

## **Woodbridge Bright Beginnings**

### **Daycare Policies and Procedures**

Thank you for considering enrolling your child (ren) in my regulated childcare. There is very important information available to you regarding the importance of choosing regulated care that can be found online at:

[http://www.marylandpublicschools.org/msde/divisions/child\\_care/licensing\\_branch/parent\\_guide.html](http://www.marylandpublicschools.org/msde/divisions/child_care/licensing_branch/parent_guide.html).

Within that publication you are also given information regarding filing a complaint, provider inspection reports which can be found at

<http://checkccmd.org>.

### **Mission Statement**

Woodbridge Bright Beginnings strives to foster new and exciting opportunities for every child to grow in a loving, safe, happy, and healthy environment. We embrace early education opportunities by focusing on the social, emotional, and intellectual development of infants, toddlers, preschoolers, and school-age children.

Our Vision for Woodbridge Bright Beginnings is to become the first and only choice for parents who are looking for learning and growth in all forms, social involvement, education, and play. Our early educator professionals go beyond and above the highest level of quality, through extensive trainings annually, certifications, and experience that goes beyond the state requirements.

We believe that all children can learn. We strive to offer a variety of settings that will stimulate and embrace a child's various abilities, interests, needs, and learning styles.

### **Hours of Operation**

Monday-Friday 7:30a-5p

I have a fully fenced in yard

I have one son who is ten years old; he will be here with the other children part-time during the year, when school is closed. (He goes to school for speech delays/autism @ children's transformation academy).

I have one son who is 23 years old; he will not be here after work hours with the other children.

I love children and will treat yours as if they are my own.

All children ages two and up will learn numbers, letters, colors, and early reading skills (We use the Creative Curriculum). All children will learn basic sign language skills.

This is a Christian home. We do celebrate Christmas and Easter in my home. If this is an issue, you may not want to send your child here.

### **Pets**

I have 3 cats, they are always kept upstairs, and the cat litter, food, and water are not near the children

I have 3 dogs; they are also kept upstairs during daycare hours. Their food and water are not near the children.

I have three bearded dragons; they are kept in their cages and are not near the children.

### **Training**

I am CPR, First Aid and SIDS trained

I have my 45-hour infant and toddler certification

I have my Health and Safety Certification

I have Medication Administration certification

I have Emergency Preparedness certification.

I have my breastfeeding certification.

I have my SIDS certification.

I am level four Maryland Excels Accredited

I hold a level four Maryland State Accreditation

I have a Bachelor's degree in business administration/management.

I have a Master's degree in HR Management

I am currently working on my CDA.

I am currently working on my master's in special education.

I am currently working on my certification for teaching.

Several other courses specializing in the following areas:

Early childhood development

Infant development

Toddler Development

After school Programs

Family Diversity

Childhood Obesity

Safe Environments

Mixed Age Groups

Challenging Behavior

Reading and Preschool Activities

Americans with Disabilities

I have cared for children from infant to teen since I was twelve years old

I have experience working with special needs children

I have experience working with children with medical conditions

I have experience using behavioral modification as well as positive reinforcement

### **Required Forms**

Family Childcare licensing requires by law that the childcare provider maintain a complete file on each child. The following must be completed and returned by the first day of care or the child (ren) may not be permitted to attend:

Health Inventory-a copy of immunization record

Emergency medical Consent form

Contract

Policies and Procedure

New Addendum (related to COVID19)

There may be additional forms required that pertain specifically to my childcare home. All form must be updated as soon as changes occur. Medical forms must be updated every two years or as immunizations/vaccinations are received.

Please keep me advised of appointments and I will give you a copy of your immunizations/vaccination forms for updating by the physician.

## Daily Schedule

Infants and young toddlers will follow their own schedules. Activities that are based on their development needs will be provided to each child throughout the day.

Children with IEP's/IFSP's will follow the schedule as they are able to. Activities that meet the needs of their IEP will be provided to meet their developmental needs.

