

Welcome to



Family Handbook

Updated September 17, 2019

(Please check the BDLC Web site at <http://www.bdlc.org> for updated versions of this handbook)

BDLC, Inc. admits students of any race, color, religion, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its educational policies, admission policies, or other school administered programs.

Table of Contents

BDLC Mission	page 3
BDLC History	page 3
Membership and Governing Board	page 3
Entrance Policy	page 4
Administrative and Teaching Staff.....	page 4
BDLC Curriculum.....	page 5
Room Descriptions.....	page 7
BDLC’s Child/Staff Ratio Chart.....	page 7
Transitions	page 8
Parent-Teacher Communication.....	page 8
Caring for Children with Special Needs.....	page 8
Confidentiality of Information Student and Employee Records.....	page 9
Parent-Center Communication.....	page 9
Parent Involvement and Volunteer Requirement.....	page 10
BDLC Grounds Day.....	page 11
Fundraising	page 12
BDLC Health Policy.....	page 13
Safety.....	page 18
BDLC Movement and Nutrition Policy.....	page 19
Enrollment Fees and Policies.....	page 22
Classroom Placement Guidelines at BDLC.....	page 23
BDLC Income Distribution.....	page 24
Hold Policy	page 24
Overdue Tuition Policy	page 25
Returned Check Fee	page 25
Hours and Late Pick-Up Policy.....	page 26
Withdraw Policy.....	page 26
Anti-Harassment Policy.....	page 26
Discipline Policy	page 27
Supplies	page 28
Center Closing Dates.....	page 29
BDLC as Steward of our Environment.....	page 30
BDLC Annual Parent Survey.....	page 30
Child Care and Development Fund and On My Way Pre-K Program Guidelines.....	page 30
Agreement and Release Form	page 32

BDLC Mission

The Bloomington Developmental Learning Center, Inc. (BDLC) provides an educationally and developmentally-appropriate, child-centered, family-oriented, multicultural child care program. The Center's goal is to encourage each child to develop his or her unique potential.

BDLC History

BDLC was founded in 1973 by parents and teachers who were bound by similar child care philosophies. BDLC is one of the largest and oldest child care centers in Monroe County. We are licensed by the State of Indiana and have maintained Paths to Quality Level 3 rating since the inception of the state program.

BDLC is and has always been a not-for-profit organization with a Board of Directors composed of parents and community members. BDLC maintains close ties with the community in order to respond to child care needs and issues. In 1981, the BDLC staff and administration formed Neighborhoods Inc., which was then the only before-and-after school program for elementary school-aged children in the community. It was the precursor to the extended-day program adopted by the Monroe County school system in September 1987. In 1986, BDLC moved from its original location in the Unitarian Universalist Church to its present site on South Highland Avenue. The move allowed for program expansion in a building built specifically for childcare. The infant and toddler program was added and total enrollment doubled.

As an established community institution, BDLC is proud to have provided over four decades of high-quality early childhood education in the Bloomington area. Today we care for children ages 6 weeks old through five years old with a professional staff delivering the best in care.

Membership and Governing Board

BDLC is chartered as a not-for-profit educational corporation. Families who have a child or children at BDLC automatically become members of the corporation, and membership is open to any other individuals who are interested in supporting BDLC's goals.

BDLC is governed by a volunteer Board of Directors. Board members are drawn from the general membership of the corporation and from the community, and they each serve two-year terms. Parents of BDLC children make up the majority of the board. BDLC does not have a parent organization. A bi-monthly board meeting takes place at BDLC at 6:00pm on the third Tuesday of the month. All parents and staff are invited to attend the meetings. Copies of board meeting minutes are sent out via email to all families.

Entrance Policy

BDLC welcomes all children six weeks to five years old to experience the benefits of our Center. Parents and children interested in BDLC are invited to tour the Center and observe the classrooms. The Executive Director or other office staff will answer questions, review the handbook, and provide the necessary application forms to be completed. The Executive Director and the parents determine the room placement appropriate for each child.

A birth certificate and health examination, including immunizations, are required for each child upon enrollment. Your child will be excluded if a current form is not on file. Health examinations must be repeated annually for children 2 years of age and younger.

The first week a child is enrolled at BDLC is considered a transitional week. A parent or primary caregiver must be available to help in the class as the child and teachers get to know one another. The first day we ask the parent and child to visit for about two hours. The time a child spends at the Center increases each day until Friday, when the child is at the Center for a full day without a parent or primary caregiver.

Administrative and Teaching Staff

The Executive Director of BDLC functions under the supervision of the Board of Directors. Employees of BDLC are supervised by the Executive Director. The Director is in charge of teachers' professional development and evaluations. All staff and administrators are responsible for executing the policies and philosophy of BDLC as set forth by the Bylaws and Procedures of BDLC. BDLC employs the Policy Guidance Model to define and guide the relationship between the Board of Directors and the Executive Director.

BDLC employs approximately 45 full- and part-time staff members. Many teachers have earned a Child Development Associates Credential (CDA), two-year Associate's Degree in Education, Bachelor's Degree in Education, or a Master's Degree. To be a co-teacher one must either have earned their Associates Degree or be working towards one unless they have a higher degree in education or a related field. Together, the BDLC staff has varied backgrounds and many decades of child-care experience among them. Part-time support staff tend to be college students from Indiana University or Ivy Tech, most of whom are working toward a degree in education or a related field.

BDLC staffs Mentor Teachers to help maintain a quality National Association for the Education of Young Children (NAEYC) accredited childcare. The Mentor Teacher oversee professional development of teaching staff. They also serve as a resource for classroom-related decisions and guidance.

Each room has two teachers and one or more support staff. Classroom teachers are responsible for providing a safe, healthy, and nurturing environment for children to develop in the areas of cognitive, motor, social, and self-help skills.

The teachers address questions and concerns of parents regarding activities, policies, and procedures of the room. Teachers meet regularly to plan daily activities, monthly lesson plans, and parent communications.

Support Staff generally work in the mornings or afternoons and longer when a teacher is absent. In the absence of a teacher, the support staff assume all classroom responsibilities.

BDLC Curriculum

The purpose of BDLC is to provide a child-centered, family-oriented educational program in a multicultural environment. BDLC provides individualized attention through self-paced environmental exploration and guided instruction through play.

A major role of the teacher of young children is to identify an individual child's interests, abilities, and needs for growth or improvement. The teacher should then facilitate and encourage development in these areas. The staff is concerned, interested, and involved in the total life experience of each child, therefore, a close relationship with the child's family is essential. Children learn best in a supportive, informal, play-based atmosphere where success is measured in terms of a child's interest, growth, and enthusiasm.

