# Smart ****Beez**** Learning Center Parents Handbook (2018)

We are pleased to have you join our Center. Please read this Handbook thoroughly, as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. There may seem to be a lot of information, if you have any questions, regarding Smart Beez Learning Center policies, please do not hesitate to ask. We will go over this book during your interview, but this copy is for you to reference back to. There will be a yearly revision to this handbook and the accompanying contract. Smart Beez Learning Center reserves the right to make changes to the policies and procedures, as we deem necessary. You will be notified, of any changes that may occur.



**435 Southland Dr. Lexington, Ky. 40503**

**www.smartbeez.com**

**Phone: (859) 276-2339**

**Fax: (859) 276-0339**

**Like us on Facebook ☺**

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <http://www.ascr.usda.gov/complaint_filing_cust.html>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (in Spanish).

**DEAR PARENTS,**

**What Smart Beez as a provider should expect from you, the parent:**

Open communication. Explain clearly and carefully your wishes and expectations about how your child will be cared for. Also provide updates on problems and progress that you child is making. Good communication helps us work together in the best interest of your child. You should fully understand the terms of the contract and the policies and procedures that you as the parent are agreeing to. Your child’s teacher will do a developmental screening using the Brigance assessment kit, within 90 days of enrollment and referral (if needed) within 30 days of screening.

**Purpose**

At Smart Beez Learning Center we believe a child’s early experiences enrich and stimulate future growth. Children deserve to be treated and respected as individuals in an environment that welcomes reason, exploration, question, and imagination. We respect each child’s need for love, security, acceptance, warmth, and stimulation.

**Goal**

Our Goal is to create a safe healthy environment, where children will grow to their full potentials physically, emotionally and cognitively.

**Mission**

While in our care your child will have the opportunity to participate in a wide variety of activities, which promote all aspects of development. Family owned childcare provides for children the comfort and experience of belonging to an extended family.

**Hours of Operation**

**Smart Beez Learning Center** is open 6:30 AM- 6:30 PM Monday through Friday. We will close during the following days:

**New Year’s Eve Thanksgiving Independence Day**

**New Year’s Day Labor Day Memorial Day**

### The day after Thanksgiving Christmas Eve and Christmas Day

The above are paid holidays for **Smart Beez Learning Center** if they fall on a contracted day for your child.

**Smart Beez Learning Center** may close due to severe weather, please join our texting services to receive any updates about our hours, by texting **@rjarr** to **234-294-2998.**

## Payment Procedures: (**Payment is based on contract, not attendance)**

**Application Fee**: $35 fee per application is due when submitting the application.

**Deposit**: one-week fee is due when submitting the enrollment application. Deposit will count toward the child’s last week of enrollment with a two-week notice.

## Rates: per child

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Age | Class | Hourly | Daily (8hrs max) | Weekly (8:00-1:00) | Weekly (full day up to 50 hrs/wk) |
| Up to 23 months | Little Cuddles | 10.00 | 50.00 | 140.00 | 160.00 |
| 2 years-5 years | Bumblebee Explorers | 9.00 | 40.00 | 120.00 | 140.00 |
| School Age | Beez Adventurers | 8.00 | 40.00 | 100.00 | 120.00 |
| Before school | **Beez Adventurers** | **N/A** | **10.00** | **N/A** | 40.00 (Transportation included) |
| After school | **Beez Adventurers** | **N/A** | **20.00** | **N/A** | 90.00 (Transportation included) |
| Before/after school | **Beez Adventurers** | **N/A** | **30.00** | **N/A** | 100.00 (Transportation included) |

**Payments are due on Friday (or the last day of attendance) of each week for the week after. Change will not be accepted for payments.**

**Full day/week children must be dropped off before 11:00 am. Changes on attendance schedule must be done in writing only with at least 48 hours’ notice.**

**A $15/day late fee will be charged, if tuition was paid on Monday or after, unless Smart Beez Learning Center was closed then the payment is due in full on the first opening day.** In case of non-payment, legal actions will be taken, and the parents will pay all legal fees incurred, late fees and any cost for loss of wages if there is a small claims case.

**Transportation:** $1.5/mile/day.

**Returned Check Fee**: $45.00 and additional costs incurred, along with the late fee. payments must be made in cash/ credit form .