- **Arrival (7:30a) Free play** – (child initiated) This time allows for children to arrive at the childcare home. Several bins of activities will be provided in the play area allowing children to freely play, engage, interact in an age-appropriate environment. In addition, children will have the options of peer-to-peer interaction, sitting quietly to read a book, or parallel play. At the end of this time, we will sing the clean-up song and transition to the next activity.
- **Breakfast and bathroom time (8a-8:30)** Bathroom time before and after breakfast, meals are served that follow the requirements of the Child and Adult care Food program.
- **Circle Time (8:30-10a)** (Teacher directed) Children will have the opportunity to participate in small and large group activities such as the following on various scheduled days:
  - **Dancing**
  - **Yoga**
  - **Reading with pop-up books and questions using the three W's**
  - **Music (learning songs and working with small instruments)**
  - **Learning basic signs**
  - **Weather, days of the week, and holidays**
  - **Crafts**
  - **Letter and number recognition**
  - **Identifying verbs**

. There will also be opportunities for 1 on 1 time. Children that are not receiving direct instruction will participate in independent learning centers that are the following:

- **Doctor's center**

- **Dress up center**
- **Kitchen center**
- **Grocery center**
- **Building center**
- **Reading Center**
- **Puzzle Center**

Children will transition to snack by cleaning up and preparing the table.

- **Snack and bathroom time (10:00-10:15a)** Washing hands, potty training, and then meals are served that follow the requirements of the child and adult care food program.
- **Outside Play (10:15-11:30)** (Child initiated) Children are encouraged to participate in gross motor activities. Movement is an important part of an active lifestyle. A variety of activities will be provided with an opportunity for the children to choose what they would like to participate in. I can also provide attention/assistance to each child based on their individual needs. We will transition to lunch as a group by cleaning up, washing hands, and moving indoors.
- **Lunch and Bathroom (11:30-12)** Washing hands, potty training, and then meals are served that follow the requirements of the child and adult care food program.
- **Rest/reading time/quiet time (12n-3p)** (Teacher initiated) Children nap based on their personal needs and schedule. Older children will be given the opportunity to participate in more advanced learning opportunities and/or reading time with the provider.
- **Snack and bathroom (3:00-3:30p)** Washing hands, potty training, meals are served that follow the requirements of the child and adult care food program.
- **Outdoor play (3:30-5p)** (child initiated) Children are encouraged to participate in gross motor activities. Movement is an important part of an active lifestyle. A variety of activities will be provided with an opportunity for the children to choose what they would like to participate in. Nature walks are also included on various days. I can also provide attention/assistance to each child based on their individual needs. As

parents begin to pick up, the child will be prompted to clean up their activity, gather their belongings and say goodbye to their friends.

The schedule is flexible and meets all developmental of every child who attends my program. Individualization occurs in formation of the goals of the IEP/IFSP/504 when available.

### **Health & Safety**

Ms. Brenda is a licensed In-Home Childcare and therefore subject to the rules and regulations set forth by MSDE. Examples of these regulations are a) provider must provide supervision that is appropriate to the individual age, needs, and capabilities of the children, b) post-emergency escape route floor plan, and c) maintain first aid supplies as the office requires in a location that is readily accessible to the areas of the home approved for childcare. For a full list please refer to COMAR 13A.15.10 Child Safety.

### **Allergy Prevention**

**Families are expected to notify Ms. Brenda regarding children's food or environmental allergies. Parents/guardians of children with diagnosed allergies or asthma are required to provide the program with an individualized health care plan, signed by the child's physician, detailing the child's symptoms, reactions, treatments, care, and all necessary medication.**

**If your child uses a nebulizer, has an inhaler, or needs medication for their allergies, please let us know so we can have you fill out an additional form.**

Despite our diligent efforts, it is impossible to eliminate all risks for children with food allergies. Some allergies are so severe that the presence of the allergen in the proximity of the child causes a reaction. Similarly, it is impossible to prevent children from sharing food or for an allergen to be brought into the program by a family member or child, despite our best efforts to educate families and raise awareness. Parents/guardians will need to decide whether group care is appropriate for their child with allergies considering the risks that cannot be eliminated.

### **Sickness**

I cannot care for children who have had a fever, loose bowels, or have thrown up in the last 24 hours. The state of Maryland childcare regulations prohibits a Family

Childcare Provider from caring for a child who has a fever, rash, diarrhea, nausea, pink eye, nits from lice, or other symptoms of acute or contagious illness to include colored discharge of fluid from eyes or nose, ears, vomiting, or a productive cough. If such symptoms should occur while the child is in care, the parent will be notified immediately so that arrangements can be made for the child to be picked up by the parent or other authorized persons. You will be required to pick them up within two hours of notification.