The BDLC curriculum follows developmentally appropriate standards recommended by the National Association for the Education of Young Children (NAEYC), Indiana Foundations of Early Childhood, and Creative Curriculum. At BDLC, our goal is to facilitate and encourage each child's natural growth and development in each of the following areas:

- **Cognition:** Thinking, reasoning, problem-solving
- **Language:** Responsive and expressive communication
- **Physical:** Gross motor (large muscles, coordination) and fine motor skills (small muscles, dexterity)
- **Social:** Respect and empathy for others, peaceful conflict resolution
- **Self:** Family, adult, and peer interaction, identifying interests and abilities
- **Emotional:** Recognizing and expressing feelings appropriately
- **Creativity:** Spontaneity, exploration, originality
- **Academic:** Gradual skill development

We believe the best way to accomplish these goals is to provide a developmentally appropriate, child-centered environment where free choice and experimentation with concrete materials are a priority. Because young children learn best through play, we provide a variety of opportunities for self-directed play and exploration in the following areas:

- Art/Creativity
- Physical movement
- Reading
- Dramatic play
- Health and self-care
- Writing
- Science
- Manipulative play
- Math
- Music (BDLC employs a music teacher who provides lessons to each room once a week.)

Lesson plans are provided by the teachers, using thematic units to help children bring together a wide range of skills and experiences. Lesson plans for each classroom are reviewed by the Executive Director and Mentor Teachers to ensure they meet established guidelines from Indiana Foundations, State Licensing Regulations, NAEYC Standards, and BDLC's program philosophy.

BDLC promotes and implements a multicultural curriculum. Teachers provide a wide variety of materials, activities, and experiences to encourage respect, appreciation, and understanding of others. These experiences may include diverse customs, traditions, celebrations, or holidays; they may incorporate food, music, families, homes or other aspects of culture. Religious holidays are discussed only in the context of how cultures approach them, focusing on basic commonalities such as lights, food, decorations, or clothing.

Room Descriptions

BDLC holds center-wide transitions once a year, in August. Groups of children move with their teachers into a new room during center-wide transition times. This practice of Continuity of Care continues until approximately age 3 when the transition to the Penguin Room occurs (see “Transitions” section for more information). All transitions are at the discretion of the Executive Director. See classroom descriptions in the table below.

Room Name	Child Type	Age Range
Lamb	Infant	6 weeks - approx. 12 months
Koala	Infant	6 months - 1 ½ years
Duck	Toddler	1 - 2 years
Kangaroo	Toddler	1 ½ - 2 ½ years
Squirrel	Toddler	2 - 3 years
Owl	Toddler	2 ½ - 3 ½ years
Penguin	Young Preschool	3 - 4 years
Turtle	Older Preschool	4 - 5 years

BDLC’s Child/Staff Ratio Chart

BDLC follows the adult-to-child ratios stated by NAEYC and the Indiana Licensing Regulations. We staff each room to support the developmental needs of each child and to allow for as much individual attention as possible. Until children are in preschool, fees change only when all children in the classroom reach the older age due to many factors including ratio, additional time support staff are scheduled, additional materials, bookkeeping, etc. Once a child turns 3 years, the rate changes on an individual basis.

Age of Child	Minimum Adult/Child Ratio	Max. # of Children in Room
Infants*, 6 weeks until approximately 1	1:4	8
Toddlers, approximately 12 to 30 months	1:5	10
30 months - 36 months	1:7	12
3-5 years	1:10	20

*Children are considered infants until he/she is consistently walking unassisted.

Transitions

Childcare centers that practice continuity of care and develop primary caregiving systems are taking important steps to provide the quality relationship that all babies need to grow and be happy and healthy. As recommended by NAEYC, BDLC practices Continuity of Care up to three years of age. In keeping with the principles of continuity of care, children are moved in “cohort” groups with two or more of their peers. At least one primary caregiver moves with each cohort into the next room. It must be noted that this does not necessarily mean that the entire class stays together or that the child’s favorite teacher will move with him or her. The case for continuity of care is made through research on attachment that focuses on creating consistent personal and healthy relationships among children, their caregivers, and their peers in order to help children form healthy social-emotional development. Additionally, recommended practice suggests that specific strategies be used to ease transitions. For example, children can visit their new classroom with their teacher(s) before moving so that they can become acquainted to their new space. Children who will be transitioning to a new teacher(s) will spend time with that teacher(s) so that they can get to know one another. BDLC was one of the first centers in Bloomington to practice continuity of care, and this is now mandated by state regulations.

Parent-Teacher Communication

BDLC provides mailboxes for parents and teachers outside each classroom for announcements and other information. Parents and teachers can also use the mailboxes for exchanging notes regarding children.

Each classroom has yearly roundtable meetings (a meeting of all the parents and teachers for your child’s classroom). The roundtables are usually scheduled before 6 p.m. and during our annual Open House so that child care may be provided. Teachers typically discuss room schedules, developmental behaviors, and other topics parents may request. Each room also sets aside regular blocks of time for parent-teacher conferences. For each age group, teachers perform developmental assessments of each child and may provide the assessment results to parents during the conference. Individual conferences may be scheduled at any time. If you have questions during the course of the year, do not hesitate to speak with your child’s teacher or the Executive Director.

Caring for Children with Special Needs

Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA). All families will be treated with dignity and respect for their individual needs and/or differences. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. To accomplish this, we may consult with agencies/organizations as needed, provided parental permission is granted. Inclusion of program staff on IFSP and IEP case conferences is desired to ensure the child care program provided the most supportive environment possible.

All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classroom may need. The knowledge of parents and health care professionals involved in the care of the child with special needs will be consulted to determine accommodations and/or therapy requirements. Confidentiality about special needs will be maintained at all times by the families and staff of the program.

Confidentiality of Information Student and Employee Records

BDLC views the handling of confidential information as an important trust. Confidential information refers to nonpublic information about both the children and the employees. Some examples of confidential information include family data and student records. BDLC has specific policies regarding the proper handling of confidential information by our employees. This means that personal information about children and families are kept confidential. Proper handling of confidential information includes: not releasing information to anyone unless that person has authorization; not leaving records unattended in public spaces and ensuring that documents with confidential information are shredded instead of recycled or thrown in the trash.

Parents should feel free to discuss issues of concern with regard to their child. It is the policy that the BDLC administration and board will keep confidential any complaints or issues that a parent raises unless we are required by law to report the information to outside authorities. With regard to parent complaints about staff, BDLC will keep information confidential unless a parent gives permission for the issue to be discussed with the teacher.

