



## WELCOME

In order to make our relationship as enjoyable as possible, the information in this handbook is meant to ensure that there are no misunderstandings between us and that everyone is aware of BBC policies. There is a lot of information here, but please read all of it yearly and feel free to ask if you have any questions or concerns. You may find this information anytime online at [www.bigboxofcrayonspreschool.com](http://www.bigboxofcrayonspreschool.com).

## DEFINITION OF PROGRAM

Big Box of Crayons Family Preschool & Child Care provides an enriched preschool program during the school year, along with providing before/after school child care for school age children. BBC Family Preschool also provides child care during winter/spring holidays and the summer months when preschool is not in session.

BBC's educational vision is based upon on the mixture of the curriculum principles of Reggio and Montessori. BBC also has influences of several curriculums Ms. Jenni has found to be very useful over the years for certain children. Under the main subjects, lessons are tailored to where the child is at in their education growth (i.e.: each child does writing work, puzzles, math lessons...etc.)

As a school community, BBC is committed to values based on an image of children as curious, competent and capable of co-constructing knowledge. Their journey begins as Ms. Jenni asks questions, listens to and collaborates with them and documents their work. As children discover and explore, they may work on investigations that may last a few days to a few months. All projects are meaningful to them and their world. By creating a classroom environment that allows for open ended learning and discovery, BBC gives children a chance to express themselves and understand their world. BBC also believes that learning is a cooperative venture which includes all children, their families and our larger community. BBC hosts and/or is involved in community events, humanitarian causes and family events to help us do this. Literacy, math, social studies, science, music and arts are all emphasized through a framework of hands-on experiences.

In tune with the Montessori classroom, the space is divided into several logical areas by low open shelves. The Montessori Curriculum is an integrated thematic approach that ties the separate disciplines together into studies of the physical universe, the world of nature, and the human experience. In this way, one lesson leads to many others. Each material isolates one concept or skill that has been specially designed in a way that children are naturally drawn to want to work with it with little or no nudging from adults. Each material has also been designed so that a child can normally check his own work; this is a built-in "control of error." The intention of the materials is not to keep the children dependent on these artificial learning aids forever; they are used as tools to help children work and learn at their own pace, to see abstract ideas presented in a very concrete, three-dimensional way, and to help them grasp and understand what they are working on. Montessori students learn not to be afraid of making mistakes. They quickly find that few things in life come easily, and they can try again without fear of embarrassment.

## PROGRAM PHILOSOPHY AND PURPOSE

Big Box of Crayons Family Preschool's primary purpose is to provide high quality education to preschool children, creating self-directed, responsible, and caring kids. Within that framework, BBC seeks to provide an educational and recreational environment which encourages kids to learn and grow. The goal of the BBC program is to create a fun and caring atmosphere for each child who attends. BBC feels it is important to teach children the following: etiquette, self-esteem, expression of feeling, empathy towards others, individuality, perseverance, responsibility, confidence, acceptance of diversity, and problem-solving abilities. If they think they can't, BBC wants to help them think they can do anything if they just try.

### Whose Child is This?

"Whose child is this?" I asked one day seeing a little one out at play.

"Mine" said the parent with a tender smile. "Mine to keep for a little while;

To bathe his hands and comb his hair, to tell her what to wear;

To prepare for him his daily food, to teach her that she may always be good."

"Whose child is this?" I asked again. As the door opened and someone came in.

"Mine" said the teacher with the same tender smile; "Mine to keep for a little while.

To teach him how to be gentle and kind, to guide and direct her little mind,

To help him live by every rule. And get the best she can from school."

"Whose child is this?" I asked once more just as the little one entered the door.

"Ours," said the parent and teacher as they smiled and each took a hand of the dear little child.

"Ours to love and guide together. Ours, this blessed task forever."

*Author unknown*

## ABSENCES/TARDINESS

Ms. Jenni is concerned when a child is out and would appreciate knowing if your child is sick. If a communicable disease is diagnosed, we need the information for the sake of other children who may have been exposed. Please call, by their contracted drop off time, if a child is going to be out sick for the day.

BBC does not like unknown tardiness. Please call beforehand if your child is going to arrive late. Please be respectful of all the children here that might have to wait to do an activity; call if you are going to be late. Continuously dropping off late without a phone call or email/text **WILL** result in your contract hours being changed, or if it is extreme, even termination. Things come up, over sleeping does happen, but should not happen weekly. Please change your hours if you need extra time in the morning to arrive at BBC.

## ANOKA COUNTY LICENSING

To be re-licensed annually (October) by the Department of Human Services, Ms. Jenni must complete continuing education requirements, pass a safety inspection and be interviewed by a county social worker. Annually the county will contact some parents and ask them to complete an evaluation of her childcare home and program. If you receive a questionnaire from them, please complete it and return it to the county. At any time you can call licensing if you have an issue or question about child care. **Their number is 763-422-7146.** All caregivers shall report any suspected physical abuse, sexual abuse or neglect of a child to the agency or police as required by Minnesota Statutes, section 626.556.

Ms. Jenni will sue for defamation of character if you **knowingly** make a false report to Anoka County to try to get out of payments or if you are upset by an issue unrelated to the report you give them. If you are unhappy with something, please come right to her so it can get resolved. Ms. Jenni updates her licensor on all major issues with children or parents. Her licensor also knows each time a child moves on or if she has terminated a family. Ms. Jenni likes her to know what is going on even when her licensor hasn't been for a visit in a while. Ms. Jenni does keep all emails and texts printed out in your file to show her licensor if needed. A new trend seems to be developing in the family child care community: making up false reports as an act of revenge. Ms. Jenni does not call up your boss and make up stories about something if you don't pick up on time or if you pay late. She comes to you directly and the issue is worked out. Please have the same level of respect for her and her business. Thank you.

If you have a true claim, then you have every right to report it to Anoka County **right away!** Making up a false report is against the law. It will be found untrue, but will stay on a license forever, which is not fair to the provider! While Ms. Jenni has been lucky that this has not happen to her, it is something that is more and more common in recent years. Anoka County is very busy trying to working on reports that are true so children can be safe. They don't need to waste their time and taxes payer's dollars checking out false reports because a parent is trying to get out of paying or is upset about something else that is unrelated. Ms. Jenni is not afraid to take the family to small claims court; false reports will not stop her from doing so. Again, anytime you feel there is a truthful claim and you have talked to Ms. Jenni about it, please report it. Your child's safety is **extremely** important. Thank you!

## APPOINTMENTS

Please **DO NOT** schedule appointments during nap time (12-3pm). Ms. Jenni does not want to wake a child up early. Getting sleeping children up is noisy and some are not calm upstairs while waiting for you. The front door also beeps when it opens, which can be heard down in the preschool; it risks the whole class waking up early. If you have to have an appointment during this time, then please come pick them up by 12:00pm. This includes picking them up for the day if your child is having a shorter day. Ms. Jenni does not allow pickups during nap time unless there is an illness or emergency.

BBC allows only **one** drop off and **one** pick up time per day for each child. If you come to get them for an appointment or something else, they are done for the day. Wait until after the appointment to bring them for the day if you have a morning appointment (if non-medical related, like the dentist or screening at a school). Ms. Jenni does not allow you to drop off at 8am, pick them back up at 10am and then drop them back off at 1pm for the rest of the day. It is just too hard to have a daily schedule when children are coming and going at all sorts of hours during our school day.

BBC does **not allow children to come** to BBC after being at the doctor. Doctor offices/clinics are a magnet for germs. While your child could be healthy and simply there for a yearly checkup, they could pick up other sick germs and pass them back around in the preschool. It's happened more than a few times now where we got pink eye, strep or something else from a child that went in for yearly shots or just to be rechecked for their hearing. Children tend to be irritable after given shots and are best at home comfortable with a parent. Not following the rules regarding appointments will get you a 30 day warning or could be grounds for termination. They **are** allowed to come back after being at the dentist or therapy (if not in a clinic or hospital setting and they are dropped off at BBC by 9:30AM or after 3PM.)

## ARRIVAL AND DEPARTURE

For your child's protection, Ms. Jenni asks that you 1) sign your child in, 2) accompany your child to the basement, and 3) leave your child only after Ms. Jenni has accepted your child. You must also sign your child out daily. **No one** will be permitted to take a child off the premises without written consent of the parents. Parents may tell at drop off that someone on their contracted pick up list will be picking up that evening. Please make sure your list is up to date at all times. There may be times when you or your designees are required to present valid picture identification. Anyone picking up at child from BBC

must have a booster/car seat for the child. Parent can use the code to get in; non-parents need to ring the doorbell to be let in. Parents should never give the code to ANYONE.

The parent should check the child's cubby and blue folders each day to pick up any art projects, worksheets, announcements or other communications that may be sent home that day. Likewise, every evening they should check their child's folder in their backpack for art work or information from Ms. Jenni.

Please set your watch or the clock in your car to the clock on the wall in Ms. Jenni's living room. It was set using [www.time.gov](http://www.time.gov) and will be used in assessing any late/early fees. The clock chimes on the hour at every hour. If Ms. Jenni catches you writing down the wrong time on the sign in/out sheet to get out of paying a late fee, that could be grounds for termination.

