November 2015)

Brandy serves as the Co-Director over each Brandy’s Bunch and plays an active role in the running of each center. Her love for children and watching them grow and learn is undeniable.

Our Mission at Brandy’s Bunch Early Learning Center is to create a family-like environment where your child can blossom into their own little person. We offer Christian Values and teachings with our curriculum, while encouraging creativity, learning and independence.

## Non-Discrimination Policy

---

Children will be enrolled for care at Brandy’s Bunch regardless of race, gender, religion, national origin or disabilities.

Parents who have children with disabilities are welcome to schedule a special meeting with the Director to access the needs of their child and to see if our center can meet those needs both physically and mentally. If we don’t currently meet those needs, we are happy to look into what changes may need to be made and whether we can accommodate those changes or special needs.

## Program Philosophy

---

Brandy’s Bunch provides a safe and secure environment for children to grow during the most important time of their development. Brandy’s serves children 6 weeks to 13 years. Our centers offer a home away from home, providing children with “siblings” of all ages to play, socialize, and learn from. Our goal in providing quality childcare is to offer:

- ☺ A safe environment
- ☺ A nurturing environment
- ☺ A learning environment. Learning is not necessarily the ABC’s and 123’s, it is also the learning of values. The learning of honesty, respect, self-reliance, and potential, self-discipline, and moderation, the values of being; dependable, love, sensitivity to others, kindness, friendliness and fairness are the values of giving.
- ☺ A proper approach to discipline. Since children occasionally need discipline, it’s important that teachers and parents share a similar philosophy so your child is not confused about boundaries and expectations. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed, without making the child feel “bad” or unloved. This helps develop their self-esteem, and teaches them how to handle difficult situations themselves in the future.
  - Teachers may express their disapproval with a child’s behavior but do so without attacking character.
  - Teachers will state their expectations and show your child how to make amends.
  - Teachers give choices, and in extreme situations a child may be given a “time out”; because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down, and think about their choices.
- ☺ And to foster unconditional love. This kind of love is very important to Brandy’s Bunch because children should not grow up feeling that in order to be loved and cared for they must meet numerous conditions.

Communication is key to a successful childcare arrangement. At Brandy’s Bunch, parents and staff need to have a good working relationship so we can communicate and work together. Parents and teachers need to exchange pertinent information in your child’s life, such as changes in routine, special events, or activities, as well as major life changes like death, divorce, separation, moving, visitors, etc. All this information can be important in understanding your child’s feelings, behavior, and well-being.

We invite you to share with us in writing, by telephone, or by scheduling an appointment to talk about your concerns. We have an “open door” policy and will do our best to ensure your experience with us is the best experience possible.

## Hours of Operation

---

- Monday through Friday, 6:00 am – 6:00 pm
- We will be closed during **inclement weather**. When **Lincoln Public Schools (LPS)** are closed due to weather, we will be closed as well. Please check our website or call the center for current closing status.

The following days are paid holidays. When these holidays fall on a weekday, we will be closed. In the event that the holiday falls on the weekend, the center will be closed the day listed as the federal Holiday. (i.e. if Christmas is on Sunday then the acknowledged Federal holiday is Monday December 26<sup>th</sup>.) Please check for notices regarding closings on these holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Eve and Christmas Day

*Brandy's Bunch reserves the right to close for any reason in which we cannot operate in a safe manner ( i.e. loss of electricity, water, heat or in extreme loss of air conditioning). No adjustments will be made to tuition based on weather, illness or other circumstances beyond Brandy's Bunch control.*

## Rates and Fees Changes

---

- ❖ **Annual Registration Fee:** \$75 per child or \$100 per family. This fee is due upon enrollment *and* January 1<sup>st</sup> of each year thereafter. This small yearly fee helps ensure that our preschool curriculum and Christian supplement program is of the highest quality and helps us invest in a curriculum for ALL ages.
- ❖ Rates are based on Age until a child moves to our Preschool Room, and then rates are by classroom.

### Full Time Care (4+ days)

- Infants (6 weeks to 18 months): \$205 weekly
  - Walkers (18 months to 24 months): \$200 weekly
  - Toddlers (2 year to 35 months): \$195 weekly
  - Preschool (putty trained 3yr olds to 4½ years): \$190 weekly
  - Pre-Kindergarten (4½ years to 6 years): \$185 weekly
- \*tuition rates for PreK and Preschool are based on the classroom the child is in NOT by age)
- School Age
    - Before **OR** After School Care \$80 per week
    - **Both** Before and After School \$110 per week
    - Summer Camp and School Breaks \$150 per week
    - Daily Rate \$30 a day \* ONLY applied when school is out for a single day or two (School breaks, Summer Camp must be paid at weekly rate regardless of the # of days attended)

\*A school age student is defined as a student who IS or HAS attended elementary school grades K-5.