The state of Maryland also requires that a child starting medications such as antibiotics or prescription medicines of any kind must remain home for the first 24 hours of care in the event that the child could have an allergic reaction, or the medication does not work for the child's illness. I require pay even if your child (ren) does not attend because of sickness, vacation, or daycare closure. **You are paying me for your child(ren) spot(s) not attendance.**

For certain contagious illnesses, I will require a doctor's note in order for your child to return to daycare. However, I am required to follow the state of Maryland guidelines regarding certain illnesses. Despite a doctor's clearance to return, if I feel that your child is still too ill to be in my care, they will not be able return until they are well enough to participate in daily activities. If your child requires cough syrup, Tylenol, or Motrin, they are too sick to be in our daycare. Please do not "dope and drop," that is grounds for immediate termination.

### **Provider OR Providers Children**

If I or someone in my family becomes ill, I will notify you as soon as possible. You may determine whether or not you want your child exposed. I will ask you to make other arrangements if I feel the illness in my family will hinder the quality of care, I can give your child. However, an absence by your choice qualifies as a paid day and the fee is still due to the Provider. I will attempt to provide a sub if I am able, however, that may not always be possible so please make sure you have back-up care if needed. **Payment is still required.**

### **Wellness Visits**

When you are scheduling well visits for your child when you anticipate vaccines or immunizations to be administered, please schedule them for the afternoon (preferably Friday). Sometimes, children can and will develop a reaction (such as

fever) and please keep in mind, per the Maryland state guidelines, I would still have to send them home.

### **Vacation Policy**

I will take three weeks of paid vacation and all federal holidays off. I will have 10 PTO days of additional time for sick leave/Personal Time/Training Days. I also allow for 3 days of bereavement in the event of the death of an immediate family member. **All days are paid days.** Please advise me when you have scheduled your vacations. Tuition payment is expected for the time you are on vacation and is expected to be paid before you go on vacation. In the event that I am unable to get excused from jury duty, payment is still required.

### **Contracts/Fees/Payment Policy**

I require a signed contract of 12 months. In the event of termination or withdrawal either party must give a required THREE weeks' notification. You may pay for the 3 weeks if care is not needed. However, care may be terminated either by the provider or the parent by written notification only. Payment for the 3 weeks of care is to be made in full regardless if your child attends the remaining 3 weeks or not. The Provider can terminate services without notice if daycare fees become delinquent, if PTO is not remunerated, or if the contract or policies and procedures are broken. If for any reason, I the provider must take you to court you are responsible for all legal fees and court costs as well payment for my time missed at my daycare.

I will send you an invoice via Brightwheel every Monday Morning to your email.

I require payment EVERY Thursday morning by noon for the following week of care. I can take checks, money order, cash, zelle, via Brightwheel (no fee), and PayPal (\$15 fee per payment for PayPal). Checks and money orders must be made out to Brenda Velez.

If payment is not received by Thursday afternoon, a \$25 late fee, per child will be added per day. If pay is not received by Monday morning your child (ren) cannot attend. If payment is not received by Wednesday, your spot will be open to others.

I will charge a \$30 fee for any bounced/returned checks. If I get 2 bad checks, I require cash for payment from then on.

**\*Payment is required even if your child does not attend. You are paying for their spot not their attendance. \***

### **Deposit**

I will require a non-refundable deposit equal to two or three weeks of care to secure your space. (Amount depends on hold length) one week will go towards your first week of care and the rest of the deposit is a non-refundable holding fee. You will be notified of any activities well in advance. Some activities will require an additional fee.

### **Pre-K Tuition (2025)**

The new grant program covers all days a child attends daycare, except for sick days, professional days, federal holidays, vacation days. To account for these exceptions, all children enrolled in the grant program will receive a weekly bill of \$100.00 to cover these costs throughout the school year. This cost also covers before and after care.

Your child qualifies for the grant if they meet the following criteria: Are 3 or 4 by 9/1.

Have an IEP or IFSP

Are an early English learner

Or financially qualify through household federal guidelines: make less than 300% of the required household income specified by the federal guideline.

### **Touch Policy**

In order to provide quality care for young children, you must realize the importance of Touch and its effects. The following are behavior management and touch policy guidelines for my home: what is appropriate and inappropriate

touch? Childcare providers and parents teach safe touching by modeling appropriate touch for the children. Appropriate touch take into account respect for the personal privacy and personal space of others appropriate touch takes into account the wishes, safety, health, and well-being of the child. Inappropriate touch violates a child's right and is a form of exploitation of the child's lack of knowledge of touching. A reassuring touch on the shoulder or holding a child's hand is a positive direction and appropriate. Using appropriate touch keeps children safe and protected. Keeps acts of appropriate and inappropriate touch in perspective. Touching is a learning experience which teaches young children cooperation and self-control.