This is a high active preschool. Children need to be drop off on time unless arrangements were made. No child is allowed to come for the day after 9:30AM unless coming after 3pm just for an hour or two and it's arranged ahead of time. It creates too much of a problem with our daily schedule when children come that late into our day. Likewise, children need to get picked up by their contracted hours. Ms. Jenni may have plans that start the minute your child leaves. Picking up late could delay her evening plans. If your child needs extra time to leave please pick up earlier to make up for that time.

### **AUTHORIZED PERSONS**

Occasionally a child may need to be picked up from BBC by someone other than their parents. BBC will not release a child into the custody of anyone other than his/her parent or legal guardian without prior authorization. Please make sure your names listed on the Admissions and Arrangements Forms are up to date with all people that are allowed to pick up and the special authorized sheet. It's helpful to say how they are related to that child. Ms. Jenni needs to have a picture of each person that is on your authorized list. This could be a picture or even better a copy of their state issued ID for your child's file. Unless they normally pick up, Ms. Jenni requires a valid photo ID from an authorized government agency (example: driver's license, passport) as proof of identification. An appropriate car seat must be installed in the vehicle for the child to be released from Ms. Jenni's care. If someone comes to pick up without it, they need to go back and get one (late fees will still apply) or they need to call someone else to pick up the child with a correct car seat or ID. If you leave without the correct car seat or no car seat/booster, by law Ms. Jenni has to call the police and report it.

Please do not give anyone that does not normally pick up the code to get into the preschool. This is for parents only. They will need to ring the doorbell and Ms. Jenni will let them in after checking their state-issued ID. Ms. Jenni reserves the right to deny anyone she does not feel is in the best interest of picking up the child. Ms. Jenni will tell you whoever cannot pick up if they cannot follow the rules here at BBC (smoking, car leaking in driveway, swears around children...etc.) BBC will not allow a child to go home with someone that has been drinking. Ms. Jenni will call the police if you demand to take the child and she feels the child is in danger.

Any and all changes to the authorized person list needs to be done in writing. Pick up changes that happen during the day need to be both verbal (phone) and written (email) to Ms. Jenni.

### **BACKGROUND CHECKS**

All parents will fill out a background check at enrollment and again at the start of the new school year if helping with field trips or involved in the classroom.

### **BAD WEATHER/SAFETY DRILLS/OUTBREAK**

In the event of a school closing due to severe weather or emergency, there will be no preschool/child care available. If WCCO radio or one of the major local broadcast channels announces that the Blaine or Coon Rapids elementary schools are closed, then BBC is also closed. If it's a day that schools are closed for a holiday and BBC is open and there is bad weather, then Ms. Jenni will make the judgment call and send out an email that morning. No refunds are made for that day. It is your responsibility to check in the morning. Otherwise, you will come all the way over to see a note on the door saying we are closed. If in doubt, call before coming. Parents are not allowed to drop off their children if they are staying home due to bad weather. If it's not safe for you to drive to work, it's not safe for you to drive your child to BBC.

If the inclement weather causes an early closing, Ms. Jenni will call parents to notify them that their child must be picked up as soon as possible. If the parent is unable to pick the child up early, the parent must make special arrangements for the child. Ms. Jenni must be notified of these arrangements.

Under certain severe conditions such as inclement weather, "facility/house" crisis (i.e. flooding in the house, loss of heat/central air, water, phone or power), natural disaster or national emergency; then Ms. Jenni may close BBC for the protection of the children and families. Ms. Jenni will contact parents through phone and email so children can be picked up as quickly as possible. Fire and tornado drills are held monthly here at BBC. If we need to leave the premises for whatever reason, our meeting spot will be the neighbor's deck/back steps behind us (there is a gate between the two yards).

If there ever is a national or state outbreak (like the H1N1 flu) and we get it here, BBC will have to close down according to the MN state law for that outbreak. If this were to happen, you still have to pay for care as normal unless it's for more than 2 days. On the 3<sup>rd</sup> day we will go to half rate and you will get a credit for your next statement if you had already paid. This is

only if BBC is forced to close, not if a child gets it and has to stay home. Remember this is not Ms. Jenni's choice, but what the law says has to be done when a preschool is involved. Let's hope there is never one again in our lifetime.

## **BBC RULES FOR CHILDREN**

There are two major rules: 1. Be a good respectful friend. 2. Have fun at BBC. The rest pretty much explains how to do this.

There will be no bad words, teasing or name calling – this is just simply not allowed at all. Everyone is special and needs to be treated with admiration/respect including parents, Ms. Jenni's family and pets and any other teachers.

There will be no hitting, biting, pushing, or kicking (unless it's a soccer ball - outside) inside or outside. There will be no throwing any toys (unless a ball - outside). No deliberate jumping/stepping/stomping on something that could break inside or outside. We will not jump on the sofa or chairs in the living room. We keep our feet on the floor. We do not climb on tables, shelves or stand on chairs in the preschool. We do not horseplay in the house with other children. We remove our shoes/boots on the tile near the door, not on the hardwood floor.

We do not run inside; that is for outside play. We will not build or shoot anyone with pretend guns. (Spiderman's web and firefighter hoses are just fine.) Yelling is not okay. We use our loud voices for outside play; we use our indoor voices in the preschool and any indoor place. There is no food from home unless it's for a meal and it's labeled with your child's full name, or if it's for a birthday treat. No candy or gum in their backpacks or mouths. We do not spit unless it's toothpaste into the sink. Only adults open doors at BBC unless it's a fire drill. Only adults punch in the code to unlock the front door.

We will keep our socks (if we are wearing them) on and our shirts/dresses down. We will not chew on our clothes or put toys in our mouths. We will wash our hands: after we go potty, blow our nose, sneeze, play outside, pet the dog, before we get ready to eat, after eating, after playing with something messy or when we have had our hands in our mouths.

We will try hard to remember to only "report" facts and not "tattle-tale" on another child. We need to worry only about ourselves and not what everyone else is or isn't doing, unless someone is hurt. Sometimes at drop-off or pick-up time, the children may get silly or act wild because parents are here. Your child has paid attention to these rules all day. Please show your child that you respect the preschool rules by telling them again and enforcing the rules while you are at BBC.

## **BBC RULES FOR PARENTS**

The parent will:

- make sure their child gets proper sleep the night before school.
- cooperate and work together with Ms. Jenni
- understand that Ms. Jenni is a professional and educated preschool teacher and treat her as such
- email and speak to Ms. Jenni in a respectable manner
- respects Ms. Jenni's personal life as she respects the personal lives of each family
- turn in all paperwork in a very **timely** manner & keep the child's records up to date
- read the monthly & weekly lesson plans to know what their child is doing
- provide whatever items or clothing their child needs for each day
- not expect Ms. Jenni to always cover if they forget something, understand your child might miss out
- observe the rules and policies of the program
- let Ms. Jenni know if their child will be more than 30 minutes late
- sign their child in and out each day
- check the child's cubby & blue folder each day before leaving and their child's backpack each night
- provide two set of clothes to be kept at BBC
- pick the child up and drop them off on time
- review tuition statements to make sure they are correct, pay on time
- share their concerns with Ms. Jenni & listen to concerns Ms. Jenni has about their child
- agree to work on solutions to problems that may occur
- read emails/letters sent home about special events, vacation time or changes in policies/procedures
- inform Ms. Jenni if the child has been exposed to a contagious disease
- notify Ms. Jenni of withdrawal from the program at least three weeks in advance
- keep valuable items at home, they should not be brought to the school. BBC is not responsible for lost items.

## **BBC STAFF & FAMILIES**

All staff at BBC has a background check done on them from Anoka County Licensing each year. All have read and agreed to the substance abuse policy and are mandated reporters for the state of Minnesota. All parents fill out an abuse policy form and background check during enrollment because of how family- oriented BBC is.

## **BIRTHDAYS**

On their birthday, we try to make their favorite lunch and a birthday cake for afternoon snack (both free of charge). We have a mini party at school for each child. If you would like to do more, please talk to Ms. Jenni and we can try to set up whatever you would like to do for your child on their special day. Ms. Jenni has no problem having a full blown party for a child while they are at school if you want to fund anything extra for them that day. We have had some pretty fancy parties over the years

at BBC, but each one is fun! Ms. Jenni just needs to know ahead of time if you are getting things like the goodies bags and cake. Some families like to bring in lunch for us on their child's birthday; please let Ms. Jenni know ahead of time.

The children buy each other gifts for birthdays. If you are invited to the child's party outside of school, you do not need to bring a second present to the classroom party. Ms. Jenni asks that you keep it to around \$10, so it's affordable to all families. If you have more than one child enrolled at BBC. Ms. Jenni asks that you get a gift for each child to give. It's not fair if you buy one gift for all the families, but they have to buy two or three for all your children's birthdays. Please email Ms. Jenni if you need ideas about what to give an upcoming birthday child, otherwise she usually sends them out in the weekly update for that week.

### **BITING & SPITTING**

Biting is not something we allow at BBC. If your child is a known biter, this is not the place for your child. By age 2 they should know that is not an okay behavior.