### Part Time Care

- Infants (6 weeks to 18 months): *Part time care for infants is not available due to the low classroom ratios and high cost for quality teachers.*
- Walkers (18 months to 24 months): \$131 weekly 3 day care only
- Toddlers (2 year to 35 months): \$86 weekly 2 day care; \$125 weekly 3 day care
- Preschool (putty trained 3yr olds to 4½ years): \$83 weekly 2 day care; \$123 weekly 3 day care
- Pre-Kindergarten (4½ years to 6 years): \$81 weekly 2 day care; \$121 weekly 3 day care
- School Age at a Part-time rate is NOT available

\*Part time rates are based on 2 full days or 3 full days of care. Part time care for 3 days is given priority and we will try our best to fit in all children needing 2 day care around the other part time children's schedules.

## Rates and Fees Changes

---

- ❖ Transportation Fee: There will be a \$25 per month transportation fee charged to all School Age Children for field trip transportation during Summer Camp June, July and August. This fee will be due on the 1<sup>st</sup> of each month.
- ❖ Activity Fee: There will be a \$75 activity fee charged to School Age Children for Summer Camp June-August. Toddler, Preschool and PreK Students will be separately from tuition for any field trip fees throughout the year.
- ❖ Sibling discount: We provide a \$15 weekly discount on the tuition for the oldest child in care. Due to the high cost of running a quality childcare center and the significant discount to part time children, sibling discount rates are only available to full time students who are in care full time year round (school age students are not full time year round).
- ❖ Late Pickup: If a parent is going to be late, every effort must be made to contact Brandy's Bunch first. If a parent does not contact Brandy's Bunch PRIOR to being late, their account will be charged a \$10 fee for the first 1 to 15 minutes they are late. An additional \$1 will be added to their account for each minute they are late after that. If you have more than 5 late occurrences in a 6 month period, childcare may be terminated. If contact with parents cannot be made, emergency contacts on file will be called at 6:30 pm (Radiant Beginnings closes at 6:00 pm).
- ❖ Returned Check Fee: Checks that are returned NSF to our account will be charged a \$35 fee. Family accounts with two NFS incidents will be required to pay by money order.
- ❖ Payment: Tuition is billed weekly or monthly (monthly gives you an extra \$25/mo discount as long as you are not receiving any other discounts). Weekly tuition is billed every Monday and billed for the current week. Monthly tuition is billed on the 1<sup>st</sup> for the current month. **Payment is due in full.** Family accounts that are not paid by Wednesday will be charged a \$25 late fee. If payment is not received by Friday then your child will be unable to attend Brandy's Bunch the following week until FULL payment on your account is made.
- ❖ Referrals: Your family will be given a \$40 cash referral incentive for each family you refer to our center which successfully enrolls and has had their child/children in our care for 30 days.
- ❖ Absences for Title XX children: I understand that if my child is not in attendance for any reason I must pay the daily tuition rate for that day just as a private pay family does (ranging from \$30-\$40 depending on age) since Title XX only pays for the days when my child is in attendance. As a courtesy, Title XX families will be permitted two sick days (non-paid) per month only. Sick days will not roll over each month.

## Enrollment Procedure

---

- ❖ After touring the facility and hearing about our programs, you will be given the opportunity to enroll your child in Brandy's Bunch. You will be given an enrollment package which contains all the necessary paperwork. Upon receipt of this completed paperwork, your child's up-to-date immunization records, and payment of our registration fee, your child's spot will be held. You will be given two weeks to begin care, unless other arrangements have been discussed.
- ❖ Once your child is enrolled, you will be oriented to our drop off and pick up procedures. Any persons picking up that staff does not know will NOT be granted access to our classrooms without speaking to a supervisor first. If a person's identity cannot be verified on our system they will NOT be granted access to the classrooms.

## Probationary Period

---

A two week trial period is given to both parents and Brandy's Bunch from the date child care begins. This allows both parties two weeks to decide if Brandy's Bunch is a good fit for the child. If the childcare arrangement is not mutually satisfactory, either party can terminate this agreement with a 1 (one) day notice – any moneys already paid are non-refundable.

## Termination of Contract

---

- ❖ The parent/guardian will give two weeks written notice, and two weeks full payment to terminate your child's enrollment in childcare, regardless as to whether your child is present (with the exception of the trial period). If a two week notice is not given, you are still financially obligated for the two weeks of child care fees and late payments.
- ❖ Brandy's Bunch reserves the right to terminate care at any time including but not limited to non-payment, failure to respect our staff and facility, behavior of a child which is harmful to the physical or emotional well-being of the other children, or failure to abide by our policies.

## Child Absence Policy

---

- ❖ Parents should call Brandy's Bunch prior to 9am if their child is going to be absent. This helps us to ensure we prepare the proper number of meals and can plan each day appropriately based on the number of children in care.
- ❖ Regular weekly rates are still due regardless of the child's absence due to illness or vacation.
- ❖ Each Private Pay Full time family is given a week (5 days) per child to be used as unpaid days. These days may be used as parents/guardians see fit and may be used one at a time or all at once.

