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Infant, Toddler and Children Parent's Handbook



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1.

Creative Little Minds Learning Center, LLC, Parents and Guardians:

I would personally like to thank you for allowing **Creative Little Minds Learning Center, LLC** to be a part of your child's life. As a parent, I am aware of the great deal of thought and consideration that goes into selecting an Early Childhood Educator. Nothing is more important than the happiness and well being of your child. At Creative Little Minds Learning Center, LLC, your child will be cared for in a loving and nurturing environment by experienced and dedicated educators. Learning, laughing, and growing are fundamentals deemed most valuable at our center, and we truly agree that every child has endless possibilities.

Communication with parents is the essential to our program. Our staff seeks your support and participation to assure your child's individual needs are being met and surpassed. With your input, our staff can offer your child a program that is based on his/her developmental interest.

Parents, you are welcome into the day care at any time during the day to observe your child in their environment. We try to make the day care a "home-away-from-home", where family friendships can develop.

We encourage you to visit Creative Little Minds Learning Center, LLC, to tour and discuss your childcare needs. We look forward to getting to know you and your child as you embark on this very important childcare decision.

Sincerely,

Rhonda Watson
Early Childhood Educator

Creative Little Minds Learning Center, LLC

At Creative Little Minds Learning Center, LLC (CLMLC, LLC) we embark on your child's total growth and development in accordance to his/her own aptitude in the following areas:

Cognitive Language Development

Refers to the mind and how it works.

- Learning and problem solving
- Thinking logically
- Representing and thinking symbolically

Social/Emotional Development

The process by which a child learns values and behaviors accepted by society. Confidence and competency is fundamental.

- Achieving a sense of self
- Taking responsibility for self and others

Physical Development

The development of gross motor (large muscle) and fine (small muscle) motor skills.

- achieving gross motor control
- achieving fine motor control

Language Development

Maximizing competency and communication skills through words--spoken, and written.

- Listening and speaking
- Reading and writing

We believe that development in the above areas during the formative years play an important role in how a child relates and functions in the adult world.

Our program is geared to provide a responsive environment that invites free exploration, self-pacing and discovery learning. As parents, you are cordially invited to visit us, ask questions, and make suggestions.

Creative Little Minds Learning Center, LLC
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This handbook may be edited at any time by Creative Little Minds Learning Center, LLC without prior notification.

Creative Little Minds Learning Center, LLC

Entrance Requirements

Below is a list of documents and fees necessary to secure your child's enrollment at CLMLC, LLC. You will find all documents that are needed on our website, www.clmlc.com

- Application for Enrollment Form
- Registration Fee - \$60.00 (Due Annually)
- Tuition Deposit- 1 Week Tuition
- Handbook Agreement Form
- Vacation and Holiday Agreement Form
- "All About Me" Form
- Health Inventory Form
- Allergy Action Form
- Asthma Action Form
- Medication Authorization Form
- Immunization Certificate MHDH Form
- Maryland Immunization Certificate
- Emergency Form
- Lead Testing Form
- Emergency Preparedness Form
- A Parent's Guide to Regulated Childcare
- Parent form for the release of Media Recording
- Registration Form
- Food Program Enrollment
- Parent's Release form for Media Recording
- Off Site Activity Permission Form
- Receipt of Creative Little Minds Learning Center, LLC Parent Handbook

Supplies Needed

Below is a list of supplies your child needs daily to be able to fully participate in activities at our childcare:

- Small blanket
- (2)** Crib Sheets
- Slippers
- (2)** Complete change of clothing - including **underwear** and **socks**
- Package of diapers
- Package of wipes
- Tooth Brush and Tooth Paste
- Sweater or Light Jacket
- Hat, Gloves and Scarf (Winter)
- Sun Screen, Bathing Suite, Towel, Flip Flops, Swimmers (if child is not potty trained) and hat (Summer)
- Bag for your children's belongings

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Program Philosophy

Credentials

Creative Little Minds Learning Center, LLC (CLMLC) is registered by the State of Maryland, Department of Education as **Rhonda Watson**. It is listed in the Maryland Child Care Locate Database Information System. **Rhonda Watson**, Early Childhood Educator has furthered her knowledge to include Child Development classes and has received a certificate of proficiency in Early Childhood Education. She has also completed over 225 credit hours. She is still attending class in Early Childhood Education to make sure that she is always on top of any new methods of teaching that would help children further their education. In conjunction with her own personal experiences as a parent, Rhonda has successfully completed all training requirements essential to provide quality home day care. She obtained her Accreditation from NAFCC in 2014, a level 5 in Maryland Excels and level 5 in Maryland Credentialing. Rhonda's passion for education extended to the Howard County Family Childcare Association in 2015 in which she became the VP of Education. She is trained in Medication Administration, CPR, First-Aid, and Sudden Infant Death Syndrome (SIDS).