If your child bites, a note will be sent home to the parents of the child that got bit and the child that did the biting. If a child's skin is broken or there is blood, Ms. Jenni will call both parents: The parents of the one that got bit to let them know and then the parents of the child that did the biting to tell you to come pick them up for the rest of the day. If they do this twice or they are 4 years of age or older, you could be asked not to return. BBC does not allow biting in the preschool.

Spitting is not allowed at BBC. They are allowed to spit toothpaste into the sink. We do not spit anywhere else.

### **BREAKFAST**

Please have your child at the BBC no later than the designated times to receive breakfast or please be sure your child has had the meal at home. If you do not call by 8am to say your child will not be here for breakfast or ate at home then you will be charged for breakfast that day (\$1.25 per breakfast). After the 5th time, you will be asked to ALWAYS feed your child at home. To eat breakfast at BBC, your child must be sitting at the table with their hands washed by 8:10am. If you are walking in the door at 8:10am, then they will **NOT** get breakfast. You need to drop off early if you know your "goodbyes" take more than a minute or two. Children should really be here no later than 8:00am if they want breakfast. Some children may have been waiting an hour at that point and are very hungry. It is not fair to make them wait for children that are supposed to be here and are late or taking ten minutes to say goodbye. Please do not come in late and assume that they can still get breakfast. It is your responsibility to feed them at home if you bring them after breakfast has started. Ms. Jenni doesn't want any child to be starving all morning/afternoon because their parents didn't feed them before dropping them off late. Ms. Jenni could file a complaint with licensing about this issue if it's on going or put the family on a 30 day notice.

### **BUMPS, BRUISE AND ABUSE**

Ms. Jenni does not want to have to take a picture of your child when they get dropped off or picked up by someone else or goes to another school during the day just to prove the way they looked while here. We are just going to have to operate on a system of trust here. Ms. Jenni is going to trust that you would tell her if something happened at home and you need to trust that Ms. Jenni would tell you if something happened here. If something happens at their other school then you need to take it up with the principal of that school or the bus company.

There is no real way to prove that something did or didn't happen during BBC hours if they are somewhere else between the times you last saw them and they get/leave here. Ms. Jenni doesn't want to make a rule that only parents can drop off and pick up and no one can go to another school during the day, that is just silly. If Ms. Jenni notices something on their face that wasn't there the last time she saw them, she will ask the person dropping off about it. Or if Ms. Jenni notices something on their body later in the day after they take off their jacket and such, she will send you an email asking about it. But also understand that if they come with a bruise or band aid and a parent dropped off, Ms. Jenni is going to just think it happen the night before at home and you know about it already since you drop them off. Parents need to pay attention and talk to each other; that is a home issue, not a BBC issue. If the child gets a lot of bruises, Ms. Jenni does make a note and tell licensing just so it's on file. Since opening, BBC has never had a problem with a child being physically abused that Ms. Jenni had to report, but she has had to report it many times when she worked in centers. Ms. Jenni is not scared to at all. Ms. Jenni will report something if she feels (in good faith) it's the best thing for the child. In this day and age of parents making false reports because they are upset over money issues, it is always better that Ms. Jenni protects herself by keeping track of things with licensing. It is not that Ms. Jenni is saying the parents are hurting the child, please do not think this. Licensing knows kids are kids and some kids fall a lot; that is just in their nature. Ms. Jenni reports those little things to protect herself. If a family leaves and decides 3 months later to file a report falsely, they can call licensing and licensing will know Ms. Jenni already reported that mark and most likely has pictures on it on file. At such a time, Ms. Jenni can contact her lawyer to start filing against that parent for making a known false claim against her. Now if a child falls here and gets a bruise, Ms. Jenni will email you. If it's bad, Ms. Jenni will let licensing know too, even if they don't go to the doctor. Ms. Jenni informs licensing about everything that goes on here. If the child falls and Ms. Jenni has to give them an ice pack, she will email you. If they get a bloody nose, she will email you. If your child falls here because they were running and tripped and doesn't get a bruise until three days later while at a play date, there is nothing Ms. Jenni can do about that. There is no way to prove that it didn't happen to them elsewhere or didn't happen here. Ms. Jenni is an honest person and would tell you if your child got hurt here. If you doubt that, then BBC is not the place for you.

## **CAR & BOOSTER SEATS**

All children are to be restrained. Older children that are over the age of 8, 80 pounds and 4'9" are to stay properly seated in the safety belt. Children under that height and weight should be in a car seat with a harness or a booster seat. Ms. Jenni cannot allow any child under 8 to leave her preschool in a vehicle without some form of a booster seat.

Parents are not allowed to leave a child unattended in their car. It's illegal in the state of Minnesota. This includes all children under the age of 13. Both the parents and Ms. Jenni could be fined and that would be your termination notice if that happens. Please do not allow your child to sit in the front driving seat ever at BBC. Do not leave your keys in your car.

## **CONFERENCES**

Ms. Jenni does conferences twice a year, usually in May and November, for all 3 & 4 year olds. She does not have to do these, but chooses to do so. Ms. Jenni will do work sampling with your child mark where she feels your child is at currently. Ms. Jenni only does this if you sign up for a conference. All this is kept in their folder and will be given to you when you move on from BBC Preschool, if you have regular conferences. Ms. Jenni will let you know about 2-3 weeks ahead of time when conferences times will be and you can opt to sign up for one. No family has to sign up for them. Ms. Jenni talks to families daily and shares things back and forth. A lot of families like to talk about problems they are having at home and just want to vent during conference time. Other families do not feel they need to have a conference because of the daily dialog between us. If you choose to have one or not, there will be a form that goes home about it. This just will state who Ms. Jenni's current licenser is and how to reach them. It will also ask if, at that time, you do or do not have any concerns about the preschool or your child. Ms. Jenni keeps these on file for licensing.

## **CONFIDENTIALITY**

All personal information is for Ms. Jenni's records and Anoka Count Licensing only. No personal information will be released to anyone else without your authorization. Children's records and personal information will only be accessed or provided without the parent/guardians consent to court of law in response to a warrant or court order, authorities of federal statutes, public health department or to whom you have delegated authority via writing. All records not needed for taxation purposes will be shredded two years after termination/completion of the contract. Tax records are kept for 7 years.

Please keep in mind when picking up and dropping off that anything you may hear another parent say needs to stay at BBC Preschool. Gossiping about other families is not allowed and is grounds for termination. Any agreements are between the family and Ms. Jenni and need to be kept confidential.

If you enroll your child at BBC preschool, you are allowing Ms. Jenni to use your child's name when telling a parent of a sickness they have that may affect another classmate. (i.e.: Jane has strep. Johnny has pink eye.) This is not meant to tell anyone medical records of another child, but to inform parents of what is going around and if their own child has played with the sick child.

If you enroll your child at BBC preschool, you are allowing your child to be videotaped or photographed by Ms. Jenni and other parents for personal use only or the purpose of making Photo CDs/slideshows for the parents. Ms. Jenni will ask for your authorization if an outside person would like to take a picture of your child for something like Storyteller, Travel Tots or Music Class. Your authorization would also be needed to post anything on the internet. Currently, Ms. Jenni does not use pictures of the children on her website outside of her two nieces. The BBC Facebook fan page does have a few children past and present on it; all the parents have allowed me to (or they did themselves) post pictures on that page.

## **CONTRACTED HOURS**

BBC Family Preschool is open from 7-5pm. Rates are depending on your hours in care and by age of your child. Tuition is based on enrollment, not attendance. If your child is here longer than their contracted hours a day or during extended care time then extra fees apply. Please make sure you pick times that will work for your family. Each family has their own contracted hours; other children may have different contracted hours. Even if other children are scheduled or still in care, parents are considered late one minute past their contracted time unless arrangements were made 24 hours ahead of time. Please do not drop off before your hours start and complete your pick up by your contracted time. If you are going to arrive more than 30 minutes after your schedule drop off you need to call **by your normal drop off time** to let Ms. Jenni know. Failure to do so, could lead to Ms. Jenni switching your contracting hours to a later morning drop off time.

## **DISCIPLINE**

BBC strives to help each child learn and use appropriate behavior. If a child is dangerous to himself or other children, or to school property, we reserve the right to request the removal of your child. Ms. Jenni will try to help the child understand that certain behaviors are inappropriate. The child will be spoken to, redirected, engaged in something else, asked to take a break or Ms. Jenni will model appropriate behavior. We appreciate your help and ideas in dealing with your child. Absolutely no physical punishment will be used with any child. Children that hurt themselves or others will be asked to leave BBC immediately.

BBC also believes that by rewarding and praising the many positive behaviors each child does during the day, the positives behaviors will be repeated. We ask that you never hit your child or yell at them while at BBC. Please take your child home and deal with your issues there. We want the child to be clear of the rules and discipline at BBC. If there are too many different things going on, they will get confused and not respond to redirection anymore at BBC.

BBC recognizes that no single technique will work with children every time. If a child exhibits unacceptable behavior, we will request a conference with parents to consider how to deal with the behavior. If the behavior continues, the next steps may include referrals to appropriate community resources and/or discharge of the child from care.