## Absence Policy for Children on Title XX

---

- ❖ If your child is receiving childcare through the State of Nebraska, Title XX, you are entitled to two sick days (non-paid) per month only. Sick days will not roll over each month. After your child has used their 2 days per month of unpaid days, you will be billed for any other days your child is not in attendance. Brandy's Bunch relies on income from all children in care to run our facility and provide quality teachers and learning materials. The state pays Title XX only when your child is in care, thus if your child does not come the days/hours they are authorized for, it is hard for our facility to budget and plan appropriately. You will be given a bill for the days your child was absent. You will have three days from the billing date to make payment. If payment is not received by the third day, a \$25 late fee will be accessed. If your bill is not paid by the end of the fifth day, your child will no longer be accepted into care until your bill has been reconciled.

## Child Illness Policy

---

- ❖ ***Always inform your doctor at every sick visit that your child is in a childcare center so that he/she can provide authorization, in writing, that your child can return to care or inform you if your child has a communicable illness that necessitates the need for Brandy's Bunch to notify other enrolled families. (Your family/child's name will always remain confidential).***
- ❖ **"Reportable" Diseases: Any Child diagnosed (by a doctor) with any of the following diseases must report the illness to a supervisor at Brandy's Bunch immediately upon diagnosis. Brandy's Bunch will in turn notify parents in one of the following ways: by phone, in person or by letter. The child's identity will remain anonymous but Brandy's Bunch will post an outbreak on the Community Room door with the number of affected children. This procedure is based on State Regulations.**
  - Chicken Pox (varicella)
  - Pink Eye/Conjunctivitis
  - Head Lice
  - Influenza
  - Pin Worm (enterobiasis)
  - Ring Worm (tinea dermatophytosis)
  - Scabies (acariasis)
  - Fifth Disease (human parvovirus infection (erythema infectiosus))
  - Rotavirus
  - Respiratory Syncytial Virus (RSV)
- ❖ Children exhibiting the following symptoms must be excluded from childcare:
  - Temperature of 100 degrees F or higher
  - Diarrhea or loose stool (frequency exceeds 2 or more stools above normal for that child in a day)
  - Vomiting accompanied by general symptoms of not feeling well
  - Vomiting 2 or more times in 24 hours
  - Drainage from ear(s)
  - Lice
  - Skin lesions (impetigo, ringworm, scabies, staph infection, etc.)
  - Fainting or seizures
  - Signs of an eye infection (such as pink eye)
  - Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)
  - Signs or symptoms of a communicable disease to which the child has been exposed
- ❖ Ill children will be isolated from the other children and the parents will be notified. We will care for your child while you make arrangements for alternate care; however, your child needs to be picked up **within one hour** of notification.
- ❖ Children may return to care **AFTER**:
  - Being fever free for 24 hours
  - All discharge from eye or ears has ceased
  - After being free of lice, accompanied by a doctor's note

- After skin sores are completely dry and scabbed over
- Free of upset stomach upset or vomiting for 24 hours
- Free of diarrhea for 24 hours
- Free of all other symptoms, or with a written doctor's note

**Brandy's Bunch reserves the right to send a child home due to illness at any time if they see fit. Brandy's Bunch also reserves the right to require a doctor's note before a child can return to care. These rules are in place for the safety of ALL children and staff at Brandy's Bunch.**

## Prescription Medication Policy

---

- ❖ A "Medication log" **must** be filled out for all prescription medication given by Brandy's Bunch staff and signed by parents.
- ❖ Prescription medicine **must**:
  - Be dated within the past 30 days
  - Include the child's name, printed clearly on the label
  - Include the name of the medication
  - Include the dosage amount and administration times
  - Include the route of medication (i.e. oral, eye, etc.)
  - Include your doctor's name and phone number
  - Include your pharmacist's name and phone number
  - Include the date medication is to end
  - Include any special directions (i.e. take before eating, etc.)
  - Include a note from your doctor stating why the medication is needed

**Alternative Teething Remedies – Amber Necklaces are NOT prohibited by Brandy's Bunch ELC or Nebraska Childcare Licensing until after age 3. Please DO NOT SEND your child with them on they will be removed immediately by Brandy's Bunch Staff.**

**\*No over the counter medications will be given at Brandy's Bunch**

## Medical Injury or Emergency Policy

---

Brandy's Bunch staff will supervise all children closely in an attempt to prevent injuries, but please remember that accidents resulting in injury do occur. All staff members, including the Director and Assistant Director, have been trained in first aid and CPR.

For minor injuries (requiring only a Band-Aid or ice), staff will fill out a "Boo-Boo Report" to accompany your child's daily notes or in their pick up slot. For serious injuries, the Director or Assistant Director will call you and may even suggest that you take your child to the doctor or emergency room. For very severe injuries, Brandy's Bunch will call 911 for assistance before calling you. If you cannot be reached, persons on your emergency contacts list will be contacted. (Please remember to keep this card up-to-date. Brandy's Bunch will update all parent files annual, in August).