## Late Pickup Policy: If your child is picked up after 6.30 pm there will be a late charge of $2.00 for every one minute. **Please be courteous and arrive on time. After-hours time is time with our family. In case a parent was late three times or more for children pick up, there will be a chance for termination.**

**Open Door:**

You are invited and welcome to visit our center anytime your children are present. You are asked to avoid visiting during Rest Time as much as possible. Parents are also free to call at any time. If we do not answer the phone, please leave a message, and we will call you back as soon as possible.

## Health Matters

For the health and safety of your child and all of the children in our daycare, **please do not bring your child to daycare sick.** In which case we in turn may become sick making it difficult to care for the children at the high standards that we have set for ourselves. If you are not sure if your child should be brought to daycare, then please call and check with us. If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents need to pick up their children within **one hour** of being notified. If parents are not available, the emergency contact person will be notified.

**Note:** Once the child is removed from daycare due to illness, **they may not return to daycare until symptoms requiring removal are no longer present for 24hr.** The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

## Guidelines for Children Requiring Exclusion from Daycare

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule.

Signs of illness include the following; diarrhea (more than 3 times in one hour), vomiting, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, lice, and any other contagious disease. **Any child with a fever of 100 degrees or above may not attend daycare.** State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted. Pain and fever reducing medications will be given ONLY with a doctor note.

## Behavior Management & Discipline

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others and surroundings. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, pushing, biting, etc), that hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
2. **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
3. **Time-Out:** The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one’s self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
4. **Suspension:** When a child's behavior is repeated frequently, parents will be called to pick up the child for the rest of the day. If the child was sent home three times for demonstrating the same behavior, a meeting with parents will be called to discuss a permanent suspension.

5.. **If a conflict arises that cannot be resolved between us and the family we reserve the right to disenroll the child without a previous notice**.

## Cleanliness

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our center and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Our center is kept clean at all times. We thoroughly clean surfaces that children come in close contact with using soap and water and 200ppm Clorox. The feeding tables are cleaned before and after each use, and the diaper changing tables are cleaned and disinfected after each diaper change. Toys are cleaned and disinfected often. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and after meals and after engaging in a thorough list of activities.

**Drop Off/Pick Up**:

We assume responsibility for your child only while he/she is on our center. No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pickup list whose permission is written and signed from the parent. Telephone permission will not do! Anyone unfamiliar to our teachers will be required to show proof of Identification. Please make the alternate pick up person aware of the requirements. It is normal for your child to cry on arrival, especially for the first few weeks. Please make your goodbye brief and tell your child exactly when you will be returning. The crying usually stops within seconds of your departure. Never leave without telling your child goodbye. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. Children of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart. If the person picking up the 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.

**Court Order**:

If there is a court order keeping one parent or guardian away from the child, Smart Beez Learning Center must have a written note from the custodial parent or guardian in our file to that effect. Otherwise, we will not be responsible if the non- custodial parent picked up the child. 

**Dress Code:**

Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained. Weather permitting; we will spend times outdoors. You also need to supply TWO complete change of clothing in case of an accident. If the child has no spare clothing, the parent will be called to bring some or to pick up the child. Children must wear closed toes shoes at all times, when they are at the center.

**Toys**:

We have well organized, separate, age appropriate toys for the toddler and infant class. Infants will not be allowed to be around or play with small objects and toys. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, **please do not bring your child's toys to daycare except on designated sharing/show and tell days.** As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Please expect that toys can be lost and other children might take them home; Smart Beez is not responsible for lost toys. Never send your child to daycare with toy weapons.

**Transportation**:

We offer transportation services. One of our staff will always accompany children during transportation, keeping in mind to follow the staff-ratio regulations during the process. We offer a flexible transportation program that fits the parents’ times. During loading and unloading times, the vehicle will be parked as close as possible to the daycare entrance and a staff will be evacuating the kids. Daily inspection will be done the vehicle.

**Holidays/Birthdays**:

We honor major holidays and all children’s birthdays. If you would like to bring a special Treat, please arrange this with us. No homemade or sugary treats allowed for the children (mini cupcakes will only be allowed for birthdays). You are more than welcome to participate in ANY activities we plan. No fire candles will be allowed, however flameless candles can be used. If you don’t want your child to participate in any activity, please inform us and we will plan for an alternative activity.