Parent-Center Communication

Parents may keep track of the Center's schedule of events and locate other helpful information at <http://www.bdlc.org>. BDLC also has a Facebook page at BDLC: Bloomington Developmental Learning Center. Within BDLC, a Parent Information Board is located in the main hallway along with a whiteboard for daily announcements and important information. BDLC also maintains a parent e-mail distribution list for messages from the Center. Parent e-mail addresses are recorded on the child's enrollment form. Monthly communications are sent to families with current and future events and information. Also, minutes from board meetings and other important information are provided. We strongly encourage parents to talk with their child's teacher(s) or the Executive Director if they have questions or concerns about their child.

If a child is not feeling well, is having significant behavioral problems, or has bruises or other injuries that may need to be explained, parents may communicate with teachers at drop-off or pick-up times, or through a written note, phone call (preferably between 1-3pm), or a scheduled conference.

Parents should notify the office immediately of any changes in their addresses, phone numbers, emergency numbers, email addresses as well as other pertinent information.

If a child will be tardy or absent, parents should give advance notice or call the office as early as possible on the day the child will be absent so that we can plan accordingly. If the absence is due to contagious illness, parents must let the office know immediately so steps can be taken to ensure teachers and other parents are notified as needed.

Outside each room, teachers will post a calendar on which planned changes of schedules may be listed, such as doctor's appointments and vacations. The Executive Director will request advance written information concerning summer and holiday plans.

Parent Involvement and Volunteer Requirement

BDLC maintains the strong conviction that parents should be directly involved in their child's education. As a member of BDLC, the quality and vitality of the Center depends on your involvement. Each room has a room parent that acts as a liaison between the BDLC administration and the parents, helps organize parent volunteers, and facilitates communication among parents in each room.

Parents are welcome in their child's room at any time. Parents may be asked to come into the classroom to share their experiences, talents, or cultures. About twice a year, BDLC holds Center-wide potluck suppers to give parents the opportunity to socialize.

BDLC welcomes parent questions and insights into learning activities and classroom interactions. If you have a question about any of these, we welcome you to ask your child's teacher(s) directly. However, if you have a problem or issue to discuss or a recommendation to make, please talk with the Executive Director or other office staff. Teachers report directly to the Executive Director, who help them manage curriculum guidelines, state and federal guidelines, and classroom interactions. If you have questions about curriculum or classroom practices, we encourage you to talk to the Executive Director or one of the mentor teachers.

Volunteer Requirement

Since 1973, BDLC has been a parent-involved childcare provider. Through volunteering, parents have found that their sense of community and ownership in BDLC has been enhanced when they work together with other families in volunteer activities. When children see their parents involved, they learn valuable lessons about participation and citizenship in their community.

According to the 40 Developmental Assets Framework, it is important that parents, teachers, and caregivers communicate with each other to attain a consistent and understanding approach to young children and that parents play various roles in the child care and educational setting. We see parents volunteering their time as an important way to enhance the parent-teacher connection and maintain a higher overall quality of care at BDLC. As consistent and similar to policies of other child care centers, it is important for us to promote consistent parent involvement in classrooms as well as within the BDLC organization. BDLC has implemented a parent volunteer requirement to help ensure that all parents get involved.

Since September 1, 2005, BDLC families have been required to volunteer 12 hours each school year. (For single parent families, the requirement is 6 hours per parent.) The year for volunteer hours runs from August 1 through July 31. Families who do not complete these hours by the end of the year will be assessed a fee of \$300. This fee will be used for BDLC building maintenance. (Parents who complete a partial number of hours will be assessed a partial fee based on the number of hours completed.) Volunteer hour requirements are prorated based on start date after October. The Executive Director will let families know in advance the deadline for reporting their hours.

A wide range of volunteer opportunities abound at BDLC. Parents can volunteer time in classrooms, serve on the BDLC board and committees, help with facility maintenance, provide professional expertise (e.g., accounting, legal, construction, painting), and contribute both time and funds to help support special fundraising initiatives. The BDLC Room Parent Committee provides an ongoing list of volunteer opportunities through newsletters, emails and the parent bulletin board. If you have questions, please see the Executive Director or other office staff.

BDLC Grounds Day

A Grounds Day event with major cleaning and maintenance is usually held twice a year. Parents are asked to attend and help with tasks needed to maintain the facilities. Parents are also encouraged to help on general playground maintenance days and with other building and repair projects as they arise. If you have special skills or are interested in participating in any way, please see the Executive Director or one of BDLC's board members. We can always use builders, painters, plumbers, and electricians!

Fundraising

One very important way parents can be involved at BDLC is by participating in the Center's ongoing fundraising efforts. As a not-for-profit organization, BDLC relies on fundraising to provide the necessary 'extra' funds for playground upgrades, special programs, building improvements, and most importantly, bonuses to reward BDLC staff. We have numerous events and fundraisers throughout the year, and we try to emphasize passive fundraising where parents can purchase items they would already purchase. Following are some specific ways you can support BDLC.

Retail:

- Kroger Community Rewards Program allows for your everyday purchases at Kroger to earn money for BDLC. After enrollment, each time you shop at Kroger and present your Kroger Plus Card, BDLC will earn rewards. Once a household member enrolls his/her card, all linked Kroger Plus Cards within that household will begin earning funds for BDLC. (Some restrictions apply – fuel, alcohol, and tobacco are excluded).

Simply follow these steps:

- Go to <https://www.kroger.com/communityrewards>
- Create an account
- Register your Kroger Plus Card number
- Enroll your Plus Card in the Community Rewards program to Bloomington Developmental Learning Center's account (enter BDLC's number JW211)

Your Kroger Plus Card can be linked to only one organization at a time, but you can change your nonprofit organization designation online at any time.

- AmazonSmile allows for your online purchases through AmazonSmile to earn money for BDLC. After creating an account and designating a charity, each time you shop AmazonSmile, BDLC will earn rewards. (Some restrictions apply – recurring Subscribe-and-Save and subscription renewals are not currently eligible.)

Simply follow these steps:

- Go to <https://smile.amazon.com>
- Create an account and select Bloomington Developmental Learning Center Incorporated as your supported charity

Eligible AmazonSmile purchases must be made through smile.amazon.com. Purchases made through Amazon.com will not accumulate rewards. You can change your nonprofit organization designation online at any time.

Staff Bonus Fund Drive: At BDLC, a fundraising drive is held among the parents to raise money for bonuses to be given to the staff. Many parents contribute this as a tip to reward teachers for a job well done. This donation may be made monthly if so desired or during our major teacher fundraising drive held in May. Donations made to the staff bonus fund is tax deductible. These funds are distributed evenly to all teachers in June each year. Holiday gifting usually occurs between parents and classroom teacher.

Scholastic Book Fair: During spring BDLC holds a Scholastic Book Fair in Center Court. For every book sold BDLC receives a percentage of the total revenue in cash as well as free books for classrooms.