*Parents are responsible for costs involved in emergency medical treatment unless it is a result of negligence on the behalf of Brandy's Bunch or their staff.*

## Emergencies

---

- ❖ **Fire:** There are two fire extinguishers located in the center as well as sprinklers in each childcare room and all hallways. If there is a fire, the children will be evacuated immediately before calling 911. Center staff and children will practice fire drills monthly to ensure everyone is prepared in the event of a real fire.
- ❖ **Tornado:** In the event of a tornado warning, children and staff will gather in the designated bathrooms. We will sit on the floor together until the inclement weather has passed and all is safe. Tornado drills will be practiced monthly from March to September.
- ❖ **Power Outages:** There are emergency lights located throughout the entire facility and we have flash lights for each room. If the power remains out, parents will be notified after 1 hour. If the power does not come on within 1 ½ hours all parents will be called and asked to pick their children up. This policy is in place for the safety of all children; without power our facility cannot properly function as a safe environment for your child.

## Security

---

- ❖ Access to classrooms will not be granted to anyone who is not known by staff.
- ❖ Our office computer contains childcare software that allows us to track all children in our facility and track what persons are authorized to pick up each child. This system helps us to ensure that all children are picked up by authorized persons only.
- ❖ There are several security cameras throughout the center. These videos are not available for public use but will be viewed if a question for concern is raised by staff, parents, visitors or children. Our security cameras are in place to protect both children and staff members.
- ❖ ***If at any time you have questions or concerns about the safety of your child or our facility, please contact Brandy Cruz immediately. The safety of all persons in our facility is a top priority at Brandy's Bunch and ALL concerns will be dealt with in a timely manner and taken seriously.***

## Daily Procedures

---

### Pick up and Drop off

Each family has a unique PIN number to clock each child in and out of the center. There is a tablet at the front desk. If the screen is dim, press the black button at the top of the tablet. Start by pressing "child" and enter your family's PIN number. Then press "ok." If you have multiple children press the numbers for the corresponding child(ren) that you are clocking In/out.

As a special reminder, all parents are responsible for their children inside and outside the building until contact with a teacher is made. During pickup all parents are responsible for their children both inside and outside the center once contact is made with the teacher as well. This means that should your child need redirection or assistance it is responsibility to maintain their needs.

Children should NEVER be allowed to enter or exit the daycare ALONE without supervision. Parents are REQUIRED by state licensing to physically drop their children off and pick them up. Thank you for helping us ensure the safety of your children.

### Activities

- Each day our teachers will have planned a variety of fun and interactive activities for your child. We do try to keep our schedules flexible so that we can respond and adapt to the needs of the individual children and day. Teachers will meet with the Director every Thursday to go over the weekly teaching plan for the following week.
- Every child will be encouraged to participate in our daily learning schedule; however no child will be forced to participate in any one activity. If a child continues to show lack of interest in our scheduled activities, parents will be notified and a meeting can be arranged to assess the needs of that individual child.
- Our day will include outdoor play, when the weather permits, and indoor "gym" time. During these times, we will be encouraging active play and lots of movement. Please be sure to dress your child appropriately, keeping current weather conditions in mind.
- All art supplies will be washable but please do not send your child in clothing that you do not want stained. Our center is a learning and hands-on facility so children may get dirty as they will be encouraged to investigate nature and the environment around them.
- There are no televisions available for viewing in our center with the exception of our monthly Pajama Day when we will view an age appropriate movie.

### Scheduled Special Events

- ☺ Show and Share (2 year – Pre-K): Each Friday, every child is allowed to bring a favorite toy, picture, blanket, etc. We will have circle time and tell our friends about the item we brought, and then we will share and let our friends have a chance to see our special item.
- ☺ Pajama Day (ALL ages): On the last Friday of each month, children may wear their pajamas and/or slippers to daycare. We'll enjoy a movie and play lots of fun games.
- ☺ Holiday Celebrations: We honor all major holidays and will have a themed party for the corresponding holiday. If you wish for your child to not participate, please let us know and we will be happy find other things for your child to do during this time.
- ☺ Birthday Celebrations: We will celebrate each child's birthday. If you would like to bring a special treat for the children please let your child's teacher know in advance. Please bring an appropriate snack, not gum, candy, pop, etc.



## Our Teachers

At Brandy's Bunch we pride ourselves in giving individual attention to each child and keeping our teacher to student ratios lower than average. All of our teachers are handpicked by Brandy and Augie Cruz. Each teacher is required to complete a full background check before they are hired, in addition to being checked against the Child Abuse and Neglect Registry. Our head teachers for our Preschool and Pre-Kindergarten rooms are required to have an Early Childhood Education degree. All assistant teachers are required to be studying Early Childhood Education or have at least two years' experience working with children.

## Classroom Ratios\*

Room	Teacher	Student	Maximum # of Students
Infants	1	4	8
Walkers	1	4	8
2 Year Olds	1	6	12
Preschool	1	10	20
Pre-K	1	12	20
School Age	1	15	26

\*Center Wide Ratios will be followed 6-8am and 4-6pm when attendance is less; if you have questions on this we will be happy to explain it to you in detail. Please speak to your director.