## **DISCOUNT**

BBC does not offer discounted care, so they do not offer discounted weekly tuition. A 5% discount is given when the full school year (September through May) is paid by October 1<sup>st</sup>. Please remember all tuition is non-refundable.

## **DIVORCED OR GETTING DIVORCED**

If you are divorced or getting divorced, the only way Ms. Jenni **cannot** let a child go with their mother or father is if she has an official copy of the court order; otherwise she has to let them - it's the law. BBC Preschool requires copies of all court orders and updates that follow. You are allowed to take an official copy and use a black sharpie marker to cross off all personal information not related to the children. Ms. Jenni just needs to have a copy with the seal on it. If the parents have joint custody, then Ms. Jenni asks that together you come up with one list of everyone that is allowed to pick up your child (authorized pickup list). If the parents have court assigned days, then Ms. Jenni needs a list from both of you (one list for dad, one list for mom) of who is authorized to pick up on those days. Ms. Jenni has to follow the court order. If it says the child needs to go with Dad on Tuesday's, Mom cannot pick up on Tuesdays unless she is on Dad's list. Mom can also not call and tell me that she doesn't want the child going home with Dad's new girlfriend on Tuesdays. If it's not your court ordered day, Ms. Jenni can only follow the wishes of the parent that has rights to the child on that day. If there is a court order for a parent to stay away from the child, then Ms. Jenni asks you include the preschool when you file the motion. Ms. Jenni cannot ignore a court order even at the parents' request. So please make sure Ms. Jenni has updated copies of all court orders. If at any time this becomes a stressful environment, Ms. Jenni may ask your family to find other care. Ms. Jenni does not take sides in any court battle. Ms. Jenni does not want to testify. If Ms. Jenni gets a court-ordered subpoena, she will; please do not ask her to.

Unless one parent is going to lose FULL rights to their child in this divorce, both parents must sign all paperwork at enrollment and during the renewal time each year.

## **DRESS CODE**

Parents need to provide 2 complete changes of clothing for their child with each item labeled and placed in a zip-lock baggie for their locker cubbie. Clothing promoting aggressive behavior is inappropriate attire for school wear.

Children are to be dressed appropriately for inside and outside activities. Learning can be messy and children need to feel free to explore with mud, water and paints. Therefore your child should wear clothing that is washable and encourages independence both in play and toileting. Paint smocks are available for the children and we encourage, but do not insist on, their use. Please do not expect your child to keep their clothes super clean. BBC cannot be responsible for nice/good clothes getting messed. It's not fair to Ms. Jenni or your child. Elastic waist pants for children new to toileting. No overalls, one-piece outfits, pants they can't snap/button or tights they can't pull up themselves. No jewelry, chains, cords or dangling accessories because they often get in the way and are not durable for preschool activities. **Your child should be able to put on their shoes themselves.** Tie shoes are for elementary school, not preschool. Unless they can tie their own shoes, they **can't** bring them to BBC. They need to have slip on, zip or velcro tennis shoes and socks to play outside each day and snow boots in the winter.

Please think about this when getting new shoes for your child. If sandals are used, please make sure they have a **securing** strap around the heel. They are allowed to wear flip flops/cros to school, but **must** have tennis shoes in their cubbie or in their backpack to wear outside. Ms. Jenni has the right to tell families no more flip flops/cros if the child does not have other proper shoes to switch into. (Children will go barefoot during water days unless there are water shoes here.)

## **DRIVING/FIELD TRIPS**

Field trips are planned for the children monthly. Parents are notified in advance of the destination and time of any field trip. Most of the time it is planned out and on the lesson plans. Sometimes it's a last minute notice and Ms. Jenni will email you the night before if she finds out we are going to be low in ratio and can go. A permission form must be signed by the parent to have a file for common field trips. Special ones will need to have a form signed on a per field trip basis. Any additional cost for the field trip must be paid by the parent in cash the morning of the trip or in advance. All children who attend the program on that day must go on the field trip, since there will be no one left to supervise children. If you do not want your child to go on the field trip, please make other child care arrangements for that day.

Ms. Jenni has taken the Child Passenger Safety class, but her car only holds 3 car/booster seats and the SUV only holds 5 booster/car seats. If we choose to go on a whole class field trip; we arrange for parents to help with driving or take the bus. The Traveler bus line stops right outside Ms. Jenni's door. Almost weekly we go for walks or wagon rides: around the block, to the store at the end of the block to the Pet Salon to watch the dogs get haircuts once in a great while. We walk to the park at Jefferson Elementary (Jefferson Ave) or Happy Acres (119<sup>th</sup> Ave) in the warmer months.

Each child will need a field trip shirt. They are \$10.99 online at <http://www.signingtime.com/shop/fun-stuff/> (it is the green Hopkins T-shirt). The shipping is usually \$5. It's up to you if you want buy it yourself, or if you want to give Ms. Jenni \$16 in cash to order it for you. We also use this shirt for theme days during the year. Hopkins is the frog mascot in our ASL lessons.

## **DROP OFF**

All children must be signed in daily by an adult. Parents are responsible to walk the child into the preschool and make eye contact with Ms. Jenni to be sure she knows the child has arrived. Parents are to call/text if a child is going to be late.

## **EMERGENCY BACK-UP**

If Ms. Jenni needs to leave for an emergency; she will call all the parents and ask that they come get their child. Her husband, sister (summer months), stepfather, mother and cousin have all passed a background check by the state and have training to fill in if something were to ever come up, but all do work on the south side of town most days. If it was something that she had to leave quickly to go in an ambulance with a child or something, she has 3 of her former preschool parents that work from home that could be called. In the event that Ms. Jenni is ill or on vacation and cannot provide care, you will need to have your own back-up arrangements available. She will notify you as soon as possible when she is unable to provide care for your child. She can also give numbers of other providers in the area you could call or you can bring them to *Kids Time Northtown* hourly care or *At Home Child Care Services* for in home back up care. It's good to have a backup plan in place in case of illness.

## **EMERGENCIES**

Ms. Jenni is trained in first aid and CPR and will use this knowledge in the event it is needed. If a child receives a minor cut or abrasion while at BBC, then Ms. Jenni follows Pathogen procedures and washes it out with soap and water and applies a Band-Aid and/or cold pack. Any further treatment must be done at home. If Ms. Jenni feels the wound requires medical attention, the parent is notified. If a serious accident should occur, Ms. Jenni will call 911 to have the child checked out. A parent is then notified. If a parent cannot be reached, those listed on the emergency form will be called. The Admissions and Arrangements Form must also be completed prior to admission. If, for any reason, your child would require emergency medical attention, Ms. Jenni needs to have your written permission to follow any steps necessary for their safety. Ms. Jenni will notify you at the earliest possible time. You will be responsible for all medical expenses incurred.

## **EXTRA NEEDS**

If a child needs extra care to fit into this setting, it may not be the right fit at that time for that child. This is not special needs, this is extra care. (Ms. Jenni is in no way educated enough to care for special need children.) If Ms. Jenni agrees to care for this extra need, there will be an additional fee for the child to come. This could be something as simple as being a toddler (2 years old), not potty trained, having a 6 week cast, asthma that needs daily "neb" treatments, any allergies that need an epi-pen, allergies that make us have to give up certain foods while the child is here, special diet, emotional/social issues beyond what is norm for a preschool child or care that go beyond what Ms. Jenni feels is the normal care she gives each child. You have a right to not pay this additional fee and go elsewhere, just as Ms. Jenni has the right to say she cannot provide proper care needed for that issue because it would interrupt the quality of care to the rest of the class or she is not trained to do so. BBC will try to be as flexible as possible to work this into the program. You might need to bring food for your child during this time or pick up early if they can't go outside. If Ms. Jenni feels the child is going to need extra attention/work for more than just a day or two, she might ask the family to pay the toddler/extra needs rate for that period of time. The child needs to be able to go outside and participate in all or most of the normal activities to be at BBC. If Ms. Jenni feels that there is just too much extra care needed, she will ask that you find other care (maybe a grandparent) during this time frame. BBC enrolls a lot of families and Ms. Jenni needs to do what is best for the preschool as a whole, not just one child/family. This is an enriched high structured preschool, not a day care. Ms. Jenni reserves the right to deny any child that she feels would not fit into the BBC program, or she feels she could not attend to this extra need while continuing the standards of BBC, or might in danger the safety of the class due for any reason. This fee will only be applied to the weeks the extra care was needed.

## **FACEBOOK**

Social networks are great, but need to be used with caution. Ms. Jenni respects each family's privacy, please respect hers. Please understand if Ms. Jenni does not accept friend request or blocks her wall from viewing of current BBC families out of privacy. Ms. Jenni will not post pictures of any child without the parent's okay. If there are pictures on her page of your child, most likely another parent uploaded it and tagged her in the picture. If this upsets you, let her know and she can ask that parent to remove the picture from their own Facebook wall. Please think of others when posting pictures that have other BBC children in the picture.

## **FAMILY BOOK BAGS**

There are 4 book bags that go home on Thursday evening and come back the following Thursday morning. There are a few fun activities to do AS A FAMILY together each night for a week. Book bags should never be open by a child. If you lose anything in the book bag, you need to replace it. If you want to opt out of the family book bags, please let Ms. Jenni know. Remember this is something to do as a family, not to entertain your child while you get things done at home.