**Emergencies**:

**Fire:** There are few fire extinguishers located in our center. If there is a fire that cannot be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so the children will be prepared in the event of a fire. The fire evacuation plan is located on file and you are free to view it at any time.

**Tornado:** In the event of a tornado warning, the children will gather in the infant room. We will remain in there until the inclement weather has passed. Tornado drills will be practiced quarterly. The tornado plan is located on file and you are free to view it at anytime.

**Power outage:** There are emergency lights located in each classroom. If the power remains out for some time, there are non-perishables located in the kitchen that will be used to eat. If the weather is inclement and the center is getting too cold for the children, you will be called to pick up your child.

Smart Beez Learning Center has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. Our emergency location of choice is Ali Baba store across the street from our center. A notice will be posted at the daycare with all information on the alternative sight.

**Supplies**: All supplies **must** be labeled with your child’s name.

Please provide the following things to be left at the center:

* TWO complete weather appropriate changes of clothing (more if we are toilet training) to be left here. This includes shirt, pants, socks, and underwear; shoes are optional.
* Diapers/pull-ups, wipes, diaper creams (Diaper rash cream needs a medication administrating form)
* Pacifier (if needed)
* Infants only: sleeping bag (will be taken home weekly to be cleaned and returned)

There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. We are not responsible for replacing stained or soiled clothing.

**Note:** Please periodically check your child's locker/cubby to make sure they still have all of their necessary items needed at daycare. **We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all of his or her necessary belongings with them at daycare. This way we can care for your child in the best possible way.**

**Toilet Training**

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at the center. Parents will be required to supply pull-ups and wipes. **Children will be allowed to come to the center in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups.** Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

**Medications**:

No child will be given any medication, prescription or over the counter, unless the parent gives written permission. Prescription medication shall have the child’s name, name of medication, Doctor’s name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy and it will be given as directed on it unless you provide a doctor’s note to do otherwise. We have “Permission to Administer Medication” forms to be filled out each day your child will need medicine to be administered. Written permission is required in order to use diapering products, sunscreen lotion and insect repellents.

**Medical Emergencies**:

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you, or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. **It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current.** Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

**Note:** In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.
4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital. In case parents or emergency contacts were not available a staff member will accompany the child to receive treatment.

**Meals (for kids 13months and up)**

Smart Beez Learning Center is partnering with the Child and Adult Food Program to contribute better to the wellness, healthy growth, and development of young children. Each day we provide three nutritious and well balanced meals. We provide morning breakfast, lunch, and afternoon snack. Milk is usually served with all the meals and snacks, and water is offered throughout the day.

The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind. We know that the good food habits will help prevent common nutritional problems in young children such as; cavities, iron deficiency anemia, and obesity, etc.

At Smart Beez, we believe we are what we eat. We serve whole milk for children up to 24 months old and fat free milk for children age 25 months and up. We serve a lot of fresh fruits and vegetables. If your child has any particular dietary needs resulting from being a vegetarian, having allergies, religious beliefs, or non-religious beliefs, etc, we must be informed in writing.

**Infants Feedings:**

By Child Care Council of Kentucky regulations, infants shall be held while fed; and bottle shall not be propped, left in the mouth of a sleeping infant or heated in a microwave. **Parents who provide breast milk:** The milk must be transported in an insulated cooler bag at 5°F to 39°F, in ready to feed amounts (plastic bottles should be BPH free with screw caps and tight fitting lids), labeled with child’s full name, and date and time the milk was expressed. Expressed breast milk that is in an unsanitary bottle, is curdled, smells rotten, and/or has not been properly stored will be returned to the mother. If formula is used, please make sure that your child have sufficient amount of formula daily. Smart Beez will provide Sam’s Brand formula. Parents who choose to provide baby food for infants and formula, please make sure you’ve tried the food at least three times at home and that your baby did not show any sign of allergic reaction to it before sending it to the center.