## Parent Involvement

- Child Observations will be held twice a year (October and May) for any parents wanting to know their child's progress in class. This progress report will go in cubbies. Parents wanting to schedule a meeting to discuss this progress report and do so by contacting the director. \*Ages 3-6
- Parents are encouraged to come and visit their child at any time their child is in our center.
- Kids love to have their parents join them for lunch! If you'd like to join your child for lunch, please give us a week's notice so we can be sure to have enough food for you. Lunch price for an adult is \$2.00; this can be paid that day or added to your tuition bill.
- Parents may call the center at any time. If we do not answer please leave a message and we will call you back as soon as possible.
- Any news or announcements will be published in our quarterly newsletter. A reminder will also go home in your child's cubby or backpack. There will also be a white board located next to the main childcare entrance where we will post reminders.
- If you come across any fun ideas for crafts or fun themes we could do for a day, please email us or share it with your child's teacher. We love creative moms and dads!
- Parents are welcomed and encouraged to volunteer to help for a day or only a few hours. Speak with the Director, and she will get things arranged with your child's teacher.

## Supplies

All supplies should be labeled with your child's name and last initial. Due to the fact that our center is a rented space, which is used on a regular basis in the evenings and on weekends, Brandy's Bunch will not be responsible for items that get lost or taken by outside church members and guests. The following items are suggested items for childcare:

- Blanket and/or pillow for naptime (Children on sleep cots only)
  - Complete change of clothing (All ages)
  - Diapers/pull ups (when applicable)
  - Wipes (when applicable)
  - Breast milk or formula\* (6 weeks through 12 months)
  - Bottle and pacifiers. (6 months through 24 months)
  - Any diaper cream, powder, etc. that you wish to be used
- \*if you are not accepting the formula provided by Brandy's Bunch ELC



## Drop Off and Pick Up

- Please DO NOT leave your car running with the keys inside.
- When you are dropping off, your child is still YOUR responsibility until they have been dropped off with their teacher.
- When you are picking up, once you enter the classroom and make contact with the teacher they are YOUR responsibility. Please keep an eye on them as you exit and enter the building. We only assume responsibility for them during regular business hours, when you are not present.
- Your child must exit the center WITH you. Children are not allowed outside without supervision.
- Please do not allow your child to play near the vehicles or in the parking lot.
- No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pick-up list, without VERBAL and WRITTEN permission from the parent or guardian.
  1. Telephone permission alone will not be accepted.
  2. Anyone unfamiliar to us and not in our family care system will be required to show proof of identification.
  3. Please make sure your alternate pick-up person(s) is aware of our requirements and procedures for pick-up.
- If the person picking up your child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult.
- If there is a court order keeping one parent or guardian away from the child, we must have a notarized copy of that court order in our files to that effect. Otherwise, we cannot prevent the non-custodial parent from picking the child up.

## Discipline

- Guidance for Infants and Toddlers
  - Distraction away for the activity that is not desired by attracting the child to a better choice.
  - Ignoring the behavior, if it is not dangerous or causing someone else harm or to be in danger.
  - Removal of tempting items which are off limits.
  - “No” is a word that will be used sparingly and only when all other options have failed.
- Guidance for Preschool and Pre-Kindergarten and School Age Children
  - Brandy’s Bunch Rules will be recited daily in at the beginning of class and repeated if necessary.
  - The child will be given the opportunity to make the right choice; we may make suggestions on what that choice is.
  - If a disagreement is in progress between preschool aged children we will encourage them to resolve the issue on their own as long as no one is in danger. If the disagreement continues, a teacher or assistant may guide the children to help them find resolution.
  - When a child is using something inappropriately they will be asked how to appropriately use the object or asked to demonstrate appropriate use, then will be reminded why their action or behavior was not appropriate. (i.e. Teacher: “Jack do we stand on chairs?” Jack: “No.” Teacher: “Correct, we could fall and get hurt, please sit down on your chair.”)
  - Re-Think times will be used as a last resort and are a time for the child to sit in the classroom but away from the other children to “think” about their behavior and what the correct behavior is.
    - ◆ After a Re-Think time, the teacher will recap the negative behavior with the child and provide guidance on what the correct behavior or choice should’ve been and why. All Re-Think times will end with a hug so the child knows they are still loved and cared for regardless of their poor choice or behavior.

**\*\*At no time will a child be subjected to physical punishment or shaming. Frightening or humiliating methods will never be used nor will any type of verbal abuse, threats, derogatory remarks or deprivations of a meal or any part of a meal.**

**\*\*No child will ever be punished for toilet accidents.**

## Biting Procedures

*Biting is a natural development stage that many children go through. It is usually a temporary condition that is most common between 13 and 24 months of age. The safety of the children at the center is our primary concern. The center’s biting policy addresses the actions the staff will take if a biting incident occurs.*

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The center will encourage the children to “use their

words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center.