## **FRIENDS**

Ms. Jenni is currently friends or may become friends with a lot of the families that enroll. We are a very close-knit group and this is a very natural step. Please know this is Ms. Jenni's business and separate from her friendships. Friends should not think they are permitted to pay late, get free babysitting, get a say in BBC policies, or anything else because they are friends

with Ms. Jenni. Please understand Ms. Jenni does not come into your work and want favors; please have the same respect for her. Please also recognize that things like after-hours parties that Ms. Jenni wants to be off duty and not Ms. Jenni. She may not want children to be there. She is not trying to be rude. She has to be "Ms. Jenni" any time any child enrolled in the preschool is here during the day or after hours. Sometimes the children are welcome, but sometimes Ms. Jenni may ask you to find a sitter for them if you want to come to a non-preschool "event" at her home. Especially if Ms. Jenni thinks there will be a lot of drinking, swearing, or anything else she can't always control. Ms. Jenni has earned a high level of respect from the children in her preschool and works hard to teach them right and wrong. She does not want one party to ruin this trust. Thanks for understanding.

## FOOD INTOLERANTS/FOOD ALLERGIES

It is very **important** to let Ms. Jenni know if your child has **any** food allergies or foods they cannot eat for religious reasons. If a child has a severe allergy, they will not be given the item and parents are required to bring a replacement item for that meal. If a child does not like an item served, they will be asked to take two bites of the item unless a replacement item was brought in from home for that meal. If the child is hungry enough, they will eat or they will be waiting until snack. If you just do not want the child to have a certain item, then you will be required to bring in a meal/snack for that child. Please note Ms. Jenni most likely will still give this item to the rest of the preschool class.

BBC is not an organic preschool. If you feel strongly that your child needs to eat only organic foods, or low in sugar or fat free...etc. then please pack a bag lunch and snack for your child and feed them breakfast at home before coming.

BBC serves a well-balanced meal. Ms. Jenni is not a nutritionist; she chooses not to keep up on whatever the current "no-no" fad is for children since every few years it changes. It is your choice to put your child on a special diet if you wish, but please understand that you need to bring your child's meals to school. BBC does not change menus to fit the needs of all the children's special diets.

If you wish Ms. Jenni not to serve something to your child and by doing so they are missing part of a meal, **you** need to send something to make up for that missing part of the meal/snack (meat, veggie, fruit, grain, dairy). If your child needs Whole Milk, Rice/Soy/Silk/Goat type "milks", then you must supply it weekly.

BBC is **NOT** a peanut or tree nut free area! We do eat a lot of peanut-based products in the evenings and weekends. Ms. Jenni shall not give it to your child, but the other children will still be allowed to eat it. If it is a life threatening allergy, then BBC might not be the right place for you. In the past, BBC has accepted a child with a severe peanut allergy and made BBC peanut-free. (Please see extra care section of the contract.) All parents will be given emailed notice if this happens.

Due to Ms. Jenni's own food intolerances, we do not eat pasta at or use condiments here at BBC. This includes, but is not limited to: ketchup, ranch dressing and mayo. (We do use syrup and sometimes red pizza paste or honey.) Please understand they do not use these things here and are just fine. When it comes to family picnics and events, we ask that you follow the rules and go without it as well. Thank you.

## HELPFUL INFORMATION

There are three things you need to know about Ms. Jenni that will help your time here run much more smoothly.

1. This is a preschool. Ms. Jenni has her degree and license to teach early education. She does not like being called a babysitter or that this is just daycare. There is nothing wrong with daycare, but BBC is an enriched preschool.
2. Ms. Jenni's biggest pet peeve is time. Being on time, picking up on time, turning things in, paying on time...etc. She is more than flexible when given notice and can plan. She can get upset when put on the spot with little or no notice.
3. Ms. Jenni has a sensory disorder. Please understand and respect her rules about not smoking before coming into her house, not wearing heavy perfume, and that she **does not** use condiments at her house: mayo, ketchup...etc.
4. Ms. Jenni has learning disabilities. These have never come into play in regards to her teaching the children. Parents might notice grammar and spelling issues in the daily and weekly emails.

## HYGIENE

All personal hygiene should be taken care of **every morning at home** before coming to BBC. (i.e.: washing wash, brushing hair, brushing teeth (if had breakfast at home), diapers changed, tried to go potty...etc.) Ms. Jenni understands things happen on the way to school, just like you should understand things happen during outside time. Ms. Jenni tries to send them home as clean as she can; she asks you send them to school as clean as you can. Please change their night time diapers before coming to BBC in the morning. DHS feels that children that do not have proper hygiene are children that are neglected. Licensing could report it if they were to come in and see something. Plus good hygiene helps stop germs! I understand that there are a lot of fathers that drop off. A child does not need a fancy outfit on or their hair done special. Children just need clean clothes on, a wipe or wash clothes wiped over their face and a brush gone through their hair.

## IMMUNIZATIONS

The Immunization Record Form must be completed for each child prior to admission into BBC Preschool. Minnesota law requires that children enrolled in Minnesota daycares must be immunized against Chicken Pox, DTP, IPV, MMR, HIB, and HBV. For children over fifteen months (which is every child at BBC Preschool), the parent may sign the record, if all required immunizations have been obtained. If you conscientiously oppose any required immunizations, BBC is not the right place for

your child. It is your job to update this as they get new shots. Each year as they are going to get shots, please ask for the form to take with you to get updated by your clinic.

## **INSURANCE**

BBC will have Child Care Liability Insurance until June 24, 2012. Depending on payment plans there may be a gap between when it runs out and when it is renewed it from year to year. You sign a form saying you understand this. You are responsible with **your own** insurance for your child if they are sick and get hurt while at BBC.

## **ITEMS FROM HOME**

Items that get sent home at the end of your child's week need to be washed and returned the following week. If they keep getting sent home and returned unwashed then Ms. Jenni might decide your child needs to do without the item to help keep germs at bay and BBC clean. This is not limited to water bottles, nap blankets, towels, swim suits and soil clothes. Unless it is a show n tell day no toys or other items should come into Ms. Jenni's house. It just causes problems for the children when Ms. Jenni tells them it has to go back with the parents. It shouldn't even come out of your car.

## **LEAVING BBC**

When it comes time to leave BBC either because of a job change/lost, a move, going on grade school or being asked to leave, you will be asked to fill out a survey on how you feel BBC was for your child and the job Ms. Jenni did. If you have **ANY** concerns, you need to write them on the form. Ms. Jenni does show them to her licensor during her yearly check. Children that go off to kindergarten are asked to get a statement from their teacher after the first month saying the child was or wasn't ready for kindergarten and mailed back to BBC.

## **LOW ENROLLMENT DAY**

If Ms. Jenni finds out she is only going to have one child on a certain day (if she knows about it ahead of time), she will close for that day. If she has vacation time to burn, she will use vacation time (for that family only) or she will give them a credit for the day depending on if they are part or full time. This is in the best interest of the child. It tends to be very boring for the child and they just want to watch TV all day. Ms. Jenni is a preschool teacher; when she is a babysitter that is a totally different thing and rate. If she does not know about it until after the child has been dropped off, then most likely they will go on a field trip and ask that the parents pick up early after lunch. This doesn't happen too often, usually near major holidays, spring break or once or twice when all the families picked to have the same long weekend in the summer.

## **MEALS**

BBC offers free Breakfast, Lunch and a morning or afternoon Snack (some days both) to every child present at the time the meal or snack is served. USDA guidelines are used when planning meals; however, BBC is not a part of the food program. With so many allergies, special diets, and selective eaters, you are allowed to bring a lunch from home for your child. Once or twice a month, especially in the summer, everyone will pack a lunch for a field trip, picnic at the park, or just for something special. If Ms. Jenni notices a child that is throwing away most of a certain lunch, then she will ask that you always bring in a lunch for your child on that day. At every meal they need to try two bites of everything, and drink all their milk. BBC ask you to provide a nutritious sack lunch for your child on bag lunch days or on days they will not eat what is being served. Place food items in safe containers and label them with your child's name. 2% Milk is provided to all children for meals unless noticed. Water or healthy juice is offered with snack. A menu is posted on the parent bulletin board and parent website.

Children are encouraged to use meal time to share their experiences with each other. Manners will be taught and encouraged at this time as well. Please list on the child information sheet any food allergies the child may have.

## **MINNESOTA PARENTAL LEAVE LAW**

State law allows you to leave work to attend a child's conference or activity. You may also leave work to drop in on your child care provider or child's teacher. Try to arrange time off with your employer in advance. The parental leave law applies to all employees in Minnesota and allows them up to 16 hours of unpaid leave in a year. This law applies to all children (from birth through 12th grade) who are in a family child care home or school.