Display My Art: During the fall BDLC participates in an annual Display My Art program. All children at BDLC create a personal art piece that can be turned into numerous household and gift items such as magnets, keychains, t-shirts, coffee mugs, and much more. Parents can purchase these items online during the ordering window and BDLC gets a percentage of the sales.

School Photographs: Each fall BDLC children have their pictures taken by a professional photographer, right in Center Court. BDLC receives a percentage of the total photo sales, plus a class photo for each room.

Box Tops for Education: BDLC collects box tops for education coupons found on many common food containers. Each one is worth 10 cents to BDLC; with us receiving a check from the manufacturer. There is a turn-in envelope located on the parent bulletin board. There is also a mobile app that can be downloaded. Download the app, choose BDLC, scan your grocery receipt, and the funds start adding up!

Other fundraising events: BDLC has conducted a range of fundraising activities: Parents' Night Out and Dine and Donate events at specific retailers (e.g., Bucchetos, Azzip, Chipotle) where a percentage of income from BDLC supporters is given to the Center.

BDLC Health Policy

Health and Safety

Parents must keep immunizations, phone numbers (home, work, and cell), and emergency contact information current in their child's file. This is very important for the safety of the children as well as requirements for meeting state regulations.

Parents should be sure to provide an alternate pick-up plan in case of an emergency or illness. Any person(s), other than the parent, to be contacted in case of emergency must be noted on the child's form in the office or have written authorization from the parent.

Infectious Disease

BDLC believes supporting the health and safety of our school community is a top priority. BDLC will work with both local health authorities and our mentor physician for information on a wide variety of health issues, questions, and concerns. The BDLC director will inform BDLC families when there is a confirmed illness that is highly communicable within our school community (strep throat, flu, etc.) and share information including symptoms and treatment.

Parents should not bring children to the center if they are ill. Children should be well enough to participate in all activities, including outdoor play, weather permitting. (State law requires that children have outdoor play every day, providing the temperature with wind chill is 25 degrees F. or above.) If a child becomes ill during the day, we will notify a parent to have the child picked up as quickly as possible. Until the parent or authorized person arrives, the child will be isolated with adult supervision. Please be assured that the BDLC staff will be as comforting as possible to your child when she or he is not feeling well.

If an **employee** contracts a *highly contagious illness*, BDLC will seek the opinion of our advising physician regarding informing BDLC families of the condition and treatment. BDLC will also contact the health department for additional recommendations.

Employees working with children receive an **annual TB test**, paid for by BDLC. If a staff member tests positive for presence of TB, the employee must have a chest X-Ray to check for active TB and remain away from the center for either 24 hours after medication has begun or after being cleared by a physician to return to work. Any staff member testing positive for TB will, after the initial screening, no longer have the pin test for TB but rather rotate annually a TB symptom check every other year by a physician.

If a **parent (or child)** is showing symptoms or has a **confirmed case of TB** (or any other infectious disease, e.g., strep throat, measles, etc.) that poses the **threat for an epidemic**, BDLC requests that the parent notifies the director. The director will inform the BDLC community of the possible exposure to the illness (keeping confidential the identity of the individual or individuals infected). BDLC will provide the school community with information about the illness from the local (or national) Health Department, seeking to inform and educate the school.

Health Screening

BDLC provides annual **speech/vision** screenings for children ages 3-6. Parent's must elect screenings and pay for the cost.

Exclusion Policies and Criteria

(Child removed from classroom and sent home)

Parents and/or guardians are encouraged to share written information with teachers regarding potential side effects of prescription medication. If a child displays a non-serious side effect (low grade fever, loose stool contained in diaper) they will be allowed in the classroom.

Fever:

- Low grade fever accompanied by behavior change (Child may return after 24 hours free of fever without medication)
- Temperature of 100 degrees or higher (Child may return after 24 hours free of fever without medication)

Cough:

- Wheezing not already being treated by a physician
- Child is having difficulty breathing

Diarrhea:

- Loose stool not contained in diaper
- Blood or mucus in stool
- No urine output in 8 hours
- Loose stool causing accidents for toilet- trained children
- More than two loose stools in a one- hour time period

Eye Irritation:

- Pinkeye or thick yellow/green discharge from eye(s)
- Exclusion no longer required for bacterial conjunctivitis. Parents are urged to have children symptomatic of conjunctivitis (pinkeye) checked by their physician.

Rash:

- Exclude if cause of rash is unknown and widespread (child may return to BDLC when the rash has gone away or if its cause has been identified)

Vomiting:

- Child vomits twice within a school day
- Vomiting is accompanied by a fever, diarrhea, or personality changes

Additional conditions/diseases:

- **Hepatitis A:** Children will be excluded until one week after onset of viral illness or after immune serum globulin has been given to children and staff in the program, as directed by the local health department.
- **Impetigo:** Children will be excluded until 24 hours after treatment has begun.
- **Measles:** Children will be excluded until 5th day after rash disappears or local health department states patient is noninfectious.
- **Mumps:** Children will be excluded until 9 days after onset of parotid gland swelling.
- **Pediculosis (Head Lice):** Children will be excluded at the end of the day and until there are no nits present. An additional treatment is needed 7 to 10 days later to kill the eggs that have hatched. Using a nit comb is the most effective way to remove lice.
- **Pertussis: (Whooping Cough)** Children will be excluded until five days completion of an appropriate antibiotic or until local health department states patient is non-infectious.
- **Pinworms:** Children will be excluded for 24 hours after treatment has begun.
- **Scabies:** Children will be excluded until 24 hours after treatment is begun.
- **Streptococcal pharyngitis (Strep Throat):** Children will be excluded until 24 hours after treatment is begun.
- **Tuberculosis (TB):** Children will be excluded until the child's physician or local health department authority states the child is non-infectious.
- **Varicella-zoster (Chicken pox):** Children will be excluded until all the lesions have dried and formed scabs, usually within six days of onset of rash.

Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms, have begun appropriate treatment, and/or no longer have significant discomfort and feel well enough to participate.

Parents/guardians will be notified in writing, either by email letter or posting notice in a visible location, when their child/children have been exposed to a communicable disease.

Children with the above signs and symptoms will be separated from the group and cared for in the office.

Parent/guardian or emergency contact will be notified by room teacher to pick up child. The room teacher will complete the Symptom Record and give to parent and keep a copy for the child's file.

Communication plan for staff and parents

Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the BDLC. All parents will receive a written copy of this policy in the parent handbook. Parents, staff, and volunteers will receive written notification of any updates.

References:

American Academy of Pediatrics (2005) Managing Infectious Diseases in Child Care and Schools, a quick reference guide.