### **Privacy**

I will respect the privacy of all families enrolled in my program and I expect that the families enrolled will refrain from sharing any personal information about me and my family without my permission. I also expect that parents will not share any information about the other families enrolled in my program without the permission of the other families as well. If you need this privacy statement clarified, do not hesitate to ask.

### **MRS. BRENDA'S CHILD CARE RULES**

Please go over this section with your child so they may also know what is expected of them while at childcare. I expect all children (age taken into consideration) to know the rules of the house. These I assume are quite like the ones you have in your own home. I don't intent for these to sound as though I don't allow the children to play and enjoy themselves, but I feel it is important with the number of children in a childcare setting to follow these rules to ensure safety and positive behaviors in my home.

No hitting, biting, pushing, kicking etc.

No throwing or intentionally breaking anything

No running, jumping, wrestling in the house

No picking up babies or toddlers

No leaving the house or the yard

### **DISCIPLINE**

Discipline helps a child to gain control over his or her behavior. By using re-directive and positive discipline we will help a child learn what to do in difficult situations they may encounter. At the beginning of each school year the children and I will go over the rules and create a project that will allow them to give ideas of choices and rules. By fostering an uplifting and positive atmosphere for children we hope to minimize any negative attitudes and maladaptive behaviors for the children.

We will not hit, spank, intimidate, belittle, or use any form of humiliation. No meals/snacks or activities will be withheld from them as a way of punishment. We will talk with the child about what they are doing and why they are doing it.

The following strategies are used to encourage children's positive behaviors and help them avoid negative behaviors, use positive words, give choices, stress positive behavior, try to prevent a negative situation, redirection, model how to act or what should be said, encourage children to express their feelings in a positive manner, give children appropriate vocabulary to express themselves and help children solve and settle disputes on their own. A reflection space is provided if the above strategies do not work. Throughout the day children are offered opportunities to make choices.

For example: playing in a group or alone, what activity they would like to work on, which riding toy to use today, when to share with a friend or if they would like to do a craft or play with a toy. Ms. Brenda also asks many questions that start with "Would you like to \_\_\_ or \_\_\_?" Children are encouraged to use positive behavior by offering choices.

For example: if a child tries to take a toy away from another friend, Ms. Brenda would tell the child that this toy is unavailable, and the child may choose to play with another available toy with their friend or alone. When choices are given, they will be within the rules and something that would interest the child.

We will give the children choices- "Hazel you can sit on the couch or sit on the floor but jumping on the couch is unavailable."

We will discuss what would be the best way to handle the situation.

We will practice using our words.

We will direct them to a different toy or area.

Only if the above suggestions do not work, then the child will be asked to sit in the calming corner so that they may calm down and we can discuss a better way to handle the situation. A child will only be set in calming corner for 1-minute times their age but for no more than 5 minutes total.

### **Pick up/my hours Policy**

If you are late picking up your child (ren) I charge \$20 fee for the fifteen minute per child. At 16 minutes late the fee is \$40. This is to be paid the following morning or your child cannot attend until it is paid. This is to ensure that my closing times are respected so I may follow through with my after-hour plans or commitments. After 3 days your spot will be open to others. Full time care is when your child is in my care Monday-Friday even if only for a few hours. I cannot give discounts for dropping off late or picking up early.

You are paying for your contracted time. I do not offer refunds of any kind. All payments are non-refundable.

I might be able to open early or late on a case-by-case basis for an extra charge. I cannot do weekend hours as my license does not cover these hours. I will only release your child (ren) to people on your emergency form. If someone else is to take your child (ren) home, please send a note in writing and hand it to me in the AM. The person must have proper ID.

### **Inclement Weather**

I will be closed during most inclement weather-related days due to liability (daycare rider). However, I do follow **Baltimore County Public schools** regarding weather related closures, lateness, early closure, or if the roads are too dangerous to travel. Please reach out to me in the event we are expecting severe inclement weather such as hurricane, ice storms or deep snow. Payment in full is still expected even if I am closed regardless of the reason as you are paying for your child's spot not their time at the daycare.

### **Food**

I will provide breakfast, lunch, and two snacks every day for children one and up. I am NOT a peanut free or meat free home so please plan accordingly. Please note that if your child has a particular dietary need or allergy, we would like to know as

soon as possible. We will do our best to accommodate your child's dietary needs. We supply all the food and do not allow food from home due to possible allergies.