Non-Discrimination

Creative Little Minds Learning Center, LLC welcomes families of any race, color, sex, religion, nationality, creed, sexual orientation, marital status, age, or the presence of any sensory, mental or physical disability. The families are not restricted from rights, privileges, programs and activities made available to students at the school. I do not discriminate in any way within the administration of our educational policies, enrollment policies, financial plan or any other school-administered program.

Approach to Learning

Nothing is more important than the happiness and well being of your child. That's why at Creative Little Minds Learning Center, LLC we are committed to a daycare program that not only respects, but also celebrates the individuality of each child. We allow children of every age to grow and learn at their own pace. They are not pushed to walk before they are ready, pushed to share when they cannot, or pushed to recite letters, numbers, colors, and shapes by repetition. The center has created programs that not only build language and social skills, but also feelings of accomplishment and self-esteem as well as appropriate manners, behavioral patterns and moral values. Adequate rest periods are provided to meet the individualized needs of the children. In day care, children learn through both structured and unstructured play, which includes, but is not limited to, active hands-on activities and experiences, interactions with caring adults, specific curriculum materials, and the environment.

Program Policies

Interview Process

Telephone Interview

★During the telephone interview, I will ask you some questions so that I am better able to give you information, and a more definite rate for your particular needs. We will then set up an interview. If you are unable to reach please leave message with your name and telephone number.

Face to Face Interview

★Face to Face interview is where we discuss important details about the program. In the interview I will introduce you to my family, take a tour of my house, and I will show you the whole daycare from where the children play, to where they eat. After the tours, I will answer any of your questions and show my policy handbook. If for any reason you can't make your scheduled interview appointment, please call to cancel or reschedule. I will do the same if I am unable to keep the appointment. If an interview is not canceled and the parent fails to show up, another interview will not be granted!

Paperwork

★After a parent has expressed interest in my program, and I have decided to accept them into my childcare, another meeting will take place for the parent to pick up the required paperwork. At this time, they will also need to bring in the "Registration Fee" and "Security/Holding Fee". No space will be considered reserved until the required fees have been paid.

Enrollment

Before acceptance into Creative Little Minds Learning Center, LLC, all documents in the enrollment packet must be completed and updated on an on-going basis. Enclosed in your enrollment packet you will find the following:

- Application for Enrollment Form
- CLMLC Handbook
- Handbook Agreement Form
- Emergency Preparedness Form
- Parent/Provider Agreement Form
- Food Program Enrollment form
- A Parent Guide to Regulated Childcare
- Parent Release Form for Media Recording
- Emergency Form
- Maryland Immunization Certificate
- Health Inventory Form
- Vacation and Holiday Agreement Form
- All About Me Form
- Choosing Regulated Childcare Form
- Off Site Activity Permission Form
- Permission to Transport Form

Enrollment Policy

Initially, each child will be enrolled with the one week payment as well as an emergency contact form at CLMLC, LLC on a one (1) week trial period, starting from the child's start date that is listed on the contract. If it is determined that the program or its provider cannot meet the needs of your child, or your child cannot adjust to the program at CLMLC, LLC, the provider and or parent will give a minimum of one (1) week written notice of termination of services.

Incorrigibility

At the time beyond the one (1) week trial period, all enrollment form, one week security deposit as well as the registration fee is due before the child can continue (see page 5). Should a child be extremely difficult to deal with over and beyond reasonable disciplinary measures that child will be released from my care and all parties obligated under said contract will also be released. Examples: biting, being disrespectful to daycare provider or substitute endangers him/her or others.

Payment and Fees

Registration Fee

There is an annual, non-refundable registration fee of **\$60.00** per family. This fee is payable upon signing of the Contract and Parent Agreement, and due annually thereafter on the anniversary date if when your child enters the daycare. Parents will be notified in advance, via e-mail, when registration fees are due. Registration fees are subject to change without prior notice.