Medication Administration

Teachers are responsible for administering authorized medications. A doctor's written statement and any accompanying over-the-counter or prescription medication must be given to the child's teacher. Parents must sign the medication form each day a child is on medication. A doctor's written statement must be on file before any medications will be given, including over-the-counter medications. Any prescription medications including drops, creams, and inhalers must be brought to BDLC in the original packaging WITH the prescription label from the pharmacy.

BDLC does have a blanket doctor medication form for the following: diaper rash ointment, insect repellent, sunscreen, acetaminophen, and ibuprofen. Parent signature is required, and parents are responsible for providing the items. All prescription medications including drops, creams, and inhalers must be brought to BDLC in the original packaging WITH the prescription label. Each child's authorized medication information form must be updated annually, and this must be maintained in order for the center to meet accreditation standards.

Because "bugs" are spread by touch — from nose to hands to surfaces to hands to nose — parents can help staff teach children to be "Bug Busters" by using these health habits:

- Wash hands upon entering the classroom with you child at drop-off
- Wash hands after using the bathroom, blowing nose, coughing into hand, or brushing teeth
- Wash hands before eating or giving medicine
- When washing hands, use soap, lather well, and rinse thoroughly
- Dry hands and wipe up any splashes
- Use tissues and dispose of them properly

Injuries

All full-time teachers and part-time support staff at BDLC are trained in First Aid, CPR, and Universal Precautions. Parents will be called if a teacher believes that parents should know of injury before regular pick-up time, or if a teacher feels that the child should be seen by a physician or a dentist. In case of injury requiring immediate emergency care, “911” will be called, and then the parent will be contacted.

Allergies

Many children have allergies and sensitivities to certain foods. As a child ages, often these allergies are discovered. Please be sure to document and discuss with us any allergies that your child has or concerns about possible sensitivity. Each classroom maintains a list of allergies for the children who reside in that classroom. Please check with your child’s teacher whenever you are planning on bringing outside food into the center.

BDLC is a **peanut free environment**. No foods are allowed into the Center which contains peanuts as an ingredient or as possible trace containment. Please be very careful on this issue whenever you as a parent are bringing food into the center either at a potluck dinner or for a child celebration. Children and adults with peanut allergies can have severe reactions to even trace amounts of peanuts, the touching of the oil, etc.

BDLC is also a **nut free** environment. The restrictions are not as rigorous for nuts in general. Trace containment warnings are allowed.

Safety

All children must be accompanied to and from the Center by a parent or a responsible adult. The parent **MUST** sign in and out on the sign in/sign out sheet and communicate with the teacher when arriving or leaving. Children can only be picked up by people authorized by the parent/guardian on the “Emergency Contact and Pick-Up Authorization Form” completed upon enrollment. *Under no circumstances will anyone be allowed to leave the premises with a child if that person’s name is not on the Pick-Up Authorization Form.* People picking up may be asked to show ID and will be required to sign-out.

BDLC is required by law to report suspected child abuse or neglect. Teachers and staff receive training in child abuse prevention and reporting each year.

Fire drills are conducted monthly. Tornado drills are practiced during tornado season. We encourage parents to review fire and safety routines for both school and home. We also conduct lock down drills regularly.

BDLC Movement and Nutrition Policy

BDLC is committed to supporting the growth and development of children 6 weeks to 5 years in the following developmental domains; cognition, social emotional, linguistic, fine motor, and gross motor. We believe that physical activity and gross motor play support growth in all developmental domains.

In effort to support a healthy lifestyle, teachers will receive a minimum of three clock hours of professional development annually in both movement and nutrition. We believe through education of teachers, we will build and maintain a community of happy and healthy families and staff.

Nutrition/Meal Time

BDLC adheres to health and nutrition recommendations in accordance to state **licensing** standards, **Paths to Quality, and USDA nutritional guidelines (i.e., My Plate)**, to meet both the dietary needs of children and to promote healthy eating habits. Meals are served in a relaxed environment. Meal time allows children the opportunity to practice self-help skills, engage in oral language development, and build healthy eating habits. This includes: offering a fruit and/or a vegetable at each meal, varying vegetables as seasons allow, promoting self-feeding skills, and staff participating in meals with the children. Squirrel, Owl, Penguin, and Turtle rooms all use family style-dining. The Duck and Kangaroo rooms begin to practice this during the early spring each year as well.

BDLC prepares nutritionally balanced meals and snacks to be served to children and staff. A light breakfast is served around 8:30 a.m. A well-balanced lunch is served between 11am and 12pm, depending on the age of the children. An afternoon snack consisting of food from two food groups is served after nap time. For children staying after 5 p.m., a cracker snack is provided. Weekly menus are posted outside each classroom. In addition, there are copies of the weekly menu available for pick-up by parents outside the office. Notify the office of food allergies and substitutes will be used.

The feeding needs of infants are respected and meal plans are made collaboratively with families (this includes supporting **nursing** mothers and following the needs of the individual infant).

Images of healthy and multicultural foods are available in print and as toys in each classroom. Water is available to children both inside and outside. Neither food nor water is used as a reward or punishment at BDLC.

BDLC operates its own kitchen with its own cooking staff. Preparing food here at the Center enables us to provide a much higher quality menu and to better respond to children's dietary needs and requests. Thus, we are committed to providing a high-quality, whole-foods approach to meals that meet and exceed USDA and state standards nutritional guidelines.

Although our families have a wide variety of meal plans at home, BDLC is a vegetarian establishment that uses local and organic food as much as possible. To begin this effort, we provide a vegetarian (not vegan) menu using eggs, cheese, and other protein-based ingredients as well as fresh or frozen vegetables and fruits. The purpose of serving a vegetarian menu is to be able to minimize food contamination in our kitchen and maximize monies we have available to purchase the highest quality ingredients available (which does not include many of the over-processed meats). The overall goal is to prepare high-quality, well-balanced meals and snacks that our children enjoy and that encourage them to try new foods at a time when they are forming eating habits for life. We encourage you to talk with the Executive Director or other office staff if you have any questions about meals and food preparation at BDLC.

Children with special dietary needs will be accommodated to the best of the Center's ability. When a special diet or any deviation from the menu is requested, a statement from a physician is required. If children cannot eat foods because of personal or religious beliefs, a parent may sign a statement to be kept on file.

All infant foods and formulas are provided by the Center. The baby food used at BDLC is food certified as additive free without preservatives or coloring. If a different formula is needed, there may be an additional charge due to pricing. Breast milk may be provided by mothers who are breastfeeding, as long as it is stored in proper containers and labeled with the child's name and the date that the milk was pumped.