## Learning and Fun

**For ages two through five**, we offer a structured preschool curriculum. This on-going preschool program is offered Monday through Friday and is both entertaining and educational. Your child will enjoy activities ranging from art and craft projects to games, songs, finger plays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. Some of these projects will be taken home to share with you, and others will be group activities that you can ask about. We know that **children learn best by "doing"**. Therefore, the activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because we believe that learning should be an exciting experience.

**For ages 24 months and younger** we work on and with the following: throughout each day we work on large and fine motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. Infants and toddlers learn through play by utilizing flash cards, books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more.

We encourage participation, but the child will not be forced to participate. Most importantly, our goal is to make learning for all ages fun, and non-intimidating. It is our hope that both you and your child will be as enthusiastic as we are about our program.

We know that children learn through play. Because of this, we do not under estimate the importance on a growing child's mind, body and spirit. Therefore, the children under our care receive lots of both free-play and structured-play throughout each day. Age appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages. Activities that we and the children participate in, include, but are not limited to the following. **Indoor activities include:** books and story-time, Legos, circle-time, tumbling exercises, music and dancing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls, Mr. Potato Head, blocks, song games, play dough, coloring, painting, science, board games, puppets, and singing.

**Outdoor activities include:** sliding, jumping, running, balls, jump rope, catch, bubbles, follow the leader, squirt bottles, tunnels, safe water toys, various games, painting, neighborhood walks, exploring nature/weather, and yes falling.

As you know, children play hard and will get some bumps and bruises from time to time. We do our best to limit the amount of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. During the summer months, we allow for more outdoor activities and creative art projects. **Weather permitting; we play outdoors almost every day.**

## Daily Schedule

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

|  |  |
| --- | --- |
| 6:30-9:00am | Drop off, welcome children, free play |
| 9:00-9:30am | Breakfast, clean-up/wash-up. |
| 9:30-10:00am | Circle time (Greetings, Calendar, Weather, Themed Story, Sight words) |
| 10:00-10:30am | Art and Creativity |
| 10:30-11:00am | Healthy Bodies/Gross Motor (Outdoors, if possible) |
| 11:00-11:30am | Math/ Science |
| 11:30-12:00pm | Group reading, Songs & Rhymes |
| 12:00-12:30pm | Lunchtime |
| 12:30-2:30pm | Rest time |
| 2:30-3:00pm | Quiet Story time/ Literacy. |
| 3:00-3:30pm | Healthy Bodies/Fine Motor (Outdoors, if possible) |
| 3:30-4:00pm | Snack Time |
| 4:00-6:30pm | Free Time/ Reading/ Language. |

**Rest Period:**

**The State of Kentucky requires that all children under the age of five have at least a two hour rest period every day. No child will ever be forced to sleep, however all children are encouraged to remain quiet and on their cot/mat during this time.** Children, who wake early, will participate in a quiet activity until Rest Time is over. Please try not to schedule pick-ups or visits during this time to lessen disturbance to the resting children. All children will rest on their cots or mats with individual linens.

Infants and toddlers sleep in separate rooms. The infants sleep in cribs, and the toddlers sleep on cots/mats. Our goal is to have all children sleeping on the same afternoon nap schedule. Nap time for children 12 months and older is during the time between 12:30pm and 2:30pm each day.

**Daily Connect:**

A daily report will be sent home with each child. These cards will keep the parents updated with events of the day, such as, what they ate and drank, when diapers were changed (if not potty trained), their nap schedule, and any other pertinent information.

**Before- and After- School Care:**

**As a Learning Center our care expand to more than the first five years of the child’s life. Smart Beez Learning Center also offers a before- and after- school care for kids of up to 13 years of age. Our before- and after-school program provides the perfect combination of recreation and education for a well-balanced experience. During that time, the kids will enjoy a snack, help with homework and a lot of activities that will enrich their time. The program will include field trips, arts, craft,** reading, cooking and music. In addition, Smart Beez also offers special programs for early-release and no-school days as well as programs for the summer. We draw upon the most effective academic enrichment, physical fitness, nutritional and life skill programs to challenge children and make learning fun. In our safe environment, your child will have opportunities for fun, socializing and learning. Plus, our convenient hours and transportation to and from school make it easy for them (and you!) to get into a routine.