Payment and Late Fees

Your (weekly, bi-weekly, or monthly) advanced payment and annual registration fee for your tuition will be considered your deposit. ***Your tuition is based on the hours agree on at the time of signing of the contract (please refer to your contract for reference).*** Check payments are due 9:00 a.m., and cash payments are due Friday by the close of business. Payments do not change due to absence, holidays, vacation or personal days. The payment reserves your child's place in the daycare. In the event CLMLC, LLC is closed for snow days and/or an emergency closing, your payment is due the next day of operation. Continual late payment may result in termination of enrollment at Creative Little Minds Learning Center, LLC.

I realize the financial burden that childcare places on parents, and hope parents understand that as a business, providing childcare is also costly to the provider. These expenses include, but are not limited to groceries, utilities, insurance, programming, toys and equipment. A late fee will be charged for delinquent tuition payments and are payable by cash only (holidays will be counted as late days – late day fees will start on the day payment is due):

1 day= **\$25**
2 days= **\$50**
3 days= **\$75**
4 days= **\$100****

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**** Services will be suspended until all tuition and fees are paid in full by cash.**

This policy is strictly enforced. Repeat late payments and late pick up will result in termination. We will take all outstanding accounts to court and collections. Should it be necessary, parent/guardian is responsible for all court costs.

Payments can be made by check, postal money order or cash. Checks should be made payable to CLMLC, LLC. There will be a return check fee of \$35.00 and any other fee that was associated to the return check. **After the first insufficient fund check, payment must be made in cash or postal money order only!** Also parents will have to pay late charges according to the late payment schedule above (holidays and vacation will be included in the late fee – late day fees will start on the day payment is due). You will be given a receipt, via E-mail, for your payment each week. **Thirty Day written notice** must be given if you decide to withdraw your child, or when the child will have an extended absence for any reason. You are still responsible for paying the tuition during this notice, whether your child attends or not.

Late and Early Fee

Your day start and ends at the time of your contract. We understand that emergencies occur; however, CLMLC program is not licensed to provide services beyond the time of your contract. If you are detained or need to come in early due to traffic or a work situation, is your responsibility to contact someone to keep or pick up your child and to notify the program regarding the identity of that person dropping off or picking up.. Late and Early Fees will be assessed for picking up children after your contract ending time. The fee will be \$20.00 for every 15 minutes or any portion thereof, per child. If a child is not picked up from the daycare within 30 minutes of closing, the late fees will be doubled, and the appropriate child welfare authorities may be contacted. If the drop off is early the fee still remains at \$20.00 for every 15 minutes or any portion thereof. The earliest CLMLC is licensed to open is 6:00 am and close 12:00 am. Late Pick Up fees are due within 3 business days. Continuous late arrivals may result in a suspension of up to five days from the program or in termination of enrollment in the program. There are no credits or adjustments for time not used in the School Age Services.

For Parents who qualify for subsidy:

The deposit will be the amount of two weeks subsidy portion of your fees. This will be refunded when Creative Little Minds Learning Center, LLC receives the final subsidy payment for your childcare, providing you give proper written notice as required before termination of care, and have no other outstanding fees owed Creative Little Minds Learning Center, LLC. If you don't give Creative Little Minds Learning Center, LLC proper written notice and/or have fees outstanding, this fee will not be refunded. CLMLC will also contact your county DHS office to place a hold on any new vouchers you may receive until any outstanding payments are paid.

For Parents who *do not* qualify for subsidy:

The deposit (advanced payment) will be the amount of half of the monthly fees payable for the care of your child (ren). This fee is payable by cash.

Any delinquent accounts of 14 days will result in legal action. Any legal fees and/or collection fees will be the responsibility of the delinquent parent.

Absences and Vacation

When children are absent from Creative Little Minds Learning Center, LLC due to illness or vacation, there is no reduction in fee. *Payments are due prior to vacation (parent or provider) payable by post-dated check.* In short, you must still pay for the day your child is absence or on vacation from the daycare.

A Credit to you for your Child's Birthday!!!

The week of your child's birthday you will be given a **\$25.00 credit** toward your day care expense at Creative Little Minds Learning Center, LLC.