When classrooms celebrate special days, parties, or birthdays, parents may provide store-bought nutritional snacks and fresh fruit. **(Because of regulations, the Center cannot serve parents' homemade snacks or treats.)** Arrangements must be made with the teachers. Please be aware of the problems of potential food allergies that may be present in your child's room. The teachers can help you be aware of what allergies are present in your child's room. Remember that BDLC does not allow the use of peanuts in the center even in trace amounts. BDLC is also a nut free environment, please be sure not to purchase any baked goods that might have either peanuts or tree nuts.

Physical Activity/Movement

To support the gross motor development of children at BDLC, we provide multiple opportunities for active play (both structured and unstructured) for all age groups. Gross motor/movement experiences support physical growth, cardiovascular health, and cognitive development. The following gross motor experiences are aligned with the Indiana State Standards of the Foundations for Young Children Birth through Age Five, Indiana State Academic Standards grades K-12 (Kindergarten Physical Education and Health Standards), and National Association for Sport and Physical Education(NASPE). Guidelines are listed by age below:

Infant:

- Infants will have daily opportunity for both structured and unstructured movement several times a day
- Physical activity in the classroom will encourage skill development (i.e., neck, hand and arm muscle strength).
- Infants will have daily opportunity for crawling, walking, scooting, sitting and tummy time.
- Caregivers, along with administration, will ensure that materials and the environments in which infants play, are clean, safe and developmentally appropriate.

Toddler:

- Toddlers will participate in a minimum of 30 minutes structured (does not need to be simultaneous) and 30 minutes unstructured gross motor activity. Experiences may include; walking, dancing, yoga, balance activities, tumbling, punching/throwing, kicking, etc.
- Children will not remain sedentary for more than 60 minutes at a time (excluding rest time).
- Indoor and outdoor gross motor equipment should be in good condition and used according to manufacturer (and licensure) guidelines.
- Neither food nor movement can be used as a punishment.

Preschool:

- Preschool children will participate in a minimum of 60 minutes structured (does not need to be simultaneous) and 60 minutes unstructured gross motor activity. Experiences may include; walking, dancing, yoga, rolling, balance activities, tumbling, punching/throwing, kicking, relay races, tag (to support a variety of academic skills), parachute, relay races, etc.
- Children will not remain sedentary for more than 60 minutes at a time (excluding rest time).
- Indoor and outdoor gross motor equipment should be in good condition and used according to manufacturer (and licensure) guidelines.
- Neither food nor movement can be used as a punishment.

Enrollment Fees and Policies

BDLC requires a nonrefundable \$40 application fee to be added to the waitlist.

For all open slots confirmed by BDLC and accepted by the parent(s), a nonrefundable \$70 registration fee as well as a nonrefundable per student deposit is due within two (2) weeks of acceptance of an open slot in a classroom, unless other arrangements are made with the Executive Director (see bullet points below for deposit amounts). Failure to pay the deposit within two (2) weeks will result in the forfeiture of the slot offered and accepted. For students registered prior to July 17, 2018, the deposit was applied to the first month's tuition. For students registered on or after July 17, 2018, the deposit will be applied to the student's last two (2) weeks of tuition, provided that families comply with the withdraw policy contained within this handbook. If for any reason the child does not enroll, the deposit is nonrefundable. BDLC families receiving Child Care and Development Fund (CCDF) or On My Way Pre-K Vouchers are exempt from the deposit requirement, as are BDLC teachers.

- Prior to July 17, 2018, per student deposit is two (2) weeks of tuition.
- On or after July 17, 2018, per student deposit is \$400.

A \$25 annual membership fee per family, a \$75 annual activity and materials fee per child, and a \$100 annual building and capital improvement fee per child is due each year. These fees are also nonrefundable and are divided into two payments of \$100 due on September 1st and \$100 due on March 1st of each year. They will be prorated for families who enroll a child after October 1st. Fees may change annually. Please consult the current rate sheet for current fee schedules. The rate sheet is given to parents once a year following a vote of approval by the board of directors and is available in the main office.

Before pre-school age (age 3), tuition rates change only when everyone in a classroom reaches the older age. This policy is due to factors such as ratio, additional time support staff is scheduled due to child care needs, additional material costs, and bookkeeping. After children reach pre-school age (age 3 or older), tuition rates will be reduced on an individual basis.

All payments made to BDLC must be either by personal check, cashier's check from a financial institution, or a money order from a big box store, bank, credit union, or U.S. Post Office.

Classroom Placement Guidelines at BDLC

Numerous factors will be considered for selection of a child for a classroom placement. BDLC will use a waitlist for this consideration. As soon as a family realizes an interest in placement, we encourage families to put their names on the waitlist. This is especially important in the infant classroom, given high demand and low availability. Certain factors are considered, especially the relative age of the child to the cohort. Placement priority will be given to families in the following order: 1. Full-time staff. 2. Families with a sibling already attending BDLC. 3. Part-time staff. 4. New families to BDLC.

To remain in good standing at the Center:

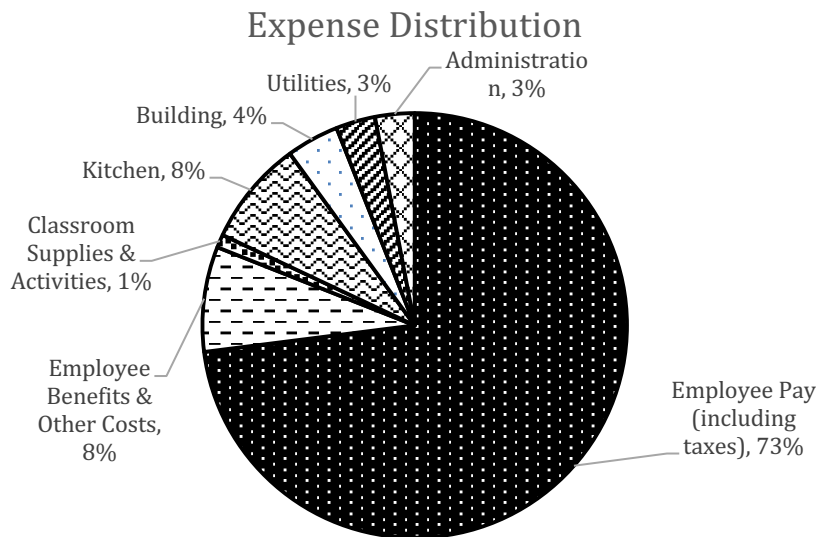
1. Monthly fees must be paid by the first of each month
2. Specific payment arrangements can be made with the Executive Director but parents submitting overdue payments may be assessed additional fees (see Overdue Tuition Policy).

If a child does not attend due to illness or vacation, payment will still be due to the Center. (See “Hold Policy” section if your child(ren) will be absent for an extended period of time).