## **NAP/QUIET TIME**

A daily quiet time of 60 minutes as required by licensing's law occurs during the afternoon. At BBC rest/nap time is 2 hours long. Children will nap in the preschool. A baby monitor with sound will be used to observe/listen for non-sleeping children. Nap time will be sometime between 12:00 to 3:15pm each day, depending on what we do that day. Most children sleep for roughly 1.5-2 hours during that time. Ms. Jenni does not wake up those who are asleep until nap time is over. If they are asleep, their bodies are telling her they need the rest. Each child will have a mat, mat cover and small pillow to use to sleep on. Your child will **need to bring a blanket**. They can bring one small stuffed animal from home. No baby dolls and animals that make noise. All nap items need to go home to be washed every weekend and brought back at the start of your child's week. No cribs, pacifiers, or bottles are used at BBC.

All children will have to lie down for 1 hour. If they do not fall asleep in that first hour, then they can look at books on their mat. Most parents do wish that they rest the full time. Ms. Jenni does request that all children that are awake be quiet, so the rest of the class can sleep. It is essential to a good afternoon and evening that they get their rest. It is important that Ms. Jenni have time to prep for the afternoon, email parents, daily updates, wash the dishes, go to the bathroom and eat her lunch. Ms. Jenni is with these children for 8-10 hours a day; she does not get a formal break. Ms. Jenni uses this time to

have a few minutes of personal time and to get everything else done. Currently, ALL CHILDREN nap/rest for at least one hour, even the school agers during the summer months.

If your child will not at least lie down quietly for 60 minutes, this is **NOT** the right place for your child. Ms. Jenni will not deprive the other kids of sleep. The same is true if you feel your child has "out grown" rest time and you want them awake all day so they can sleep better at night. Parents sometimes make the mistake of thinking that keeping a child up will make him or her sleeper for bedtime. In fact, kids can have a *harder* time sleeping if they're overtired. The link between a child's lack of sleep and his or her behavior isn't always obvious. When adults are tired, they can either be grumpy or have low energy, but kids can become super hyper, disagreeable, and have extremes in behavior.

### **Establishing a Bedtime Routine**

Here's a summary of a few ways that may help your child ease into a good night's sleep:

- Include a winding-down period in the routine.
- Stick to a bedtime, alerting your child both half an hour and 10 minutes beforehand.
- Allow your child to choose which pajamas to wear, stuffed animal to take to bed, etc.
- Consider playing soft, soothing music.
- Tuck your child into bed snugly for a feeling of security.

There isn't one sure way to raise a good sleeper, but every parent should be encouraged to know that most kids have the ability to sleep well. The key is to try, from early on, to establish healthy sleep habits. -Steven Dowshen, MD (kidshealth.org)

"Most children from about 21 to 36 months of age need only one nap a day, which may range from one to three and a half hours long. They typically go to bed between 7 and 9 p.m. and wake up between 6 and 8 a.m. Children 3 to 6 years old age typically go to bed between 7 and 9 p.m. and wake up around 6 and 8 a.m., just as they did when they were younger. Naps gradually become shorter as well. New sleep problems do not usually develop after 3 years of age." -WEBMD.com

### **NONDISCRIMINATION**

BBC Family Preschool & Child Care has an open enrollment policy. As long as the family can follow all the rules here at BBC, and enrolling your child does not endanger the safety of the class or the quality of care here at BBC, your child is welcome in the preschool regardless of race, creed, color, disability, national origin, sex, or religion.

### **OPEN DOOR POLICY/PARENTAL INVOLVEMENT**

While your child is at BBC, you can always be certain that the door is open to you. You can call or visit at any time. Please note that nap time is between 12-3pm, and this is not a great time for a drop in visit unless you plan to nap with your child. You are welcome any other time. Ms. Jenni asks that you please make sure you close the door tight on your way out of her home for two reasons: so we can hear the alarm go off when someone enters our home, and so the auto locking system on the front door will set. Please keep in mind if you come for a visit mid-day, your child needs to go home with you afterwards. If a parent visiting becomes a problem, Ms. Jenni might ask for that family to leave for the day. We need to be respectful of all the other children enrolled at BBC. What works best for your family in visiting might scare another child or cause issues.

### **PARENT PARTICIPATION**

Obviously, you are not able to be present with your child the entire time they are at preschool (you work -- that's why Ms. Jenni is teaching your child!). There will be times and ways you can get involved in your child's day and preschool education. You are welcomed and encouraged to participate in any or all of these. We have family activities throughout the year. These events are a great opportunity to get to know other families at BBC and to see your child in action with their school friends. Parents are always welcome for lunch, birthdays or simply for visits. Please make arrangements for celebrations with Ms. Jenni. (Please remember you need to take the child home with you if you come for a mid-day visit.) We also invite parents to share their talents, occupations or hobbies with us. Other ways to get involved are....

- Chaperoning/Driving on field trips.
- Lending objects related to theme of the week.
- Helping your child at home with the concepts we are studying here.
- Coming and talking about your job or read books to class.
- Helping your child prepare for "Show & Tell" or "Special Days."

### **PAPERWORK**

All paperwork becomes the property of Big Box of Crayons Family Preschool. It will not be returned to you. State law requires us to have updated shot records, and we desire to have current enrollment records for each child. Please let us know immediately of any changes in your address, phone numbers, place of employment or emergency contact information. We also need to be informed of any information that may affect the care of your child. All information is kept confidential and will not be released without your written permission unless according to state laws. Paperwork will be showed to city, county and/or state officials when requested. (i.e.: police, licensing...etc.)

### **PARENTS MUST PROVIDED**

- Up to Date Paperwork and Information.
- All things listed on the BBC School Supplies List
- Special food due to allergies or child will not eat the breakfast/lunch served.

- Diaper/Pull ups and wipes (if needed)

## PERSONAL PROPERTY

Some minor breakage & wear does happen to toys and furnishings in a family child care home. If personal property damage is either deliberate or excessive, you will be expected to pay for it to be fixed or replaced. Please follow the rules so this does not happen. If your child chooses to bring toys from home to share, please know that they could get lost or damaged, and that BBC takes no responsibility in replacing lost or broken toys brought to BBC. Please keep this in mind on Show-N-Tell days. This also includes children that are just “unaware” of what they are doing. If it happens once or twice, it happens. If they are doing it more than twice, it is going to become a problem. We need to find a way to correct it, or you need to replace the items broken. Toys simulating violent, destructive play may not be brought to school.

## PETS

We do have one 9 year old Golden/Husky dog. He is registered with the City of Blaine and has had all his shots; they are updated yearly in the spring. Our dog is mostly an outside or upstairs dog. He is, on occasion, in the preschool if there is rainy/stormy weather or really loud noises. He tends to “hide” in the downstairs bathroom or at the foot of the stairs when this happens. The children all love him. He is very good with children; and is very protective of them. He loves to be petted and will follow around anyone who pets him in the hopes they will pet him again.

We just ask that the children do not touch his toys. He has a “pretend” rubber stick or sometimes a tennis ball and we do not let **ANYONE** throw this for him during preschool hours. He gets excited and might bark or jump up to try to take it if you don't throw it fast enough and will plow over anything in his way to get it back after you throw it. So for just general safety, we don't allow anyone to touch his toys during preschool hours. (We try to hide these toys during the day.) He is an older dog and will bark or whine when he is stepped on or his hair is pulled. We ask all children to treat our dog with respect and nice gentle touches. If the back gate doesn't get closed from time to time, the neighbor dog will be in our yard. We just put him back in his yard when we first get outside. He is very sweet and up to date on all his shots too.

## PHONE CALLS/EMAILS/TEXTING

If we do not answer the phone, please leave a message, and Ms. Jenni will call you back as soon as possible. It usually just means she is in the middle of a lesson, changing a diaper or we are outside playing, if after 3pm. Ms. Jenni tries to email parents when she can, but does not always have time to check her email even sometimes during naptime. Additionally, the internet or email can be down or not working from time to time. (99% of the time, email is the best way to reach Ms. Jenni since if the web is down, she can get it on her phone now too.)

Ms. Jenni asks that you do not sit in her drive way on your cell phone or come into the preschool while on your cell phone. Your child has been waiting all day to see you. It is also hard to relay any messages she might have about their day while you are on the phone. Please end all cell phone calls **BEFORE** pulling into her driveway. Thank you.

## PICK UP

Pick up time should be **COMPLETED** by your contracted time. This does not mean walking in the door at the end of your contracted time. Ms. Jenni trusts her parents to use caution during pick up and drop off times. She is in the basement or in the backyard with preschool children 99% of the time. She cannot watch what each parent/child is or is not doing in the front yard or upstairs during this time. Ms. Jenni is responsible for all children while they are on her property. Ms. Jenni asks that you keep your child close by you. Please do not allow them to go outside without you, only **ADULTS** open doors at BBC. Ms. Jenni does not want to see children running around in her driveway, front yard, or walking/climbing on landscaping or the garden while parents are talking to each other. The children know how to sit on the front step and count cars. If you want to chat with a parent, this is a good option that is safe for the children. Please do not leave your car running to come inside to drop off/pick up a child. If you have picked up a child at another place (Grandma, center, daycare...etc.) that is sick, please call and we will meet you in the driveway so the sick child does not have to leave the car for you to pick up the child that is enrolled at BBC.