Paid Holidays

Parents will receive a calendar that lists all paid holidays and extended time off at Creative Little Minds Learning Center, LLC at the time of contract signing. Every November parents will be given a calendar listing days off for the next year. **For parents that send their child part-time, if your scheduled day falls on the holiday, to secure your child(rein) spot Creative Little Minds Learning Center LLC is to be paid for that day.**

Vacation Days

Creative Little Minds Learning Center, LLC will take a two-week paid vacation – ample notice will be given prior to vacation time.

Bereavement Days

In the case of an emergency, you will be notified immediately when the three (3) paid bereavement days are needed, up to (5) paid bereavement days when it is initial family members (mother, father, sister, brother, children and spouse). Bereavement days are considered paid days per contract and not to be considered personal days. Parents/Guardians are responsible for alternative childcare.

Jury Duty

CLMLC will be paid for the one day if I am called in to serve jury duty. If selected for a case I will use vacation/personal days. I will advise parents of my selection as soon as I am notified. Parents will be notified by 5:00 pm the prior day if I am to report to serve.

Personal/Sick

Creative Little Minds Learning Center, LLC will be given one week paid personal/sick time off you will be notified immediately parents/guardians are responsible for alternative childcare.

Adjustment in Security Deposit

If your child have a decrease in their tuition the security deposit adjustment credit will be applied to the next tuition payment. If your child have an increase in their tuition the payment is expected on the date stated on the new contract. When the required 30 day written notice is given by parent or guardian for the final days of care the initial or adjusted security deposit will be applied the last week of the child's attendance.

Days and Hours of Operation

Creative Little Minds Learning Center, LLC is open Sunday through Saturday from 6:00 a.m. to 11:30 p.m. Parent please refer to your contracts for specific arrival and departure times within these hours.

Weather/Power Outages

Creative Little Minds Learning Center, LLC follows the Howard County Government guidelines for inclement weather. If the day care has to closed (late, early, or all day) payment is still due. No discounts are given for inclement weather.

Due to regulations by the Department of Education/Childcare Administration if there is a power outage for more than one hour, Creative Little Minds Learning Center, LLC will notify parents for dismissal. Parents will have one hour to pick up their child (ren) after the initial phone call.

Children Arrival and Pickup

Children are to arrive clean and fed (unless arriving before a meal time). We prefer that there are no pick-ups or drop-offs during the designated daily quiet time. Children need to arrive before 9:00 am if they are to eat breakfast at the daycare.

It helps your child tremendously if your child is aware that you will be arriving early (or late) in that they come to expect regularity and thrive on it. I also have children put their coats and shoes on in preparation for your arrival time. Please keep me informed so we can in turn keep the child informed! Drop-off and pick-up times are not good times to discuss serious issues. Little ears and minds hear and understand everything. I am not comfortable discussing a child in the presence of anyone, but their parents.

Illness

Creative Little Minds Learning Center, LLC is a clean and safe home care environment. It is not equipped to handle children with illnesses. For the protection of all children, your child must have an alternate place of care if any of the symptoms listed below are present.

The Health Department regulations prohibit the admittance of any child into a family childcare home that exhibits any of the following symptoms:

- Fever (100°f or higher) – child needs to be fever free for 24 hours without the aid of medication
- Diarrhea – child must be symptom free for 24 hours without the aid of medication

- Vomiting – child must be symptom free for 24 hours without the aid of medication
- Runny nose with colored discharge
- Rash, neck swelling,
- Discharge from eyes or ears
- Lice – child needs to be treated and nits removed before return
- Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza, strep throat, pin worms, ringworm, and symptoms of common childhood diseases.

The child may return when the incubation and contagious period has passed and the child is well enough to resume normal childcare activities. I will not accept children with communicable diseases or who maybe contagious. For any of these illnesses, the fact of his/her condition should be reported to the daycare. Upon return, a physician’s authorization indicating that the child is clear of any infectious disease is required. If your child should show symptoms of any of the above illnesses, you will be contacted, and I will expect you to pick up your child immediately. Please make plans for an alternate place of care when your child is sick.

Administration of Medication

No medications will be given unless a Medication Authorization Form is complete!

Immunizations—please schedule your child’s immunization when you are able to stay home with them. NO children will be allowed at CLMLC, LLC the same day as their shots.