- The biting will be interrupted with a firm, "We don't bite. Biting hurts."
- Staff will stay calm and will not overreact.
- The bitten child will be comforted and given the teacher's attention.
- Staff will remove the biter from the situation by placing the child in a "re-think" time, away from the other children.
- The wound of the bitten child shall be assessed and cleansed with soap and water. If it is determined that the skin was broken on the child who was bitten, parents will be notified with a telephone call.
- The parents of both children will be notified of the biting incident at pickup. Appropriate forms will be filled out (Incident Report and Boo-Boo Report).
- **Confidentiality of all children involved will be maintained.**
- The bitten area should continue to be observed by parents and staff for signs of infection.

#### **Procedures for Children that Continue to Bite:**

- If the same child has more than 2 bites a day and/or 4 bites in a week, the center will start a biting chart. If the biting does not improve within a week's time after the chart is started, a conference will be held with the parents of the biter, the teacher, and the Director and/or the Assistant Director.
- During the conference, the reasons the child may be biting will be discussed. The center and the parents will work together to adopt consistent disciplinary techniques to resolve the biting behavior.
- If after this conference the parents are not working with the center to improve the biting behavior or the problem is not improving after a 3-week period, the center reserves the right to terminate childcare for the safety of the other children and the staff.
- **A child that bites more than 2 times in a day will be sent home for the remainder of the day.**

#### **Rest Period**

- We will have a regular rest period from 12:00 pm to 2:30 pm each day. (Infants may vary.)
- A regular rest period is available to all students each day; however no child will be forced to sleep. All children will need to rest and remain quiet for the children who are sleeping.
- Infants will sleep in cribs or pack and plays. If infants need to sleep in other places such as rock in plays, bouncy seats, swings, or propped up due to reflux a signed Doctors note will be required to be on file. Toddlers and older children will sleep on cots or mats.
- Children are encouraged to bring their own blanket, pillow or stuffed animal to sleep with during our rest period so they are more comfortable.

*\*\*Please try not to schedule pickups or visits during this time to lessen disturbances to the resting children.*

#### **Toilet Training**

- We will assist you in toilet training with the understanding that it will only be successful if we are working together.
- Clothing should be easy to manage to encourage your child's self-help skills.
- Each child should bring their own pull-ups.
- Children will be allowed to come to daycare in underwear only after they have been accident free for at least two weeks.
- When the transition has been made away from pull-ups, extra clothing should be brought daily in your child's backpack, in case of accidents.
- Soiled clothing will be sent home the day in a plastic bag.

#### **Meals and Snacks**

- Due to the seriousness of peanut allergies, our facility will be a **Peanut Free** facility. We will not offer peanuts or peanut butter in any form in our meals or snacks. If you bring your child's meal or a special snack to celebrate a birthday for your child please make sure it doesn't include any peanut products.
- We are committed to providing nutritious and well-balanced meals and snacks. Kinder Bites LLC will cater freshly prepared food each day. They follow CACFP (state food program) and USDA guidelines to ensure your child is having the healthiest meal possible.
- Quarterly menus will be sent home.

- Meal schedules are as follows:
  - Breakfast:** 8:00 am to 8:30 am
  - Lunch:** 11:00 am to 12:00 pm
  - Afternoon Snack:** 2:30 pm to 3:00 pm
- No child will be forced to eat their food. If a child continues to refuse to eat their food on a daily basis, parents will be notified.
- If your child requires a special diet due to allergies, medication, age and/or culture or religious beliefs, it will be the responsibility of the parents to provide well balanced meals for their child in the form of a sack lunch. (No junk food, pop, gum, etc.)
- All infants will be held during bottle feeding, regardless of age.
- All infants foods will be provided by Brandy's Bunch unless a family chooses not to accept the brand provided.
- Nursing mothers are welcome to stop in during the day and nurse their infant.

### **Brandy's Bunch Rules**

---

- 1. Keep our hands and feet to ourselves.**
- 2. Be respectful of our friends.**
- 3. Take turns and share with our friends.**
- 4. Help our friends clean up.**
- 5. Speak nicely to our friends.**
- 6. Laugh, Smile, Play and have a Blessed Day!**

### **A Few Final Thoughts**

---

- ☺ Take an interest in your child's activities and development at day care. Share your child's habits, fears, and concerns with us.
- ☺ Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed.
- ☺ Remember that you are responsible for your child while you're on BRANDY'S BUNCH premises. Please remain in complete contact with your child during that time.
- ☺ We are required by law to report any suspected signs of child abuse and/or neglect. If we have reason to believe a child is the victim of abuse or neglect, we will file a report with local law enforcement.
- ☺ Photographs of children in our care will only be taken with signed permission by the parent. Children without a signed permission form will only have their picture taken for crafts and keepsakes.
- ☺ Please DO NOT send toys from home (except as allowed for special events, such as Show and Share).
- ☺ Toys that are deliberately destroyed, or other property that is misused or willfully destroyed, will be replaced or fixed at the expense of the parent.
- ☺ We will, at all times, respect your privacy. All information supplied to us will be kept confidential.
- ☺ Call us! Your concerns and feedback are important to us.