BDLC Scholarships may be available for current families that need financial assistance for a certain amount of time due to extenuating circumstances. Scholarship applications are available through the Executive Director. BDLC will grant scholarships to families based upon income (need) through the use of the financial assistance chart (F.A.C.). Any scholarships granted will be reviewed every 6 months by the Executive Director and the office staff. When scholarships are assessed through the 6-month period, the scholarship will continue as is, be modified, or be terminated based on the F.A.C. and/or available scholarship funds. Scholarships may only be awarded to the extent funding is available.

BDLC Income Distribution

BDLC is a non-profit organization, and we work hard each year to keep fees reasonable and in line with the services provided. To help parents understand how their fees are used, the following table provides information on how funds are used within the Center. Note that approximately 81% of fees go directly toward paying wages, benefits, and other staff costs, and the remaining 19% are used to provide everything else including food, supplies, building maintenance, utilities, and administration. This is why fundraising is so important to our Center.



Hold Policy

A holding fee can be paid to hold a space for a child absent for four consecutive weeks, up to two months. The fee is 75% of the regular monthly tuition fee for each month away and no less than \$100. If a family does not wish to use a hold fee to guarantee their spot or if they will be away for more than two months, they do have the option of placing their child's name back on the waiting list for the room in question. The child leaving the center will have their name placed at the top of the appropriate waiting list. Every effort will be made to place the child back into our center when the family returns.

Overdue Tuition Policy

This policy applies to all tuition payable by parents or guardians (hereafter referred to as “parents”) of children attending BDLC. Following is a table summary timeline for the Overdue Tuition Policy.

1 st of the month	Tuition payments are due.
After the 5 th of the month	Tuition is considered past due if not paid in full.
8 th of the month	A late fee of \$25 will be charged and a dated invoice will be given to the parents.
20 th of the month	A late fee of an additional \$50 will be charged and a second dated invoice given with an official notice that membership may be withdrawn if fees are not paid in 10 days
10 days after official notice	The family is given written notice that their membership at BDLC has been suspended.
Day after suspension notice	The family will be sent to the director if they arrive at the center and the director will remind the family that childcare services have been withdrawn and that they have fifteen days to pay all past due amounts.
15 days after suspension	The center will no longer “hold” a spot for the child.
Board meeting after 15 days	The board will cancel the family’s membership, which can only be reinstated with board approval.

In summary, this policy is set to give ample notification to the parents and allow enough time for the financial situation to be resolved so that children are not removed from the center unnecessarily, since such a removal can be stressful for the child. Please see the Executive Director or other office staff if you have additional questions.

Returned Check Fee

A \$30.00 returned check fee will be assessed for all returned checks.

Hours and Late Pick-Up Policy

BDLC is open from 7:30 a.m. to 6:00 p.m. Monday through Friday. Parents must arrive in time to pick up their child and leave the Center by 6 p.m.

The Center closes promptly at 6 p.m. and the Center's entry doors will be locked at closing. Late pickups are emotionally stressful for a child, and the Center incurs excessive costs because a teacher will typically watch only one child and that teacher is getting paid over time. Parents who are late picking up their children will be assessed late pick-up charges. The following fees will be charged for late pick-ups. (Note that the *minutes late* refer to the time the child leaves the center and NOT when the parent arrives at the center.)

1 to 15 minutes late.....	\$15 fee
15 to 30 minutes late.....	\$30 fee
30 to 45 minutes late.....	\$45 fee
45 to 60 minutes late.....	\$60 fee

Please note that these fees are based on \$1 per minute but are in range rather than graduated for each minute. The Executive Director will be notified of the late pick-up and will charge the parents accordingly. Also, please realize that if you arrive at closing, you should exit the building as quickly as possible. The teachers and administration are happy to talk to parents, but after closing is not the best time to do this.

Withdraw Policy

Families are required to provide a minimum one (1) month notice of intention to withdraw their child and are responsible for the final month of tuition after notice is given. If proper notice and tuition are provided, any deposit paid during registration and still held by BDLC (see Enrollment Fees and Policies) will be applied to the student's last two (2) weeks of tuition. If proper notice is not provided, the deposit will not be applied to remaining tuition owed and is nonrefundable.

Anti-Harassment Policy

BDLC is committed to providing a professional and respectful working environment for all its employees. Any harassment on the basis of race, color, religion, sex, sexual orientation, or national origin is a form of illegal discrimination and is not tolerated at BDLC. For more information or detail about BDLC's policy concerning harassment, see the Executive Director or other office staff.

Discipline Policy

BDLC provides a separate and detailed discipline policy (the BDLC Discipline Policy) that has information on our policies and procedures, which is distributed to all parents when they enroll their child in the Center. The health, safety, and emotional well-being of children enrolled at BDLC are our highest priorities. We view discipline as another skill that children must develop, and we strive to help children learn to play, settle disputes, and interact with others peacefully and non-aggressively. We do not assume malicious intent on the part of children when they strike out physically or verbally at another child or adult, and we do not seek to punish, embarrass, or humiliate children who are exhibiting inappropriate behaviors.

Children and staff at BDLC follow three very basic rules that are adaptable to many situations:

1. We take care of ourselves.
2. We take care of our friends.
3. We take care of our materials.

The strategies our teachers use to teach appropriate behavior fall into two broad categories — preventive and reactive. We use a variety of strategies to attempt to prevent as many problems as possible, including involving older children in formulating rules for their classrooms, using conflict resolution and peacemaking education in our classes, and encouraging children to use their words to communicate with teachers and consider how their words affect others. If a specific discipline problem must be addressed, teachers use techniques such as redirection to appropriate activities, problem-solving, self-regulation, and calm-down time. We believe that children learn self-control best when parents and teachers work together. Thus, we strongly encourage regular communication between parents and teachers. BDLC teachers implement the Conscious Discipline program to teach teachers, support staff, and children strategies for verbalizing and self-regulating.

At times, certain children may experience more severe discipline issues that need to be addressed, and outside evaluations and resources may be used in these cases. BDLC will take steps as needed, and parents are *expected* to work with staff and teachers to help address the issue. It is important for parents to know that if a child repeatedly assaults other children or a teacher, this can be grounds for immediate dismissal from BDLC.

For more detail on BDLC's complete discipline policy, please review the BDLC Discipline Policy booklet.

Supplies

BDLC provides all food (including snacks), infant formula, and baby wipes. Parents can choose to pay BDLC an additional fee to provide diapers or bring in diapers on a monthly basis. Diapers brought into the center must be brought in unopened packages. BDLC offers Similac Organic. If your child requires a different formula, there may be an additional fee due to pricing. Please do *not* bring any food, candy, or gum for or with your child. There will be an additional fee for organic milk or milk replacement (*Soy* and *Almond Milk*).