Medical Emergency

In the case of serious injury, 911 will be called first, and then you will be contacted. If it is impossible to reach the parents and emergency treatment is required, the child will be taken to the nearest medical center. Your authorization for the daycare to take whatever emergency procedures are deemed necessary is part of this agreement. Your signature on the bottom of the emergency card is critical in authorizing emergency care. In the event of the injury, I will determine the action to be taken in my home. You will be contacted or informed of **every** injury. These rules must be enforced to ensure the health and safety of the other children and daycare provider. Parents are responsible for payment of health care.

Parent/Child Information

It is the parent’s responsibility to notify Creative Little Minds Learning Center, LLC of any changes in employment, phone numbers, or address. Please notify the provider of any arrival and departure schedule changes within 24 hours. All health forms must be updated regularly; therefore it is the parent’s responsibility to notify the provider of any changes that occur.

Parent Responsibility

In addition to the responsibilities outlined in the Parent Agreement, parents are responsible for the following:

- Paid Holidays, Vacations, Personal, and Bereavement days
- Alternative childcare in the event of Provider emergencies (at all times)
- Cost of field trips
- Keeping sick children home – *The provider must be notified if the child will not be attending daycare on that day*
- Immunizations – Child must be kept home for the day
- When a call is made for a parent to pick up a child who is ill or who has been injured, it should be done as quickly as possible, without delay or unreasonable excuses. A \$75 fee will apply if not picked up within one (1) hour
- Thirty Day written notice must be given if you decide to withdraw your child (ren), or when the child (ren) will have an extended absence for any reason. Tuition payments are still due
- For Infants: crib sheet, diapers, wipes, baby food, formula and juice
- Two (2) extra sets of clothing for seasonal changing are to be left at the daycare or brought on a daily basis
- Make sure child is clothed appropriately for the weather (i.e. shoes, boots, undershirts, etc)
- When applicable, notify the daycare of any custodial issues

Parent Involvement

Parents are always welcomed at Creative Little Minds Learning Center, LLC. You are invited to come for lunch, help with any activities, or just drop in for a visit. Please see the Day Care Director about any enrichment activities you want to suggest. We know that many working parents will have difficulty getting a whole day away, but any time you can arrange to be with us, even for a short while, would be fine! Parents/guardians have the right to inspect the daycare premises.

Authorization to Participate

While your child is attending Creative Little Minds Learning Center, LLC we will be taking spontaneous walks and field trips as part of our learning environment. Therefore, the day care requires signed authorization forms from each parent or guardian in order for your child to participate in these activities.

Field Trips

Field trips and spontaneous nature walks are considered an important part of the program here at Creative Little Minds Learning Center, LLC. Parents are welcome on these trips. You will be informed in advance about scheduled trips. CLMLC will provide information regarding cost, arrival and departure times, and any other details regarding the trip.

Guidance and Discipline

At Creative Little Minds Learning Center, LLC we recognize that discipline is an important part of a child's growth and development. Therefore, the following approaches are implemented to prevent and reduce incidents of unacceptable behaviors. Corporal punishment is **never** used at Creative Little Minds Learning Center, LLC. Every morning during circle time the common rules are reviewed. The rules are posted in each area of the daycare. Every quarter during circle time CLMLC will meet with the children to see if any rules need to be changed. CLMLC feels that it is important that the children's input on their guidance and discipline is taken into consideration when rules are made and implemented.

Method One

Our first method of discipline loves guidance, instruction, example and counsel. We know that most children want to please the teacher and get along with their classmates—some need extra guidance and patience.

Method Two

If loving instruction fails to produce the desired behavior changes, "Time-Out" is used. The child may be placed in a Time-Out Chair for duration of time appropriate to his/her age. (The general rule is one (1) minute in Time-Out for each year of the child's age—a three year old sits three (3) minutes). After the time has elapsed, the child is usually eager to return to the group. The teacher will take to him/her briefly to review the problem, find alternate solutions, and give a hug. Sometimes apologies to the other children are also necessary.

If the behavior continues, the Child Care Director will contact the child's parents and discuss the problem. If the behavior problems continue to exist, the child may be dismissed from Creative Little Minds Learning Center, LLC without notice.

Custody Orders

In the case of a custody dispute, all custody papers must be filed at the daycare before enrollment. Any changes in custody should be noted and filed immediately.

Verification of legal custody: Creative Little Minds Learning Center, LLC, must have a copy of the court order recognizing the parent or Guardian who has legal custody of the child, as well as visitation schedules. Otherwise I have no choice except to release child to his/her parent.