Woodbridge Bright Beginnings does **NOT** participant in the Child and Adult Care Food program. However, **ALL** food will be provided for your child while in Childcare. We follow the daily recommendations of CACFP. Fresh fruits and vegetables are used when possible. When making food choices for Daycare meals, food that is whole grain, low in sugar, low in salt, and low in fat is selected. Whole grain items are served at least once a day. Each meal will contain the following:

- > BREAKFAST AND SNACK -pick 2 components
- > LUNCH AND DINNER-All components
- > 1 SERVING OF MILK (must be served for breakfast, lunch, and dinner)
- > 1 SERVING OF FRUIT
- > 1 SERVING VEGETABLE
- > 1 SERVING OF PROTEIN
- > 1 SERVING OF GRAINS

### **Things YOU provide**

You must provide all formula/breast milk, cereal (if special type required), diaper cream, bottles, sunscreen and pacifier, jars of baby food (if special type required), wipes (if special type required), and diapers for your child (ren) (if special type required)

I provide diapers (target, Sam's, Walmart, or other brands) as well as wipes (I use pampers sensitive only) however if your child needs a special brand please bring those items with your child(ren) to daycare.

I must have at least two weather appropriate changes of clothes in my house at all times. During the summer I ask the parents to bring a swimsuit and during the colder months I ask that the parents to please provide your child with a backup jacket and/or coat, hat, and gloves.

### **Prevention of SIDS**

Your child(ren) safety is of the utmost importance at our daycare. If efforts to maintain their safety from 6 weeks on our policy is as following:

- We always put infants to sleep on their backs unless we have written instructions from an infant's doctor directing us to do otherwise.
- We closely monitor sleeping infants to make certain that they are not overheated.
- We use only firm, flat pack n plays for infants.
- We make certain there is no loose bedding or soft toys or pillows where the infants are sleeping.
- We make certain that the infant's head remains uncovered during sleep.
- Infants in our daycare are supervised by a staff member at all times, even when the infants are sleeping.
- All staff members who care for infants in our daycare are trained and certified in infant CPR and know to resuscitate infants if they do stop breathing for any reason.

### **Materials Statement:**

I select and use learning materials that are developmentally appropriate for all ages and abilities of the children in my program. All materials are geared toward children 4 months to 8 years old. When selecting supplies and toys for my program I read the age guidelines before purchasing.

All materials that are used are age appropriate because I look at the guidelines to ensure age appropriate, they are accessible on shelves and in bins at children eye level within reach and are selected based on conversations about the children's likes and interests. Material support children based on age groups and developmental abilities.

**Infants** – I have several pieces of equipment to keep children safe and entertained while awake. Baby Swing, mamma rue, tummy time mat, baby chairs, highchairs for eating, pack and play for sleeping. I also have soft toys for playing, toys made for teething, and board books.

**Toddler and Preschool** – I have a smaller table with chairs for the children to work and eat at. The number of toys I have for this age group is abundant. I switch the toys out every few weeks. Some examples of toys available are Magna Tiles, Sensory Bin, Doll house with accessories, Fire House with accessories, learning games such as leaping letters and Monkey Balance, Little People, Kitchen with accessories, My Little Ponies, Dress Up items, Puzzles,

Blocks, and Books. Outside the children have access to scooters, balls, jump ropes water table, and a playhouse.

**School Aged** – I have a larger table for that the children eat and attend virtual school at. I have a variety of chapter books, board games, craft kits and puzzles that are geared for older children. They also love to play with the Magna Tiles, scooters, outdoor toys, and blocks.

**Accessible** – As stated before I rotate toys every few weeks. The toys available to the children are very accessible. They are stored on low shelving and bins that the children can easily get to. Interest, Cultures, and Languages – I make sure to when purchasing materials, I buy a variety of items from different cultures and languages. I have several books in different languages and books that help teach about different cultures. All dolls and toys are multi-ethnic as well.

**Support of all Abilities** – I always make sure I have materials for all abilities. An example: I had a little girl enrolled who was receiving therapy from infant and toddlers. The therapist would give me a task she needed to work on, and I would make sure I had the materials to help her master the task. One task was putting items in a container. I made my own container out of used jars and made holes in the lid where she could drop items in.

### **Curriculum and Activities**

I am currently using Creative/teaching strategies as our curriculum approved by the Maryland State Department of Education for the use of family childcare providers. We utilize learning components and combine that with hands on activities to reinforce the lesson learned. Arts and crafts are introduced at age-appropriate levels. Most of our work will be done during the day but on occasions we will follow up with something for them to do at home. I will also make appropriate suggestions for activities for you to do with your child to enhance or further develop the skills we are learning. During our learning year, I will occasionally send home reports and assessments for you to review. The preschool curriculum is provided for children two and a half and older. The children are encouraged to participate in the learning curriculum; however, they are not asked to sit for an unreasonable length of time.