**Smart Beez also offers school-age programs during holidays and other breaks from school.**

## Referrals

For present clients: a referral from a client is one of the biggest compliments we can receive. As a special thanks to you, we will give **free week** for the referrer and the referred family, after one month of successful enrolment. If at the time of the referral we are full and have no more spots available for the child, then the family will be given the option to be put on a waiting list. When a spot becomes available, the family in question takes the spot, and then at that time you will be given the free week.

## A Final Note

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours**. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.**

**Smart Beez Learning Center Application Form**

Child’s name and Nickname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Birthday/age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The information you supply to Smart Beez Learning Center will be kept confidential. We will, at all times, respect your privacy. Before any of the information is released to outside persons, the parents will sign a release form.

Please fill the application **completely** and to your best knowledge

|  |  |  |
| --- | --- | --- |
|  | Mother | Father |
| Name |  |  |
| Cell Phone |  |  |
| Work Phone |  |  |
| Email Address |  |  |
| Employer name |  |  |
| Employer Address |  |  |
| Hours of employment |  |  |

Parents are: Married \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_ Widowed \_\_\_\_\_ Single \_\_\_\_\_  
Beginning date needing care\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours: Monday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tuesday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Wednesday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thursday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Friday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your child ever been in child care before? What type? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was it a positive experience? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any areas you would like to see your child working on? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your normal method of discipline? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your child's temperament? Are they easy going, hard to please, aggressive, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any food restrictions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any special needs or concerns? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any siblings? Please name them and specify ages and gender.  
Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ age \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ gender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ age \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ gender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Has your child had experience playing with other children? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
How does your child feel about daycare and being left by his/her mommy/daddy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Are there any recent traumatic situations the child has been exposed to such as a death in the family, divorce, new sibling etc.? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
What language(s) are spoken at home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Have you read our policies and handbook?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you in agreement with my payment policies and procedures?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any specific concerns?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give permission to Smart Beez Learning Center to take pictures of my child and use them in social media.\_\_\_\_\_\_\_\_\_\_

I give permission for my child to be in contact/presence with animals that are hosted in the classroom for educational purposes (animals may include: cat, mouse, snail, frog, dog, fish, bird, insect, a turtle, etc…. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Child Abuse and Neglect Intent Statement

This policy was developed to assist child care providers by providing guidelines for the detection and reporting of suspected cases of child abuse or neglect.

**Procedure and Practice**

Any and all suspected cases of child abuse or neglect will be reported immediately to the Department for Community Based Services or the child abuse hotline without repercussion to any staff member. We follow Kentucky laws for reporting child abuse and neglect. Those who work with children are legally required to report abuse and/or neglect and cannot shift the responsibility of reporting to anyone else.

Known and suspected cases of abuse and/or neglect are reported to the Child Protection Hot Line (1-877-597-2331) or to the Protection and Permanency office of the county in which the child resides. The following link provides a local Protection and Permanency office search by county: https://apps.chfs.ky.gov/Office\_Phone/index.aspx

Staff members accused of child abuse may be suspended or given leave pending investigation of accusation.

Suspicions that a child is in immediate danger will be reported to 911.

**What to report:**

• A report should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment

• Include a word-for-word account, without editing, of what the child said and who was present when the child revealed the abuse

• Record the child’s emotional state, gestures, and facial expressions and what was happening at the time the child revealed the abuse

• The report should also include a careful description of the size, shape, color, location and drainage of any obvious, physical injury, and, if necessary, a drawing describing the injury

“Abused or neglected child” means a child whose health or welfare is harmed or threatened with harm by his parent, guardian, or other person exercising custodial control or supervision of the child.

Children have certain fundamental rights which must be protected and preserved. These include but are not limited to, the rights to adequate food, clothing and shelter; the right to be free from physical, sexual or emotional injury or exploitation; the right to develop physically, mentally, and emotionally to their potential; and the right to educational instruction and the right to a secure, stable family.

A child has a fundamental right to be safe and to be nurtured. Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately make a report to the local law enforcement agency or the Department of Kentucky State Police. The following persons are required to submit a more detailed report, including but not limited to: teacher, school personnel, child caring personnel, etc. Any supervisor who receives information from an employee report shall promptly make a report to the proper authorities for investigation. Reports will be assessed and investigated. Social services provided to children experiencing maltreatment.