**\*Changes may be made to these policies as needed with a two weeks' notice.**

**\*\*The Parent Handbook, consents and other forms will be reviewed and updated annually in August.**

## Daily Schedules

---

### Infant Schedule

*Infants 3 months and under will be allowed to follow their own schedule for sleeping and as their parents see fit. We will begin to put infants on a schedule around 4 months of age. Our Schedule for our infant room will be as follows (please note that we use the word "schedule" lightly):*

6:00 am to 7:30 am .....	Opening/arrival. Students should be dropped off in their classroom.
7:30 am to 8:30 am .....	Breakfast.
8:30 am to 9:00 am .....	Outdoor time or walks through the building
9:00 am to 9:15 am .....	Diapers will be changed at 9:00 am.
9:15 am to 10:00 am .....	Infants will be rocked or laid down to rest at this time.
10:00 am to 11:00 am .....	Infants will have a chance to explore their environment through play, tummy time, reading and interacting with their teachers and each other.
11:00 am to 12:00 pm .....	Lunch time.
12:00 pm to 12:15 pm .....	Diapers will be changed.
12:15 pm to 2:15 pm.....	Infants will be laid down or rocked to sleep. (Infants needing more than 2 hours for a nap will be allowed to nap until they wake.)
2:15 pm to 3:00 pm .....	Infants who have woken up will be snuggled and greeted by their teacher while they wake. An appropriate snack or bottle (depending on age) will also be given at this time.
3:00 pm to 3:15 pm .....	Diapers will be changed.
3:15 pm to 4:15 pm.....	Infants will continue their day of learning and exploration through play, tummy time, reading and interacting with their teachers and each other.
4:15 pm to 4:45 pm.....	Outdoor time or walks through the building
4:45 pm to 6:00 pm.....	Infants will continue their day of learning and exploration through play, tummy time, reading and interacting with their teachers and each other.
6:05 pm .....	All children should be picked up. Brandy's Bunch is closed.

### Walkers Schedule

6:00 am to 7:30 am .....	Opening/arrival. Students should be dropped off in the INFANT classroom.
7:30 am to 8:30 am .....	Breakfast (including clean up and hand washing both before and after) Students will move to their room beforehand.
8:30 am to 9:00 am .....	Morning greeting and Music and Movement time.
9:00 am to 9:30 am .....	Outdoor time or walk through the building
9:30 am to 10:00 am .....	Diapers changed
10:00 am to 11:00 am .....	Learning time, Arts and crafts, Puzzles, Table time with the teacher, Games, Coloring, Free Play and so much more. (Teachers will have this part of their day planned out during a meeting with the Director the week before)
11:00 am to 12:00 pm .....	Lunch (including cleanup and hand washing both before and after).
12:00 pm to 12:15 pm .....	Diapers will be changed. The children will prepare and relax for nap time.
12:15 pm to 2:15 pm .....	Nap time. Children will be encouraged to lie down and rest at this time.
2:15 pm to 3:00 pm .....	Snack time (including cleanup and hand washing both before and after).
3:00 pm to 3:30 pm .....	Diapers will be changed.
3:30 pm to 4:00 pm.....	Outdoor time or walk through the building
4:00 pm to 5:00* pm.....	Learning time, Arts and crafts, Puzzles, Table time with the teacher, Games, Coloring, Free Play and so much more. (Teachers will have this part of their day planned out during a meeting with the Director the week before)
*4:30 pm to 6:00 pm.....	When numbers are low enough students will transition to the infant room for pickup
6:05 pm .....	All children should be picked up. Brandy's Bunch is closed.

## 2 Year Old Schedule

6:00 am	Opening/arrival. Play time in our Community Play Room with all ages.
8:00 am to 8:30 am	Breakfast (including clean up and hand washing both before and after) Students will move to their room beforehand.
8:30 am to 9:00 am	Morning greeting and Circle time.
9:00 am to 9:30 am	Potty practice time and diapers changed
9:30 am to 10:00 am	Outdoor time.
10:00 am to 10:30 am	Music and Movement time.
10:30 am to 11:00 am	Learning time, Arts and crafts, Puzzles, Table time with the teacher, Games, Coloring, Play doh and much more. (Teachers will have this part of their day planned out during a meeting with the Director the week before)
11:00 am to 11:30 am	Lunch (including cleanup and hand washing both before and after).
11:30 am to 12:15 pm	Potty practice time and diapers changed. The children will be read a short story to prepare and relax for nap time.
12:15 pm to 2:15 pm	Nap time. Children will be encouraged to lie down and rest at this time.
2:15 pm to 2:45 pm	Potty practice time and diapers changed
2:45 pm to 3:15 pm	Snack time (including cleanup and hand washing both before and after).
3:15 pm to 3:45 pm	Outdoor time
3:45 pm to 4:45 pm	Learning time, Arts and crafts, Puzzles, Table time with the teacher, Games, Coloring, Free Play and so much more. (Teachers will have this part of their day planned out during a meeting with the Director the week before)
4:45 pm to 5:15 pm	Potty practice time and clean up of room
5:15 pm to 6:00 pm	Play time in our Community Play Room as we prepare for the end of our day.
6:00 pm	All children should be picked up. Brandy's Bunch is closed.