Children with IEP's will be given opportunities to practice the skills in the plan and adjustments to the curriculum will be made as needed. If a child has an IFSP or IEP

the parents/caregivers will provide the provider with a copy of the plan. Both the provider and parents will discuss this information and make any adaptations to allow this child to have access to the appropriate resources to meet their needs. Adjustments to lesson plans are made based on observations by the provider of their effectiveness as well as their ability to meet the needs of all children in the program.

### **SCREEN TIME**

In Accordance with the ADA screen time policy, Media Devices are used only when directly related to learning experiences: and there will be no screen time for children under the age of 2. Any screen time whether it be TV, IPAD, COMPUTER will be interactive. Interactive technology means educational and age-appropriate technology, including programs, applications (apps), noncommercial television programming, videos, streaming media, and eBooks, that is designed to: facilitate active and creative use of technology and encourage social engagement with other children and adults. The types of screens available to children are television and an iPad. Children over the age of two will use the iPad to view virtual books and the television to follow along with child yoga. The teacher will be reading the virtual book to the group of children. While the children are engaged in the yoga the teacher will also be participating. While the screens are in use other children can sit at the table with a busy bag.

### **PARENT/CAREGIVER COMMUNICATION & CONFERENCE SCHEDULE**

Communication is very important. When I accept a new family into my childcare, I like to ensure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child. Sensitive issues will be discussed in private outside of regular childcare hours either by telephone or conference.

I publish a monthly newsletter that explains current activities some of the activity's curriculum themes, events, my days off, and any other pertinent or fun information that may be of interest to you. You are always welcome to contribute to our newsletter.

**Family Conferences** will be offered twice a year. Once on the child's birthday and 6 months later.

Please bring with you:

- Your completed copy of the AQS (sent home the first week in September)
- Your signed contract for the year
- Updated emergency form
- Updated vaccination records

### **Conference Schedule**

All families will be sent an email and a text message regarding scheduling of their conference. In this email will be a Calendly link where you may choose your time in one-hour blocks. Please find alternative care for your child.

### **LEARNING EXPERENCES AND PLAYTIME**

Attending Woodbridge Bright Beginnings should be an enjoyable experience for the child as well as the parent. While at childcare your child will be exposed to many kinds of learning experiences including:

**Active play:** running, jumping, climbing, riding, and other use of large muscles.

**Quiet play:** reading, stringing, coloring, etc.

**Cooperative or social play:** games and activities that involve more than one person.

**Solitary play:** drawing, dreaming, or any activity that involves only one person.

**Manipulative play:** putting together puzzles, building with blocks, cutting, and pasting, or any activity that involves eye-hand coordination or fine motor skills.

**Creative play:** painting, molding, solving problems, making music, telling stories, or any activity that involves a child's imagination.

**Dramatic play:** dress-up, make-believe, or any play that involves pretending.

### **CURRICULUM**

Our program uses Creative curriculum. We consider the age and developmental needs of each child as we do lesson plans. We also make sure the child's interests and skills met considered. For guidance and to make sure children's developmental needs are met we use feedback from parents and ASQ assessments twice a year. Through observations, anecdotal records, portfolios, and developmental checklists that are designed for or aligned with the

curriculum, are some ways I assess the children. Based on the results adjustments will be made from the information learned from these assessments/observations. We provide a variety of skill building activities that include a version for the younger children and a more complex extension of the activities for the older children.

Evaluations are made to determine the success of the lessons. Challenges are noted for future lessons and adjustments are made. Children with IEP's will be given opportunities to practice the skills in the plan and adjustments to the curriculum will be made as needed. If a child has an IFSP or IEP the parents/caregivers will provide the provider with a copy of the plan. Both the provider and parents will discuss this information and make any adaptations to allow this child to have access to the appropriate resources to meet their needs. Adjustments to lesson plans are made based on observations by the provider of their effectiveness as well as their ability to meet the needs of all children in the program.

**Infants** – The infant program serves children 6 weeks until 2 years old. The goal of this program is to create feelings of belonging. Infants will be provided with the love they need to help them grow and develop. Children will play, sleep, and eat based on their own schedules. We are very cognitive to recognize the child's need for rest and physical activities. Infants will be provided opportunities to explore and manipulate items in their environment to provide cognitive stimulation. Our program is designed to meet the needs of each child. Each child will receive a minimum of 15 minutes of book reading each day. Children under 2 will have no screen time.