Child Neglect/Abuse

It is the responsibility of Creative Little Minds Learning Center, LLC to report any suspected cases of child neglect or abuse to Child Protective Services/Social Services and Childcare Administration. I have been trained to recognize possible signs of abuse/neglect. All suspected cases are immediately reported to the proper authorities. Failure to follow these guidelines could lead to criminal penalties for Creative Little Minds Learning Center, LLC.

Communication

I consider a free exchange of information between me and the parent is critical for the welfare of your child. On a continuing basis, I will share information about your child's growth and development and daily activities. During arrival and pick-up times, I am frequently busy with the children and it is difficult to talk at length then. So that we can have uninterrupted times to talk, I will schedule conferences at mutually convenient times. I also have set aside one (1) hour, daily between 1:00p.m.-2:00p.m. for calls from parents. It is important to have all information that may affect your child and please be aware that all family information is kept confidential. If there are any changes in family life, jobs, or other situations, which may be stressful to your child, I need to know so that I can give the child extra nurturing and support. I have a special bond with the children, but it will never take the place as parents. I believe that straight talk makes for straight understanding. If we talk straight we'll understand straight! Hopefully, I will also have a special relationship with you as parents and we can work together to invest in your child who embodies our dreams for the future.

Curriculum

The InvestiGator Club by Robert/Leslie

Young Children Love to Investigate!

Children are born explorers. Naturally curious, they want to know about the world and their place in it. The InvestiGator Club preschool curriculum taps into this sense of wonder by connecting play, imagination, and content to the real world. "Purposeful inquiry," the heart of The InvestiGator Club, challenges children to use their senses, to ask questions, and to find the answers in a supportive, language- and literacy-rich environment.

IEP/IFSP

CLMLC would like to insure you that we will do everything possible to meet all of your child's educational and growth needs. In order for us to meet those needs we would like for you to provide a copy of your child's IEP/IFSP if it applies. Your child's IEP/IFSP will not be shared with anyone or agency without your written permission. By providing us your child's IEP/IFSP this will help us in working with your family, any early intervention or special education services. It will also help us in planning our schedule, daily curriculum and activities. It will give us a clear understanding of the which agency will need to contact to set up arrangements for services if you choose to have your child. It will also help us in setting up a time for your child to receive services in my location. Working closely with the agencies that provide services to your child. I would like to state that this is strictly voluntary.

Conferences

Please feel free to schedule a conference at anytime. This covers both the provider and the parent. Conferences will be scheduled 4 times a year in September, December, March and June, at the request of CLMLC, LLC.

Assessment

CLMLC will conduct weekly assessments on each child so that we can have documented proof of your child's progress and were your child may still need areas of growth. The assessment tool that is used is from our curriculum **Little Treasures by McGraw-Hill**. A sample of this assessment is available for viewing upon request CLMLC will be sharing these assessments with you during our quarterly conferences. If you have any concerns with your child's level of progress or you feel your child is showing any signs of a learning disability you feel that needs to be addressed please feel free to contact CLMLC.

Fire and Emergency Preparedness Drills

Fire drills will be conducted once a month and Emergency Preparedness is conducted twice a year. This plan is used to teach the children ways to exit in the event of a fire or other emergency.

Rest Periods

The children will have a rest period for two and a half hours each afternoon. While children are not forced to take a nap, we will have quiet time.

Nutrition and Physical Activity

Infant Feeding: I am more than happy to serve breast milk if that is your method of providing nourishment for your baby. You may either supply an adequate amount of bottles each day or provide frozen breast milk that can be stored on location and used as needed. You are more than welcome to use my living room for breast feeding or pumping.

If you want your baby to be formula fed, you may either supply an adequate amount of pre-made bottles each day. Your other option is to provide me with 3 empty bottles as well as the liners if required for bottle use. A sealed can of powered formula or ready to feed formula. If you require bottles be made with bottle water, you must also supply the bottle water.

In either case, please keep me informed as to the amount of liquid your child is consuming and their present feeding schedule.

As your child is introduced to solid foods, please supply me with cereal, fruits, vegetables, and meats that has been previously introduced at home, only unopened labeled store bought food will be given in daycare. Once the child is able to consume table food, I will supply all the food.