## POLICIES

New policies/parent handbook and paperwork will usually issued at spring conference or early summer time. It is the parents' responsibility to get the paperwork back in **one** week or less. If there is a major policy change during the year, you will get written notice of this. With the new policies issued, it's your job to read every page as a reminder of what the rules are here at BBC Preschool. This will also help you to know what policies have changed. You need to initial **each page** of the parent handbook and you are bound as a contract to follow these rules unless there is an agreement in writing at that time and it's added to your handbook. Ms. Jenni is flexible, but please appreciate this is her business. She is a small business and cannot bend the rules to work for each family. The rules are the rules and each family is expected to follow them.

This is a business arrangement; Ms. Jenni has outlined her policies and procedures. She has met the requirements necessary to acquire her license from the state of Minnesota Statutes 9502.03000 to 9502.0445. All requirements are listed in the Family Child Care Licensing Rules. This is available online at [www.leg.state.mn.us](http://www.leg.state.mn.us). Her family child care license authorizes her to care for a total of 12 children who are under the age of eleven years. Of these 12, only 10 children may be under school age and two under preschool age.

A teacher needs to be within sight or sound of all preschool children and needs to be able to help, if needed, all school age children. BBC uses a baby monitor to help do this. By enrolling, you are agreeing it is okay for BBC to do this.

## **POTTY TRAINING**

BBC will **assist** you in toilet training your child with the understanding that it will be successful only if we work together. We will use the underwear/pull-ups supplied by the parent. Please send your child in easy-on/easy-off clothing until they are able to completely undress and re-dress themselves. BBC does not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day. Please see the website for the sheet if your child really is potty trained. If a child goes to the preschool/fully potty trained rate and later your child is peeing on the floor/walls, or in their mats more than two times in a week or 4 times in a month, then we will go back to the non-potty trained rate until they are peeing/pooping normal in the toilet again for two full weeks. To be fully potty trained, they must be able to say they need to go potty and hold it long enough to get into the bathroom and go. They must be able to pull down and put back on all clothing and get on the toilet without help (there is a small stool). The child also needs to be able to wipe their bottoms (pee or poop). Ms. Jenni will come into the bathroom and check if **they tell her** they need her too. They must be able to get all or most of it off their bottoms themselves. If Ms. Jenni needs to wipe off 75% of the poop after they have a bowel movement because the child won't, they aren't potty trained yet. If they pee or poop in their pants and won't tell even when asked, they aren't potty trained. Please understand preschool is a different setting than at home. They may potty train here sooner or later than they do at home. Ms. Jenni can assist with potty training, but cannot provide care of the rest of the children if she is in the bathroom all the time with a potty training child or cleaning pee spots off the floor.

## **PROPER REST**

A child needs proper rest to be at their best each day. It helps them learn and grow to the best they can. Tired children tend to have a rough day which affects them and the whole class. This is not fair to the rest of the children. Special events happen mid-week; it is a part of life. Please think about how late you are letting your child stay up on those special nights. If a child's behavior becomes a problem for the day, Ms. Jenni may call the parent and ask for the child to get picked up. Remember, to be at school they need to be able to actively participate in all activities to be at preschool. Children spending the day whining and crying because they are overly tired cannot do this.

## **OUTSIDE**

Please make sure your child has the right clothes for the weather. Make sure everything is labeled with their name on it. We don't want anything to get lost or go home with another child. If your child does not have the correct items to play outside for that day, they will still go outside. Ms. Jenni does not want your child to sit out while the rest play in the snow or water or is cold because they don't have a jacket to wear outside. This is very unfair to your child, so please make sure they have all the items they need to go outside. This includes running shoes (flip flops, cros, dress up sandals - are not running shoes.)

In the spring and summer months, each child is asked to bring in a water bottle labeled with their name. You are responsible for taking it home to be washed at the end of your week. This is to help the children keep hydrated and allow them to drink water when needed without the whole class having to go inside every ten minutes.

Please understand we have a pretty set outside time, especially in the winter. If your child goes home or comes after this time they might not get outside time here at BBC. If your child goes to another school during the day (school agers and children with an IEP that get services) they most likely won't get outside time while here at BBC.

The children may be kept indoors during inclement weather such as any of the following:

- Rain, High Winds or UV Warning Day
- Temperatures or heat index above 90 degrees F.
- Wind chills of 10 degrees F. or below

## **PROVIDER OF THE YEAR**

One way of showing appreciation to a valued child care provider is to nominate them for a Provider of the Year award through Licensed Child Care Providers of Anoka County (LCCPAC). Nominations are accepted year round, but the cut off for the next year happens in the summer sometime. Providers can be nominated by sending your provider's full name, address, and phone number, along with your name and daytime phone number (so they call to verify). Sent this information to: [POY@LCCPAC.ORG](mailto:POY@LCCPAC.ORG) (Side note: it's a popular contest not really who is best, but still nice to be up for it.) Also please note that BBC has not been a part of the LCCPAC since she left the board in 2009. You cannot "win" unless you are a member.

## **READING**

BBC does not teach reading skills to children. It is not age appropriate before 5-6 years old. BBC does have weekly sight words that are a mix of kindergarten and 1<sup>st</sup> grade words they need to know. Children will also work on letter sounds like A is for Apple, B is for Boy.

## **REFERENCES**

References for Ms. Jenni can be giving to parents if requested. Families looking to enroll must give the names and numbers/email of any child care setting the child was at for the last two years. BBC Family Preschool will only give references to other providers/child care centers with written permission from the current/former family.

## **RESPECT**

To attend BBC preschool, children and parents need to respect Ms. Jenni and the BBC preschool. This includes, but is not limited to, treating Ms. Jenni like the educated teacher she is and not degrading her years of education or experience by calling her the “babysitter” or the “daycare lady”. Please respect her wishes as to how she wants to run her preschool. Ms. Jenni has been in the child care field for over 20 years and knows what works and doesn’t work for her current children enrolled. It’s great to share ideas between teacher and parents – it is welcomed, but please do not be upset if your “idea/suggest” does not get used at BBC. If you feel your children should be doing something outside of what is going on BBC, it might be because it is not age appropriate for the preschool. Feel free to work at home on any education skills or ideas that are not being met at BBC. Ms. Jenni cannot and will not change how she runs BBC just because a family wants her to do something a different way that is more suited to that family’s best interest. Ms. Jenni needs to look at how that “suggestion” would affect the whole preschool. If you feel that BBC is no longer a good fit for your family’s wants/needs, please talk it over with Ms. Jenni. Everyone at BBC should be happy and grow in a positive way. Please understand that BBC is always changing to meet the needs of the preschool as a whole. Ms. Jenni works hard to tailor the program each year to fit each child’s educational and social needs. If you feel BBC no longer fits your child’s best interest, it might be time to find other care that is better suited for your family’s current needs.

## **SCHOOL BUS**

BBC requires all children riding a school bus to be picked up and dropped off in front of Ms. Jenni’s home. If the child is responsible, they can walk to and from the school bus and BBC on their own. BBC will not be responsible for any child coming off the bus until Ms. Jenni has personally greeted the child as they are walking up the driveway or at the front door when she lets them in. Nor will BBC be responsible for any child once they leave her house to catch the bus. Ms. Jenni cannot pack up the entire preschool to wait outside for a school bus. She can however have them all stand in the front door way while she runs down the driveway to put a child on the bus or get them off the bus as long as it is not during a meal or naptime.

## **SCHOOL SUPPLIES**

See the school supply list for what is needed here daily, at the start of the school year, and here for the summer months.

## **SEPARATION**

BBC is eager for all of our children to make a successful adjustment to preschool. Talk to your child about school and all of the great things to look forward to. Tell him or her about the wonderful things that they are going to explore. Children often enjoy being able to store their school bag in their locker. Remind her/him that you will be coming to pick her/him up at the end of the day. Separation is natural and affects different children in different ways.

Children separate from their parents and adjust to school in many different ways. One child runs into the classroom and never looks back. Another may take several weeks to feel comfortable in a new setting. Some children make an easy transition in the beginning and show separation difficulties later in the year. All situations are normal, and Ms. Jenni is well prepared to help your child in a way that is best for him or her. Parents also separate from their children in different ways. It will be helpful to both you and your child if you say goodbye happily and reassure your child that he or she is going to have a wonderful day. Your show of confidence will enable your child to do that. Do not try to talk your child out of his or her feelings. Acknowledge the feelings and accept them. But do not change your course of action.

Never leave your child without saying goodbye. Even if they are engrossed in an activity, you must let them know you are leaving and will return at the end of the preschool day. Many parents avoid saying goodbye, especially to an unsure child, because they think the child will remember their insecurity and start crying. Unfortunately, slipping out the door only reinforces your child’s insecurity because you have confirmed that if they don’t hold onto your leg, you might disappear. Always say goodbye even if it triggers upset. It is also best not to stick around and prolong the goodbye. Staying longer when they are sad just teaches them that if they cry or are upset they can get you to stay longer. When it is time to leave, please give your child a clear goodbye. Ms. Jenni will take over and engage your child and start developing a relationship and comforting them.

On your child’s first few days of preschool please plan to have your child leave earlier than their normal schedule. Several hours can be a very long time to a child in a new situation. Please make arrangements so that you can spend a few minutes in the classroom with them at pick up in the first week. This way they can show you anything new and excited to them.