**Toddlers/Preschoolers** – Our toddler program serves children aged 24 months to 5 years and prepares them both socially and academically. The focus during this age is building self-confidence, independence, responsibility, and an interest in the world they live in. Activities provided to toddlers are created to provide experiences that will allow them to learn thru their own curiosity. Each child's social and emotional wellbeing is taken into consideration as a part of planning. The children are provided with lots of different play opportunities that are easily accessible allowing them to pick and choose what they play with and how they play with it. A few examples are dress up, blocks to build and create centers,

books, sensory tables, art, music, language, science, math, and outdoor play. Children are encouraged to use each of these items in a variety of ways to let them try out some critical thinking. The same loving and patient environment that is offered to the infants will be extended as the children grow in age. The provider will have an open positive dialogue with the children thru out the day. We will follow the creative curriculum which helps the children create a love for learning. We also use a minimum of 30 minutes of reading time throughout the day to encourage cognitive development. This covers the content areas of literacy, social studies, art, music, science, language, cultures, physical wellbeing, health, and math. Each lesson is presented to provide each child with age-appropriate experiences based on the developmental needs. The daily schedule we follow allows each child to have a balance of rest and play based on their individual needs. Due to the program serving children under the age of two, there is no screen time for this age group.

### **OBSERVATIONS/CHILD ASSESMENT**

All children will be observed by the provider to monitor developmental progress. Notes will be kept in each child's file. The observations will be done within 30 days of entry to the program. After the initial observation, the provider will follow the CDC's recommended schedule which recommends an assessment at 2 months, 4 months, 6 months, 9 months, 1 year, 1.5 years, 2 years, 3 years, 4 years, and 5 years of age. Additional assessments can be scheduled as needed if provider and/or feel it is necessary. We will use this information to adjust activities to meet the developmental needs of the child. We will also use this to make referrals when needed. These screenings will include both the provider and the parents. Parents and the provider will have frequent communication about developmental details and interests of the child so that all their needs may be met.

The provider will use the CDC's 2019 checklist....

[Milestone Checklist \(cdc.gov\)](https://www.cdc.gov/ncbddd/earlychildhood/milestone-checklist)

### **IFSP/IEP AND INCLUSION**

- If your child participates in IEP/IFSP or a 504 plan at school, can you please let me know. If so, please provide a copy of his/her plan of action

to help with your child's developmental needs. If interventions are needed during childcare hours, I will make every effort to cooperate with the service provider.

- I encourage all children to participate in all aspects of my program to the best of their ability regardless of development issues or health care needs. Activities will be modified to meet the individual needs of each child in my care. I will use the IFSP/IEP for planning purposes and will also seek support from and involve outside agencies such as infants and toddlers or the child's school. All IFSP/IEP information will be kept confidential and stored in the child's file.

### **Traveling and field trips**

Depending on the size of the group, we will take field trips (weather permitting and health permitting). Typically, we begin our field trips in the spring to fall. I will notify you in advance of our expected trips. For large trips such as the Zoo, science center, fire house museum, the movie theater, the farm, or aquarium, I will require a separate permission slip to be filled out and I will notify you 30 days prior to the trip. You are welcome to join us. Typically, our weekly field trip consists of traveling to local places such as the parks, the pool, or the library. I provide all age-appropriate car seats for our field trips.

### **Community Resources used within the program:**

Park and pool field trips are utilized to enrich children's ability to social and diversify their language and behavioral skills within the community. On a monthly basis, I check both the park and pool websites online in efforts to include the children in any specific events that would enrich my program.

The Zoo, science center, firehouse museum, the movie theater, Gaver's farm, and the Baltimore Aquarium are all used within the program on an annual based to enrich the program with current scientific and educational materials to add to the current curriculum information. These field trips also provide hands-on learning opportunities for social interaction within the community. These resources are checked online (via Facebook or company websites) as well on a monthly bases in order to best plan for these events.

The Catonsville Library is used to check out books (on a monthly basis) and attend (on a weekly basis) Storytime in order to further support the curriculum and enrich the program with additional learning resources. These resources are used to support as well as provide additional domain development opportunities within behavior, social, and language growth.