## Preschool

6:00 am .....	Opening/arrival. Play time in our Community Play Room.
8:00 am to 8:30 am .....	Breakfast (including clean up and hand washing both before and after).
8:30 am to 9:00 am .....	Bathroom break
9:00 to 10:00 am.....	Preschool which will include circle time, math/science, creative arts, dramatic play, games and work with gross motor skills. (Teachers will have this part of their day planned out during a meeting with the Director the week before)
10:00 am to 10:30 am .....	Outdoor time.
10:30 am to 10:45 am .....	Bathroom break
10:45 am to 11:15 am.....	Music and Movement time. *Praise and Worship 2-3 times a week
11:15 am to 11:50 am .....	Lunch (including cleanup and hand washing before and after).
11:50 am to 12:00pm .....	Bathroom break, lay mats out and get blankets for nap time.
12:00 pm to 12:15 pm.....	The teacher will read stories related to the themes from the week. Then the children will be allowed to pick a book(s) to lie down on their mat with and "read" as we prepare to relax for a nap
12:15 pm to 2:15 pm .....	Nap time, children will be encouraged to lie down and rest at this time.
2:15 pm to 2:45 pm.....	Bathroom break
2:45 pm to 3:15 pm .....	Snack time (including cleanup and hand washing both before and after).
3:15 to 3:45 pm .....	Outdoor time
3:45 pm to 5:00 pm .....	Preschool which will include circle time, math/science, creative arts, dramatic play, games and work with gross motor skills. (Teachers will have this part of their day planned out during a meeting with the Director the week before)
5:00 pm to 6:00 pm .....	Play time in our Community Play Room as we prepare for the end of our day.
6:05 pm.....	All children should be picked up. Brandy's Bunch is closed.



### Pre-Kindergarten Schedule

6:00 am	.....	Opening/arrival. Play time in our Community Play Room.
8:00 am to 8:30 am	.....	Breakfast (including clean up and hand washing both before and after).
8:30 am to 9:00 am	.....	Bathroom break
9:00 to 10:15 am	.....	Preschool which will include circle time, math/science, creative arts, dramatic play, games and work with gross motor skills. (Teachers will have this part of their day planned out during a meeting with the Director the week before)
10:15 am to 10:45 am	.....	Outdoor/indoor gym time.
10:45 am to 11:15 am	.....	Music and Movement time *Praise and Worship 2-3 times a week
11:15 am to 11:50 am	.....	Lunch (including cleanup and hand washing before and after).
11:50 am to 12:00pm	.....	Bathroom break, lay mats out and get blankets for nap time.
12:00 pm to 12:15 pm	.....	The teacher will read stories related to the themes from the week. Then the children will be allowed to pick a book(s) to lie down on their mat with and "read" as we prepare to relax for a nap
12:15 pm to 2:15 pm	.....	Nap time, children will be encouraged to lie down and rest at this time.
2:15 pm to 2:45 pm	.....	Bathroom break
2:45 pm to 3:15 pm	.....	Snack time (including cleanup and hand washing both before and after).
3:15 to 3:45 pm	.....	The teacher will work with students on emergent reading sounds and writing as well as writing names and other literacy skills.
3:45 pm to 4:15 pm	.....	Outdoor/indoor gym time.
4:15 pm to 5:00pm	.....	Preschool which will include circle time, math/science, creative arts, dramatic play, games and work with gross motor skills. (Teachers will have this part of their day planned out during a meeting with the Director the week before)
5:00 pm to 5:15 pm	.....	Bathroom break (in big room)
5:00 pm to 6:00 pm	.....	Play time in our Community Play Room as we prepare for the end of our day.
6:05 pm	.....	All children should be picked up. Brandy's Bunch is closed.

### School Age Schedule

6:00 am .....	Opening/arrival. Big Room Quiet Time Activites
8:00 am to 8:30 am .....	Breakfast (including clean up and hand washing both before and after).
8:30am to 9:00am .....	<i>Music and Movement time *Praise and Worship 2-3 times a week</i>
*8:30 am to 9:00 am.....	<i>Walk or Ride to School – School Days</i>
9:00 to 10:15 am.....	Park
10:15 am to 11:20 am .....	Creative Art Time
11:20 am to 12:00 am.....	Lunch
12:00 am to 2:20pm .....	Theme of the Week
2:20 pm to 3:30 pm.....	Snack and Free Choice (Courtyard or Classroom) *Electronics allowed to brought in on Thursdays ONLY
3:30 pm to 5:00 pm .....	Outdoor Time
*3:30 pm to 4:00pm.....	<i>Pick up From School – School Days</i>
*4:00pm to 5:00pm.....	<i>Snack Time and Homework – School Days</i>
5:00pm to 6:00pm.....	Big Room Quiet Time Activities
6:05 pm.....	All children should be picked up. Brandy's Bunch is closed.