## **SICKNESS**

See sick policies packet. Please call if your child is sick and will not be attending BBC that day.

## **SMOKING**

Smoking is not permitted on Ms. Jenni’s property during childcare hours and never in her house. Ms. Jenni is allergic to smoke and would rather not have it around her ever. She does not want to see “butts” in her driveway or yard. Please be respectful. Also please try not to smoke before picking up your child. It’s really hard for Ms. Jenni to have that smell in her house. You think it’s not noticeable, but it is so bad for her it gives her a headache instantly at times. If you are at Ms. Jenni’s house for a social event that is not preschool related, you need to go outside to the sidewalk to smoke. Ms. Jenni does not allow it in her home or backyard.

## STEALING & SNOOPING

Children (or parents) caught stealing from BBC or from Ms. Jenni's home will be asked to leave. If a child takes something home in their pocket by mistake, just return it the next day. But trying to steal is wrong and against the law; depending on the value, Ms. Jenni may report it to the police to be on file. No one is allowed upstairs anywhere but the walkway to downstairs or outside. Ms. Jenni's bedrooms, office and upstairs bathroom are off limits. Anyone caught snooping around or touching things that weren't meant for them (including but not limited to: mail, computers, photo albums, tax records, closets, medicine cabinet, cupboards...etc.) will be asked to leave. If you want to see something, just ask!

## SUNSCREEN

Parents need to put sunscreen on their child before coming to school. Ms. Jenni will reapply in the afternoon if needed.

## SUBSTANCE ABUSE POLICY

Any individual who has access to or is directly responsible for the care of a child served by BBC's licensed day care home is prohibited from abusing prescription medication or being in any manner under the influence of any chemical that would impair their ability to provide care. Parents will fill out a form at enrollment saying they understand this.

## SUPERVISION

Ms. Jenni is required to be within sight or hearing of all preschoolers at all times so that she is capable of intervening. Ms. Jenni may sometimes use a baby monitor so that she can hear the children if she needs to leave the room temporarily (to go to the bathroom, or to grab something upstairs quickly) or during nap time if all are sleeping – Ms. Jenni will do the dishes from breakfast and lunch, email parents...etc. Your written permission is required for her to do this. (See below.) For any child that is in school, or after May 10 for any child could go to kindergarten in the fall, a teacher is required to be available for assistance and care. Outside of her nieces/nephews when they are here to visit, Ms. Jenni does not allow school age children outside without her. She knows Anoka County allows this for school age children, but she does not. Please do not ask her to send your school age child outside instead of taking a nap.

Written permission is needed from you if your school age child is to be off the BBC Preschool property. This includes walking to/from the bus stop or school. Also, Ms. Jenni does not allow friends to come home with your child from school or for your child to go to a friend's house after school unless you sign in writing that she isn't to care for your child that day.

I understand BBC Preschool uses a baby monitor to be able to hear children during nap time and while upstairs.

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## TERMINATION

A child may be discharged from BBC for reasons such as, but **not** limited to:

- Failure to pay fees on time (grounds for immediate termination, without advance notice).
- If the parent is not supportive of the policies and procedures. Lack of parental cooperation.
- Inability of the BBC program to meet the needs of the child.
- Child fails to adjust to BBC
- Repeated failure to drop off and pick up the child at the scheduled time.
- Failure to complete and return required forms on time.
- Ms. Jenni is treated in an abusive or derogatory manner.
- If the child's behavior is disruptive, unmanageable, and/or harmful to the others

## TRANSPORTATION/FIELD TRIPS

Opportunities may arise for field trips. These may or may not require extra funding or a bag lunch to be brought in that day. Parents will be notified in advance as to when a field trip is being planned. A child may not participate on a field trip unless parents have signed the travel authorization form. All traffic and safety laws will be followed. No child will ever be left unattended in a vehicle. The only time we may leave without notice is in case of an emergency, in which case a note will be placed on the door leaving instructions where the children can be found. Unless it is an emergency, you will ALWAYS be notified prior to any outing by Ms. Jenni. You, as parents, reserve the right to refuse. If BBC does not have your permission to transport your child, you are expected to pick up your child immediately and make alternate childcare arrangements. BBC requests a car seat be left on field trip days.

## TUITION STATEMENT

Ms. Jenni makes statements for each family. They are sent out at the end of the month for the next month. These can be emailed to you or printed out and in your child's backpack. Please do not lose them. They need to be filled out and returned with your tuition. Parents that complain about statements can keep track of their tuition payments on their own. Statements that are not returned signed means that Ms. Jenni won't be able to give you a correct year end statement. Year-end statements are given out either in January of the following year or shortly after your last day at BBC. You will only get the statement once; do not lose them. By law, all Ms. Jenni has to do is sign a federal form with her EIN. Ms. Jenni doesn't even have to do year end statements. She does them to help parents, but if you lose them that is no one's fault but your own. Sorry.

## **TV**

BBC permits restricted TV viewing for times such as: drop off, before lunch, if they wake up early from nap, while we are waiting upstairs for a bus or parent or on rainy days. They seem to like Nick Jr or PBS the best and Ms. Jenni does as well. Ms. Jenni DVRs certain shows for everyone to watch when we have time or will upload one from Netflix. We do occasionally have a "movie day"; it might be planned or just when we are sick and need to rest. Children are allowed to look at books during all TV time, excluding Signing Time (since it's a lesson in ASL). If a child is the first one or last one here for a good amount of time alone, we usually turn on Nick Jr for them to watch until other friends arrive or their parents pick them up at the end of the night. The TV is upstairs, not in the preschool. We also like to have picnic lunches in front of the TV on special days for a fun reward for hard work that morning or if we just need to settle down and relax from an unusually busy day.

## **UNION**

If Minnesota passes the law and forces all family child care providers into a union: at that time BBC will come out with a policy about the union when more information about how it will affect BBC is discovered.

## **UNMARRIED PARENTS**

By Minnesota state law, the mother has full rights to the child, unless the father can show Ms. Jenni a court order saying otherwise. This is the case even if the father is listed on the birth certificate or living with the child. If the father is going to have ANY contact relating to the children here at BBC Preschool (payments, pickups, drop offs...Etc.), BBC requires that the father sign all paperwork at enrollment and during the renewal time each year.

## **VOTING/JURY DUTY/GRAND JURY DUTY**

Ms. Jenni will not tell you who to vote for. She will respect your views if you will respect hers. Ms. Jenni does feel it is important that every American vote.

Ms. Jenni is very involved with watching who will become president. Her family stays up and watches the votes come in across the U.S. This is also bonding time with her family. Sometimes this goes on until the middle of the night or later. For that reason, on Presidential Election years (2012, 2016, 2020) BBC will open at 11am the day following the election (Wednesday) and we will close at 4:30pm the day of the election (Tuesday), so Ms. Jenni has time to get out and vote.

If called on, Ms. Jenni will write to the county and ask to not be placed on Jury Duty due to the hardship of all the families involved. Anoka County most of the time will issue providers a 3 days call-in deal. Ms. Jenni would then have to call in each evening to see if they would need her the next day. Parents are responsible to find other care if Ms. Jenni is called to jury duty. Ms. Jenni will have 3 days of full pay to do this; after 3 days, the parents pay \$16 a day until she returns. Ms. Jenni still gets paid for any of her holidays that happen while gone on Jury Duty.

## **WAIT LIST**

For all new families, a waitlist application form must be submitted with a non-refundable \$30 application fee. BBC gives siblings registration priority, and then goes by date of application. Parents of children turning two years old will be notified two months before the child's 2<sup>nd</sup> birthday if there is a two year old opening available and their child has been accepted for enrollment. Parents of children who will be three to five years-old will be given notice as soon as a spot has opened for them to enroll. BBC will continue admitting students on a rolling basis until all spaces are filled; families must confirm their placement by sending in the contract and tuition by the deadline specified on the admissions letter.

## **WATER PLAY**

BBC has a sprinkler and a water table for summer water play. A swimsuit and towel are requested to be here daily during the summer months. All families will sign the swimming pool and wading pool waivers so we can use the water table at BBC and go to the city pools or to the houses of BBC friends that have a pool on field trips during the summer months.

## **YELLING & SCREAMING**

BBC does not allow screaming. There is no reason to ever scream unless hurt badly. We can use louder voices outside. However there is a difference between being loud and yelling at someone or screaming.

We the parents, by our signatures below, attest that we have received a copy of these policies and know they are on the BBC website. We further attest that we have read and understand these policies, and we agree to abide by them. This is a binding contract. The parent handbook is valid until a new one is signed. BBC can terminate on the spot any family or place them on a 30 day warning. Jennifer Branchaw & BBC can take any family to court over this agreement if they wish.

MOTHER SIGN \_\_\_\_\_ DATE \_\_\_\_\_

FATHER SIGN \_\_\_\_\_ DATE \_\_\_\_\_

PROVIDER SIGN \_\_\_\_\_ DATE \_\_\_\_\_

Please remember to initial each page of this handbook in the right hand corner. Make a copy of this if needed.