\*\*All community resources are identified through their websites and online platforms such as Facebook and local associations and online groups. Resources are kept updated and information is checked monthly\*\*

## **Medications**

If your child is on prescription medication and it must be administered while at daycare, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, dosage, and when it is to be administered. I will also need a copy of medication administration Authorization forms for each medication.

In the event that your child needs an over-the-counter medicine, I am permitted to administer one emergency dosage only. The permission slips for all over-the-counter medicines must be signed prior to me administering anything. The permission slip must list each by the exact name per OCC regulations.

## **Community Resources**

In Baltimore County the following resources are available:

Free child evaluations for special needs and children with special healthcare needs:

For children under two: Infants and toddlers- 410-396-1666

For child over three: Child find-443-809-3017

WIC- 410-887-6000

Baltimore county Dept. of Health-410-887-2243

Department of Social Services-410-853-3450

The Baltimore Zoo: 410-396-7102

The Baltimore Aquarium:410-576-3800

The firehouse museum: 410-313-1900

Woodbridge Valley Pool:410-747-9740

Gaver's Farm:301-865-3515

Other licensed providers and non-profit organizations such as

Maryland State dept of education-410-767-0100

BCFCCA-410-903-2136

Baltimore County Library (Catonsville)-410-887-0951

Maryland Center for Poison Control-1-800-222-1222

Abilities Network-410-828-7700

Pathfinders for autism-443-330-5370

\*These resources are available on our parent bulletin board and are updated and reviewed periodically to be kept current when new information has been received from various community resources, via email, verbally or attending meetings, trainings, and conferences These resources are reviewed monthly to ensure that old information is replace with the most current. \*

### **Nursing Mothers**

You are welcome to come to my childcare home and nurse your child during childcare hours. A quiet place will be made available to you and you are welcome to use the bathroom facilities here as well when needed.

### **Potty Training**

I will help with potty training after the child is two and shows signs of being ready. Some signs of being "ready" are listed as the following:

- Ability to say when they need to use the bathroom
- Interest in using the potty and ability to stay dry and clean
- Ability to pullup and pull-down pants or clothing to use the potty

-Please do not send your child here in difficult clothing while potty training such as onesies, tight pants or shorts, or overalls as it can cause accidents.

### **Custody Orders**

Until custody has been established by court documentation, please know that each parent has equal rights to dropping off and picking up a child. If anything changes, I must be provided with a certified copy of the documentation prior to any requests or changes.

### **Volunteers**

I do not use regular volunteers in my home at this time. If the need arises, I will advise you and take precautions as necessary in accordance with the regulations.

### **Parent Involvement**

While I do understand that each of you are employed, you are welcome to come and spend time with your child while in care at my home. There will be times and ways you can get involved in your child's childcare experience. You are welcomed and encouraged to participate in any or all the following engagement activities:

- Chaperoning on field trips (zoo, movies, pumpkin patch, pool, parks, indoor playground)
- Helping to provide treats of other items for our parties (birthdays, holidays, end of year celebrations)
- Coming and talking about your job, when asked
- Joining our class for other events such as: Easter egg hunt, Halloween neighborhood trick or treating, and Santa comes to Little Monkeys Daycare
- Helping your child with the assigned activities and homework sent home (once monthly)
- Helping prepare your child for "Show and tell"

### **Emergency Preparedness**

As part of the required training to maintain my childcare registration, I have completed a comprehensive training on Emergency Preparedness. This is a result of 9/11 and other disasters/emergencies that have happened in the past. I always have sufficient water and food sources available for 8 children and 2 adults in my home. While we do not use the basement, should we be required to “shelter in place” due to an emergency, we will go down to the basement if it is the safest place for us. Should we need to shelter in place, I will send out a text message to everyone indicating our location. If we need to evacuate the property, I have the same supply food and water prepared to take to our vehicle and will safely remove the children from the property, immediately notifying you of our intended location.

### **Outdoor Play**

Each day we will strive to spend time in the morning and in the afternoon for outdoor play. However, in the event of inclement weather or during the cold days, if the temperature is below 40 degrees, we will not attempt to go outside. Please make sure that your child has appropriate weather attire such as hats, gloves and shoes.

### **Cameras**

I have five cameras in my home which allow me to keep extra “eyes” on the kids as they move about from one room to another. I and my family (son and husband) are the only people with access to these cameras. We will not film or use these cameras to take pictures of your children unless a photo release is signed by you to do so.

I \_\_\_\_\_ acknowledge and agree to the policies and procedures as written above.

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

You must SIGN YOUR CHILD (REN) IN AND OUT EVERY Day!