Anyone that does not report child abuse or neglect may be charged with a Class B misdemeanor, which could result in a $250.00 fine and/or up to three months in jail.

**Definitions of Abuse**

Physical abuse: This is infliction of injury, other than by accidental means, on a child by another person. Forms of physical abuse may be: hitting, biting, kicking, beating, shoving, burning, pulling of hair, or other non-accidental methods of causing bodily harm to a child would be covered under this definition.

Sexual abuse: Refers to sexual assault or exploitation of a minor by an adult, or between two children when one of the children is significantly older or there is a significant power differential between the children, or when coercion is used. Often included in this definition is touching of the breast, genitals, or buttocks of a child, penetration of the anus or vagina with an object, fellatio (oral sex on a male), cunnilingus (oral sex on a female), prostitution, exploitation or involvement of child in pornography.

Neglect: This is failure of a caregiver or custodian of a child to provide adequate care and protection for the child. Neglect may involve failure to provide sufficient food, shelter, medical care, clothing, or supervision to a child. Educational neglect may fall under this category.

Psychological or emotional abuse: This occurs when an adult conveys to a child that the child is endangered, unsafe, worthless, unwanted, or damaged. It may include verbal threats, terrorization, isolation, or frequent berating of a child by the adult.

**Applicable:** This policy applies to all staff, substitute staff, parents and volunteers in the child care setting.

**Communication:** Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at this facility. All parents will receive a written copy of this policy in the parent handbook. A copy of this policy will be posted on the parent bulletin board in each classroom. Staff, parents, and volunteers will receive written notification of any updates.

References

APHA & AAP (American Public Health Association & American Academy of Pediatrics). 1992. Caring for our children-National health and safety performance: Guidelines for out-of-home child care programs, Third Edition Washington DC: APHA http://nrc.uchsc.edu

Kentucky Cabinet for Health and Family Services. Preventing Child Abuse and Neglect Booklet. <http://www.chfs.ky.gov/NR/rdonlyres/0984FD14-A494-4055-9C10-98CDD433F8C9/0/ChildAbuseandNeglectBooklet.pdf>

Kentucky Cabinet for Health and Family Services, Division of Child Care

922 KAR 2:120. Child-care center health and safety standards. http://chfs.ky.gov/dcbs/dcc/regul.htm

Kentucky Legislature. Kentucky Revised Statutes. http://www.lrc.ky.gov/krs/titles.htm

Gimpel, Gretchen A, & Holland, Melissa L (2003). Emotional and Behavioral Problems of Young Children. (6, 147-160). New York/London: The Guilford Press.

Reviewed by:

Director/Owner: Roaa Jarrar/ Lina Abdelmoti \_\_\_\_\_\_\_\_\_\_

Parent/Guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This policy is effective immediately. It will be reviewed yearly by the center director.**

**Must Be Filled Completely.**

**CHILD CARE- CHILD INFORMATION FORM for EMERGENCY/DISASTER PREPAREDNESS**

**INSTRUCTIONS TO PARENTS:**

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enrollment Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Hours & Days of Expected Attendance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Mother | Father |
| Name |  |  |
| Cell Phone |  |  |
| Work Phone |  |  |
| Email Address |  |  |
| Employer name |  |  |
| Employer Address |  |  |
| Hours of employment |  |  |

**Name/relation/phone numbers of Person Authorized to Pick up Child *(daily)***

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any person(s) with court ordered restricted access to the child?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**When parents cannot be reached**, list at least one person who may be contacted to pick up the child in an emergency/disaster:

**1. Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child’s general Medical Condition(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Medications currently being taken by your child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

|  |
| --- |
| Allergies/Reactions: Medications/Foods to be avoided and why: |
| **1.** |
| **2.** |

Are your child's immunizations up to date? \_\_\_\_\_\_\_\_\_ (A copy of your child's immunizations will be needed)

**Child’s Primary Physician or Source of Health Care** \_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In EMERGENCIES requiring immediate medical attention, your child will be taken to the NEAREST HOSPITAL EMERGENCY ROOM. Your signature authorizes the responsible person at the child care facility to have your child transported to that hospital.

**Signature of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANNUAL UPDATES** \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ *\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Initials/Date) (Initials/Date) (Initials/Date) (Initials/Date)*