Food: All meals served are per the government guidelines for adequate nutrition and as regulated by MSDE for child care homes. Fruits, vegetables as well as whole grains will be served at breakfast and lunch as well as snacks daily. All food will be age appropriate. No honey or tomato sauce will be served to children under the age of one. No nut products will be served to children under the age of two. No fried foods will be served and foods high in fat will be limited. For children who are able to sit at the small table, meals will be served family style with supervision. If your child has a food allergy or other food related issue, please inform me of the situation so that we can meet your child's needs. A note from your doctor will be need for all food allergies indicating the allergy and any related care instructions.

Beverages: For infants, see the above infant feeding area. No juice will be served to children under the age of one. For those children over one, only the juice that was first introduced at home will be served. Juice will be served no more than once a day and limited to no more than 4 ounces per child. All juice beverages will be 100% juice and no high sugar drinks will be served. Whole milk will be served for children between the ages of one and two. All children over the age of two will be served 1% milk. Milk will be served at breakfast and lunch and at least one snack. Water is available at all times. If your child has nutritional needs that are outside these guidelines, please supply a note of explanation.

Physical Activity: Children need adequate activity for the development of muscles, the brain, eye hand coordination, and the release of energy. Outdoor activities are part of our daily schedule if weather allows. If weather does not permit outdoor activities, indoor activities will be provided. There is adequate room indoors for the children to move and get exercise. This will be accomplished through playing games, music, and dancing. As advised in our interview we spend as much time as possible outdoors. I have found that incorporating outdoor education gives the children a respect for their environment.

Screen Time: is only used when it is directly related to facilitate the learning experience. Any screen time will be age and subject appropriate. The American Academy of Pediatrics recommends that children under the age of two have no screen time. For children over two, we all should strive to limit screen time to no more than 1 – 2 hours of screen time per day. CLMLC policy is to limit screen time to only a half hour per day. This includes video games, computers, and television.

Birthdays

The week of your child birthday you will be given a \$25.00 credit off of daycare expense as a gift from us to your child. Birthdays are very important to our young ones. You are invited to share a birthday celebration with your child's friends at the daycare by sending cookies, cupcakes, brownies or cake. Please let the Daycare Director know in advance that you will bring the special treat.

Potty Training

It is understood that the daycare staff and the parent will determine when the child is ready to be toilet trained. All children being potty trained must have 5 pairs of cotton underwear or panties. I will not potty train with pull-ups. Pull-ups will be used only when child is put down for a nap. Two (2) sets of clothing are needed in the event of accidents. All children must be able to talk well enough to demonstrate the words "pee-pee" and "poo-poo" and/or "potty". I will assist in potty training and I expect the parent to fully cooperate with this process. Remember, daycare is a team effort!

Toys and Games

Creative Little Minds Learning Center, LLC is equipped with toys, games, and books. There are enough toys to meet each child's needs according to their level. Any toys brought from home will **not** be the responsibility of Creative Little Minds Learning Center, LLC.

Other Information

Photographs

Sometimes I may wish to photograph or videotape the children for my record or for your viewing. Photos and videotapes will be shared with parents. Videotapes are permanent property of CLMLC, LLC. Permission to do so will be covered in your enrollment packet.

Confidentiality

Any new information concerning a child (ren) and/or their family is kept confidential.

Termination of Services

Creative Little Minds Learning Center, LLC has the right to terminate service at any time!

Withdrawing Children

If for any reason you need to withdraw your children, Creative Little Minds Learning Center, LLC require a 30 day notice. The notice must be in writing, emails will not be accepted. **The date of withdraw will start with the day Creative Little Minds LLC received the written notice.** Your security deposit will go towards your last week of service.

Creative Little Minds Learning Center HANDBOOK AGREEMENT

I _____ and _____

Parent (s) of _____ and _____

I/We have received all 20 pages of the CLMLC Parent Handbook, on _____

I/we understand and agree that it is my responsibility to read and familiarize myself with **all** the policies and procedures included.

I understand that it is my responsibility to go directly to the provider with any questions I may have regarding the policies, procedures and information contained in this handbook.

I understand that the information contained in this handbook is subject to change without prior notification.

Please sign this agreement and return to CLMLC prior to your child's start date.

Parent(s)/Guardian's signature(s) _____

Parent(s)/Guardian's signature(s) _____

Provider Signature _____ date received _____