BDLC provides an excellent selection of developmentally appropriate toys, books, and materials for most activities. Please leave all BDLC toys/books/materials at the center. Each classroom determines its policy for bringing in toys, music, or books from home. Please ask your child's teachers about specific details concerning this issue. Children may be encouraged to bring in special belongings for share times in some rooms. Children are generally allowed to keep a special soft naptime toy. Toy weapons and other toys and materials that glorify violence are not allowed at BDLC.

Occasionally, parents may be asked to contribute an item for a special activity, such as toilet paper tubes for making binoculars. Parents may wish to contribute new or used toys or books. Most rooms also post a "Wish List" of items that they need or want for certain projects. Please contact your child's teacher or the office staff before making your contribution.

Parents should provide at least two changes of labeled, weather-appropriate clothing in a plastic box (shoebox size) marked with the child's name. Be sure to check this box periodically for size or seasonal changes. Weather-appropriate accessories needed for summer include sunscreen, sun hat, swimsuit, towel, and water shoes for water-play days. For winter, hats, gloves or mittens, boots, and snow pants are needed.

On the first day of each week, a clean blanket and crib sheet for rest time should be provided by the parent. A pillow may also be brought from home. The blanket, sheet, pillow, and naptime toy should be taken home on Fridays for laundering. Toothbrushes should be provided for children 2 years old and older. (Straight, slim shape in order to fit into our toothbrush holder.)

BDLC does have a supply of used clothing, accessories, and blankets if parents occasionally forget supplies. Please launder items that may be loaned to your child and return them to BDLC.

Center Closing Dates

BDLC will be closed on the following days:

- Martin Luther King, Jr. Holiday
- In-service training day (one or two days during spring)
- Memorial Day
- Fourth of July
- In-service training days (2 days in August usually the week MCCSC school starts)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve (may be closed for a half day or full day depending on day of week)
- Christmas Day through New Year's Day (one week)

When a holiday falls on a Sunday, the holiday will be observed on the following Monday. When a holiday falls on a Saturday, the holiday will be observed on the Friday immediately preceding the holiday.

Weather Closing

BDLC may decide to close for inclement weather such as snow or ice. Closings will be announced:

Online: Posted on BDLC's website on the homepage at <http://www.bdlc.org>

Email: A message will be sent to all families through google mail

BDLC Facebook page

BDLC historically remains open, not necessarily closing when MCCSC or the University closes due to weather emergencies.

Fees will still be due to the Center for days BDLC is closed.

Emergency Closings

If BDLC ever suffers an emergency closing such as one that might be caused if a fire occurred, BDLC has established an emergency alternative pick-up site. Our emergency pick-up site is to the south at the Bloomington Montessori School. Both schools have this reciprocal agreement, supporting each other in time of emergency.

BDLC as Steward of our Environment

BDLC is committed to being a good steward for our environment. We proudly have earned the 5 Star Indiana Department of Environmental Management award for these practices which include utilizing Integrated Pest Management, green cleaning supplies, plants to filter volatile chemicals and pollutants out of the Center's air and green laundry products. This in turn fits with our belief in recycling, serving whole nutritious foods to our children, conserving energy, composting, gardening, and in general living responsibly and teaching that to our children.

BDLC Annual Parent Survey

At least once a year, parents are asked to participate in reviews where they are given an opportunity to evaluate the overall Center, the administration, and the teachers. We encourage parents to participate in these reviews and to provide feedback to us anytime they wish.

Child Care and Development Fund and On My Way Pre-K Program Guidelines

Parents utilizing the CCDF Voucher Program or On My Way Pre-K Program to pay for their BDLC tuition are required to follow these guidelines:

- 1.) Parents must swipe in and out **daily** to pay for their child's childcare. If for some reason you do not swipe your child in or out on one day you must do so the following day using the previous check-in/out feature. We will verify that this has been done on Mondays following the previous week. Parents must have vouchered their child's care by that time or they will be given a warning. Receipt of a third warning will cause your child's care to be terminated at BDLC. BDLC requires daily vouchering. If you do not voucher daily, it will cause the enrollment of your child at BDLC to be terminated. Be sure to let us know when you have a problem vouchering or if for some reason you cannot voucher daily.
- 2.) If your child is sick or unable to attend the center for a day, you are responsible for using your Personal Days to pay for the time your child is not here. If you have run out of Personal Days you become responsible for payment of child care fees. You must make this payment within 7 days of the time your child is not at the center.
- 3.) Parents must make arrangements with the Center for how payment will occur **prior** to vacations or extended absences.
- 4.) Parents are responsible for payment of annual fees.
- 5.) Payment of underage and overage fees is due within 5 days of the first of each month. Three days after the 5th of the month a late fee of \$25 will apply. Please see BDLC's Overdue Tuition policy for the steps leading to termination of one's membership and child care services.
- 6.) BDLC's Late Pick-up Policy applies to CCDF Voucher participants. Families will be responsible for payment of late fees.

- 7.) Any problems with payments must be discussed with the Executive Director if you are unable to meet your obligation.

BDLC is a small non-profit which does not receive subsidy from other sources. Just as you would not be allowed to take goods from a store without paying for them, you need to pay for the services you receive from us as you receive them. Non-payment will not be tolerated. If you are having problems meeting these requirements you need to talk immediately to the Executive Director.

If you have questions or comments about any of these policies, please ask the Executive Director. We welcome parent feedback and suggestions on this handbook as well as the policies provided.

Agreement and Release

Please read, initial each statement, sign at the bottom, and return this form to the office within 5 days of enrolling your child.

_____ I have received a copy of BDLC's parent handbook.

_____ I agree, and by my signature give consent, that in case of an accident, injury, or illness of a serious nature, my child(ren) will be given emergency medical care. I understand that I will be contacted immediately, or as soon as possible, should I be away from the phone numbers given on the application form.

_____ My child(ren) has permission to participate in extracurricular activities BDLC offers during regular hours on premises (i.e. special guests, enrichment classes, etc.) All extra-curricular activities will be supervised, and you will be notified in advance of the date and time of such activities.

_____ BDLC activities include occasional walks to play at the neighborhood park on Highland Avenue (Push Place) and/or walks around the surrounding neighborhood. Children also take walking trips to the garden space at the west end of our property. By my signature, I give consent for my child to participate in these activities.

_____ BDLC activities include occasional field trips to facilities such as the fire station, the park, the library, etc. These are supervised trips, and BDLC must have my permission for my child to participate. I will be notified in advance of the date and time schedules for all trips.

_____ I have read and understand the agreements listed.

Name(s) of child/ren:

Parent/Guardian signature:

Date:
