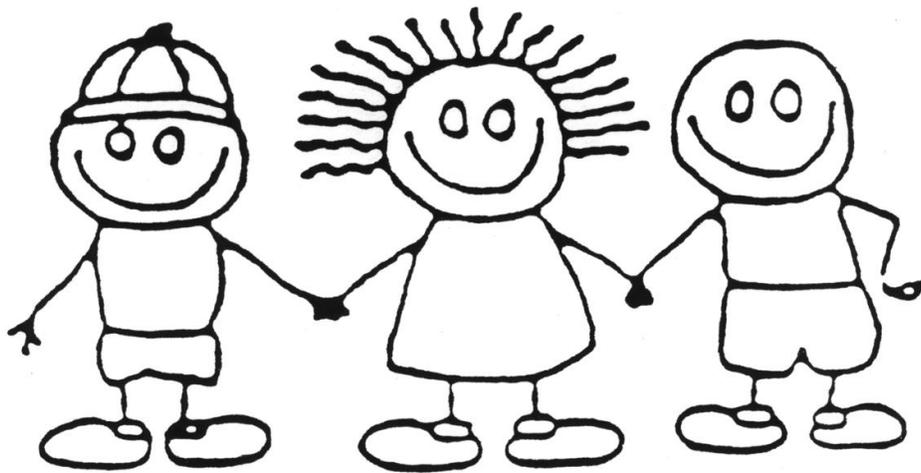


Babes on the Square, Too

Preschool and Childcare Center



1411 Foulk Rd
Wilmington, DE 19803
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Parent's Handbook

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School Philosophy *Babes on the Square Too* was designed for the children who will be spending much of their parent's work week with us. We understand that it isn't always easy for small children to be away from their homes and the comforts that Mom and Dad provide. Our staff is dedicated to the concept that each child be made to feel an important and vital part of our center.

Our staff believes that children benefit most from exposure to a variety of stimulating experiences and materials. We believe that all children, especially those under six years of age, require nurturing and age appropriate expectations. While it is a goal to ready your child to enter grade school, we recognize that pre-school aged children require a comforting atmosphere and a home-like approach to their daily activities.

Every child at *Babes on the Square Too* will be exposed to a variety of pre-school programs taught and directed by a qualified and experienced teacher. Throughout the day your child will stay with their teacher and their group of peers. This familiarity encourages bonds to form and creates a sense of stability and assurance.

We would like our center to be a home away from home for your child. We have 16 classrooms. Each classroom has 1 teacher and 1 assistant teacher. Additional assistants are also available to float around to all classrooms and help where needed.

Each morning and afternoon we hold open activities for all of the children in the center. This allows socialization and interaction amongst peers. Mixed age interaction replicates family structure and creates camaraderie, which is comforting to small children. In addition, exposure to younger or less developed students encourages nurturing and use of leadership skills. Interaction with more developed students allows your child to advance their own skills and abilities by patterning and emulation.

We recognize that these are your child's formative years. We recognize that your child will be learning from our staff and from one another just as if they were at home. We strongly believe that good manners, common courtesy, and consideration for others will serve a child well throughout the course of their life. We strive to practice those virtues at all times within our center. We will try to encourage your child toward compassion by being compassionate ourselves.

We hope that our center can suit your needs in finding the special care your children deserve.

Babes on the Square Too welcomes children of all races and religions. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, and Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

School Vision *Babes on the Square Too* acknowledges that children under the age of 5 are a precious resource, and that most of their crucial learning happens in these early years. *Babes on the Square Too* provides an environment wherein children from ages 6 weeks through five years will have maximum opportunities to develop independence, self-confidence, respect for self and others, and a positive attitude toward the pleasures of intellectual activity and learning. *Babes on the Square Too* staff is an extension of your child’s family and home.

School Mission *Babes on the Square Too*’s mission is to provide the best developmentally appropriate curriculum based on the following domains: Language Development, Mathematics, Science, Social Studies, Creative Arts, Emotional and Social Skills Development, Physical Health and Approaches to Learning. We will provide the children enrolled in our center with the most competent and trained staff available in compliance with Office of Child Care Licensing guidelines. *Babes on the Square Too* will maintain the best program possible by being involved with local initiatives such as the Delaware Stars and 5-2-1... Almost None program. Every child deserves a high quality early learning experience.

Parents Right To Know The Office of Child Care Licensing performs an annual (usually in January) visit to *Babes on the Square Too* for licensing purposes. We are required to maintain the minimum standards as noted in the Delacare Regulations. A copy of the current regulations can be found in the office in a white binder marked Delacare. Please feel free to review any policy and regulation at any time. You may also contact the Office of Child Care Licensing to review our file or speak with our specialist. Please feel free to visit their website at www.state.de.us/kids/occl/occl.shtml or by phone at (302) 892-5800. We also encourage open lines of communication between parents and *Babes on the Square Too* staff. Please do not hesitate to speak directly to a staff member involved with the direct care of your child if you have any concerns about the care provided. Again, open communication is the key!

Governing Body *Babes on the Square Too* is owned and operated by Andria Keating. Jessica Dzielak is the assistant administrator and Megan Burns is the curriculum coordinator that oversees daily operations and the curriculum. *Babes on the Square Too* has head teachers, to assist with training and staffing within the team. Head teachers oversee classroom teachers, assistant teachers, and interns. Jennifer Laub is the head teacher of the infant wing, Karla Blake-Goldsberry is the head teacher of the toddler wing and Melissa O’Brien is the head teacher of the pre-school/pre-kindergarten wing. If you have a question or concern, please feel free to speak with the head teachers, curriculum coordinator or assistant administrator in the absence of the owner.

General Procedures

Ages of Children Served *Babes on the Square Too* offers full time, part time, school year or summer only childcare to children ages 6 weeks to Pre-Kindergarten in 16 classrooms. We have 4 infant classrooms, 5 toddlers classrooms, 3 Early Preschool classrooms, 2 Pre-School classrooms and 2 Pre-Kindergarten classrooms.

Teacher to Child Ratios:

<u>Age</u>	<u>Teacher:Child</u>	<u>Classroom Totals</u>
0-1 year olds	1:4	8
1 year olds	1:6	12
2 year olds	1:8	16
3 year olds	1:10	20

4 year olds	1:12	24
5 year olds	1:15	25

Hours of Operation *Babes on the Square Too* serves families Monday through Friday 7:00 a.m. until 6:00 p.m. All children must be signed in and out of the center every day using the computer in the lobby area. No child will be admitted before 7:00 a.m. All children must be picked up on or before 6:00 p.m.

Babes on the Square Too requests that children arrive at the center by 9:00 AM. This is the beginning of our educational day and we would like to have as few disruptions as possible. We want the children to get the most out of their day, arriving by 9 AM insures that. Occasional lateness due to emergency situations, doctor appointments, etc... is acceptable. If such a situation should arise please notify us as soon as possible so that we may plan accordingly.

Calendar *Babes on the Square Too* will be closed eleven (11) days throughout the year in observance of the following holidays:

- New Years Eve
- New Years Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving and the day after
- Christmas Eve
- Christmas Day and the day after

Tuition is to be paid in full; there is no change in tuition rate due to holiday closings. If a holiday falls on a Saturday, we will observe it on and be closed Friday. If a holiday falls on a Sunday, we will observe it on and be closed Monday. Please note the only exception to this would be if the day after Christmas falls on a Sunday, we will be open that Monday.

We will also be celebrating every holiday and every child's birthday in the center. If there is a holiday you observe that we are not aware of, please let us know. Feel free to bring in any material on the subject so we can share it with everyone. If you are opposed to your child celebrating any holiday, we ask that you not bring your child in that day. A monthly calendar will be sent home to keep parents informed of special events. If you are opposed to your child celebrating birthdays with us, we will remove your child from the classroom for the 10 – 15 minute celebration. Typically, birthdays are celebrated at snack time, which is at 3 PM. Please communicate with your child's teacher when celebrating your child's birthday.

Enrollment Enrollment is on a first come first serve basis. When families contact the center to make enrollment plans, a time will be arranged for parents to bring in the deposit and receive the enrollment packet to be completed prior to your child's first day. This deposit is non-refundable and will be applied toward the child's last week of care providing the following conditions are met:

- Two (2) weeks advance notice of withdrawal IN WRITING
- There are no late fees or tuition due

There are no cash refunds for any reason. Failure to follow this withdrawal procedure results in forfeiture of the deposit.

Babes on the Square Too does not charge a registration fee.

After receiving your deposit, we will also set up a half day trial. Typically, the half day trial would be sometime in the week before your child's start date and is a good opportunity for your child to be introduced to the classroom and teachers. At this time, you would have a short Parent Orientation with Administration to go over the contract and make sure all paperwork is complete. We will also ask you to complete a survey after your ½ day trial to let us know how the enrollment process was for your family.

It is required by the State of Delaware Office of Childcare Licensing that we request a yearly updated physical for your child. At the time of enrollment you have up to 30 days to return a health appraisal form, including an immunization record, which must be completed by a physician. The physical and immunization record must be completed fully, including results of a lead screening and TB screening by 12 months of age. Any incomplete vaccinations must be accompanied with a doctor's note and a letter from you with plans and time line of how you will update immunizations. You will be given a notice yearly to let you know when it is time to get your physical records updated. If your appointment is past the 12-month date from the previous physical record, we must have a written document of the next appointment. Failure to comply with this policy will result in a suspension or termination of care.

On your child's first day the office must have all enrollment and emergency forms completed. All children must have a completed file within 30 days of enrollment. Included in the file will be the application, Sick policy, Emergency contacts, Photo consent, Parent's Right to Know form, and a complete health appraisal and immunization record. Please take a few minutes to acquaint the staff with your child. This includes any allergies, and special needs, your preferences for feeding, napping, potty training, etc... as well as general goals that you may have for your child's development and learning.

Tuition/Payment Schedule/Additional Fees Tuition is due every Monday morning upon arrival at the center for morning drop-off. The only exception is if your child does not typically attend on Mondays or if your child is absent on Monday. In this case tuition is due the first day of the week that your child attends. Tuition rates may be increased annually. 30 days notice will be given should there be any change in tuition.

The center will accept cash, money orders and personal checks made out to *Babes on the Square Too*. Should a check be returned for insufficient funds, there will be a twenty-five dollar (\$25.00) handling charge. Subsequently, the center will be unable to accept payment by personal check. The center will supply a receipt, when requested. You may also sign up for Tuition Express, a program that allows tuition to be charged directly to a Visa or Mastercard. You can also opt to have tuition taken directly out of your checking or savings account. If this is something you are interested in, please ask for the form in the front office. *Babes on the Square Too* does not provide POS service. Tuition Express will be charged on a weekly basis until a request to cancel is provided or withdrawal from the center. Declined payment through Tuition Express will result in a twenty-five dollar (\$25.00) handling charge.

If payment is not received by the end of the business day, a ten-dollar (\$10.00) late fee will be assessed for each day it remains unpaid.

Frequent late payments will result in termination of care.

We understand that family dynamics are not all the same. Please be aware that the parent(s) or guardian(s) who sign the *Babes on the Square Too* Child Care Contract are fully responsible for all tuition payments.

Babes on the Square Too accepts Purchase of Care Plus participants as space allows. Please ask someone in Administration for an information sheet regarding *Babes on the Square Too* POC/POC+ policies. All participants must sign and return the POC Policy form.

Please be aware that any tuition or fees that are not paid will result in civil and/or criminal action. Late fees will also continue to accrue until all payments are made in full. Any fees incurred in the process of collecting monies due to *Babes on the Square Too* will also be added to the total amount due this includes but is not limited to any court costs and legal fees incurred. Small Claims court will take appropriate legal action to recoup any and all fees and tuition due.

Changes in Enrollment Status Schedule changes: *Babes on the Square Too* requires a Change in Enrollment form (available from the office) if you want to request a schedule change (part time to full time, full time to part time or change of days). This form needs to be returned to the office at least two weeks prior to the needed change. A confirmation notice will be sent home letting you know if we are able to accommodate your request, if not and why, and change of tuition information.

Termination: Two weeks written notice is required when leaving the center. If proper notice is not given, your deposit will be retained to offset the cost of the vacancy created by your child's absence. Upon exiting the program, we ask parents to complete an exit survey in order to better assist the center in serving families in the future. Should a parent ask, we would provide copies of recent evaluations and information pertinent to the child's development. *Babes on the Square Too* reserves the right to terminate any child at any time with or without two weeks notice.

Vacation Policy *Babes on the Square Too* allows each child one (1) week vacation from the center with unpaid tuition per contract year if the following two (2) criteria are met:

- Families are enrolled in our year round academic program either part-time or full-time.
- Families do not have any tuition balance due

Vacations must be taken in one week increments Monday – Friday (for example, not Wednesday – Wednesday) Parents must give written notice of vacation two weeks in advance. If two weeks notice is not given, you will be charged for the week. Failure to pay for this week will result in termination for care. If you take a leave of absence from the center for any reason, you are no longer eligible for the free vacation week. Families who are not enrolled for our year round program will not receive a week vacation.

Families who are enrolled for the school year only: You may keep your deposit on your account when you leave for the summer. If we have your deposit we will not fill your child's spot. If you chose to use your deposit your spot cannot be guaranteed and you will need to re-enroll if a space is available. Please provide us with the dates of your departure and return, in writing as soon as you know them.

Families who are enrolled for summers only: If your child will be involved in other camps that will result in time away for weeks at a time you could be excused from paying tuition if the dates your child will not be attending the center is given to administration in writing upon enrolling at the center.

Inclement Weather

A decision will be made no later than 6:00 am if the center will close or open late. Information will be posted on our website www.babesonthesquare.com or you can check the following radio stations WSTW, WJBR, WDEL. We will also send you an email, if we have your current email address in our system. *Babes on the Square Too* is within the Brandywine School District. As a general rule, if the district closes for inclement weather, we close. If they open late, we open late. However, the owner will make the final decision. Tuition is not discounted due to inclement weather closings. The following website lists public school closings <http://schoolclosings.delaware.gov>

This information will also be available on our answering machine if you are without internet or power.

Drop Off/Pick Up For the safety of all please be sure that you do not leave your car running when you drop off or pick up your child. Children should be accompanied by their parent, or guardian, from door to door. When dropping off your child please be sure that you bring your child all the way into the center and into their classroom and sign them in. Please be aware that if a staff member or other parent witnesses a child being left in a car unattended or without a car seat they have the right and responsibility to contact the police. A child left unattended or without a car seat is considered neglect. (Delaware Code 16 Ch. 9: level 3 abuse and neglect section 10.1.13. Title 21 Ch 48 Section 4803: Child restraint and motor vehicles) All personal items should be labeled and stored in your child's cubby. Please notify your child's teaching staff when you come to take your child home. Once the teaching staff has been notified, the child becomes your responsibility. For the children's safety it is important that they stay with you and do not run in the hallway.

Parking There are pre- designated parking spaces in front of the center for parents to park. Please be sure not to park in the handicap parking spaces unless you have the proper tags to do so.

Signing in/out Children must be signed in and out on the computer, which is conveniently located in the lobby/reception area. Please notify your child's teacher when you come to take your child home. Once the teacher has been notified, the child becomes your responsibility. Please keep an eye on them. Please remember that by signing in you are formally releasing your child into our care and this is the record of you doing so. Also, by signing out you are relieving us of the responsibility of caring for your child.

Releasing Children Parents will designate in advance to whom their child should be released. If someone other than you will take the child home you must notify the office staff. The office in turn will inform your child's teacher. Only the authorized person will be permitted to take the child. Persons unknown to the staff will be required to show identification. Please

remind your pick up person to bring photo identification, as a child will not be released without proper identification. If a person arrives to pick up a child and the person is not on the authorized list or a parent has not notified us, the child will not be released to that person.

In the event of custody situations, please be sure that we have on file any court orders regarding authorization to pick up the intended child. In the event that a non-custodial parent attempts to pick up a child, custodial parent will be notified.

If you or the person regularly responsible for picking up your child will not be available by phone in the event of an emergency, please write down alternate phone numbers and/or names of persons who can be called in the event of an emergency.

Children may not be released to persons displaying obvious signs of being under the influence of drugs or alcohol, or otherwise incapable of bringing the child home safely. Center staff will attempt to contact the other parent or adult to come pick up the child. If necessary, the proper authorities will be notified.

Late Pick Up Should an emergency preclude a parent from picking up their child by 6:00p.m, the center must receive a telephone call apprising us of the situation. The late fee is \$1.00 per minute after 6:00p.m. It is to be paid in full in cash that evening upon your arrival to the teacher on duty.

No Smoking Policy *Babes on the Square Too* allows no smoking on the premises at any time. This includes the playground and parking lot areas. Our staff does not smoke on the premises and we expect all visitors to respect this policy.

Parent Participation *Babes on the Square Too* has an open door policy. Parents are welcome to visit and/or call to check in on their child. We also would like to invite you to volunteer in your child's classroom as often as you are able or would like. We will provide times for parents to join and/or participate in the classroom for activities such as holiday parties, field trips, career day, etc. We also plan exciting events such as a Blue Rocks game, and holiday gatherings, BOTS Too Nights at local restaurants etc. Parents are invited to conferences throughout the school year to keep involved. Please feel free to discuss times that you may be able or willing to join us with your child's teacher. We have several ways that parents and family members can provide us with feedback. There is a suggestion box located in the front lobby, feel free to write your comments, questions, or concerns and they will be addressed by administration. We also have an anonymous survey on [surveymonkey.com](http://www.surveymonkey.com) that you are able to complete at any time. To complete the survey enter <http://www.surveymonkey.com/s/LXVYYTY> into your web browser. We review the comments regularly and address them when needed. We appreciate any feedback you are able to provide.

Parent Advisory Board *Babes on the Square Too* has a Parent Advisory Board that meets every month. Their mission is to support BOTS Too through helping teachers with classroom activities, assisting with fundraisers, referring and welcoming families to the center, as well as the board, and acting as a liaison between existing families and new families to enhance the development and experience of the children. The Parent Advisory Board has an email address that reaches them directly, BOTS2PAB@gmail.com. New members are always welcome!

Lost/Found There is a labeled box in the lobby for all lost/found items in the facility. They will be removed on a monthly basis

Physical Environment Safety and Sanitation Staff is responsible for daily upkeep of their classrooms. Each classroom cleans and disinfects toys, walls, cubbies, and mats/cots weekly. Infant toys are disinfected daily. We use bleach and water solution when disinfecting. The center floors are vacuumed and mopped each night. Tables and chairs are cleaned frequently throughout the day. Foulkstone Plaza services the building each night with commercial cleaning of all classrooms and bathrooms.

Diapering and hand washing procedures are posted in each appropriate area and are followed as required by Public Health. Staff changing diapers are required to wear latex (or latex free substitute) gloves on each hand while changing diapers. Each child is wiped clean and a fresh diaper is put on. Gloves and diapers are disposed of in an appropriate container. Children and staff wash hands after each diaper.

Staff wears food gloves when serving and preparing food. Hands are washed before and after handling food for both staff and children.

General safety precautions are used on the playground. There is a fall zone of at least 6 inches of approved materials. Equipment is observed daily to ensure there are no broken pieces or unsafe areas. The playgrounds are locked and not accessible to outside public while children are outside at play.

Babes on the Square Too has created an emergency procedure manual and will follow it in case of any emergency. Fire drills are performed each month as required by the Fire Marshal. We also practice other emergency drills, such as extreme weather and lockdown. When we have an emergency drill, we will alert you by memo on your child's cubby. If there is a fire within *Babes on the Square Too*, the staff have been trained to move the children outdoors immediately. All rooms have a posted evacuation plan. If we have to be evacuated for an extended period of time we are able to use the Harris School Cafeteria or St Paul's Lutheran Church across Foulk Road. At that time, we will notify all parents for pickup.

Program

Daily Schedule This is a tentative schedule and may vary slightly from class to class.

7:00 a.m. – 8:30 a.m.	Arrival /Open activities/Free Play
8:30 a.m. – 9:00 a.m.	Potty. Wash hands. Breakfast
9:00 a.m. – 11:25 a.m.	Group time/Circle time/Structured activities/Free play/Outside (schedule varies slightly from class to class)
11:25 a.m. – 11:30 p.m.	Clean up. Potty. Wash hands.
11:30 a.m. – 12:00 p.m.	Lunch. Clean up.
12:00 p.m. – 2:30 p.m.	Nap time or rest time.
2:30 p.m. – 3:00 p.m.	Potty. Wash hands. Snack
3:00 p.m. – 6:00 p.m.	Departure/Group time/Circle time/Structured activities/Free play/Outside (schedule varies slightly from class to class)

Each classroom has a monthly calendar posted in the parent center.

Curriculum At *Babes on the Square Too* we take pride in our dedication to education. We feel that we have the dual responsibility of creating a safe environment to care for your child while you are working, but also to provide an educational base preparing your child for public or

private school. Since your child spends the majority of their day with us we need to assist you, the parent, in encouraging and fostering learning from the earliest years.

To accomplish these goals each class is required to create and implement a developmentally appropriate curriculum. The curriculum incorporated is based on the Delaware Early Learning Foundations, which is a curriculum framework designed by the Delaware Department of Education to help prepare children for Kindergarten. The curriculum will include experiences in seven domains: language and literacy, mathematics, science, social studies, physical health, emotional and social, and approaches to learning. Activities will be planned and implemented based on the current Delaware Early Learning Foundations and Delaware Stars approved Creative Curriculum Development stages for each age group as well as observations and assessments of the individual children in the classroom. There will be a daily schedule posted in each classroom. The daily schedule includes time for group and individual learning, centers, outdoor play, quiet play, breakfast, lunch and p.m. snack, rest time, structured and free play. The environment encourages sensory motor development and enhances the child's own natural abilities. Some activities are designed to help the child learn how to care for him/herself and his/her environment. The curriculum is designed to meet each child's individual needs - no child will remain a step behind if he/she is emotionally, socially, and academically ready - and no child will be rushed forth unless he/she is ready to take the next step. Each child is allowed to advance logically from one concept to the next at his/her own rate and his/her own time.

Themes and Lesson Plans Each classroom at *Babes on the Square Too* operates under a flexible schedule based on themes or core topics to be covered during the year. Teachers post weekly lesson plans on their parent boards. The Curriculum Coordinator, in collaboration with the teachers, develop themes yearly. We welcome any information from your family that you would like to share regarding native languages, cultural foods, clothing, music, etc. that can extend our curriculum, please see your child's teacher if you are able to contribute! All lesson plans are created by the classroom teachers to encompass the developmental needs of each child in the class.

Daily sheets are sent home to keep you informed of your child's day and progress. Please take a few minutes to review the information the teachers are sending home. The daily sheets are a way to communicate with your child's teacher, the top portion of the daily should be filled out by the parent about the night before for all age groups in the center.

Babes on the Square Too provides specials to enhance the curriculum. Every classroom, with children 2 and older has a Spanish class and movement class weekly. We also provide the opportunity for parents to enroll their child in a soccer class (ages 3 and up), a computer class (ages 2 and up), and movement class (ages 3 and up) for an additional fee.

Outside Time To help promote healthy development and physical activity, *Babes on the Square Too* plans daily outside activities at least twice a day for all infants and children. Children can and are encouraged to go outside when the temperature is above 20° (F) with the wind chill. Outdoor time will be limited to 10 – 20 minutes when the temperature is 21° – 32° (F). To help develop a love for physical activity, please dress your child in shoes that are flexible and allow infants and children to run and move freely (e.g. sneakers or no heel sandals).

During the heat of the summer months, if the forecast contains a 'warning', 'watch' or 'heat advisory', Administration will determine whether the children will be allowed to go outside. If Administration determines it is safe for the children to be outside during a 'warning', 'watch' or

'advisory', they will be allowed to be outside for 15-30 minutes in the morning. However, they will not be allowed outside in the afternoon.

Children will not be outside if it is thundering and/or lightening.

If a child has a doctor's note stating specific temperatures and weather conditions or any other reason for not being able to go outside, every effort will be made to keep that child inside.

Nap/Rest Time As required by the Office of Child Care Licensing, all children are required to rest during the day. Each child has a mat/cot that is assigned to them that they will use for rest time. Parents are to provide a sheet and blanket weekly, taking home all bedding on Friday (or last day child is here for the week) to wash and return Monday. All children are asked to lie quietly for at least 45 minutes so that their friends can sleep. After resting quietly for 45 minutes we will provide children with a quiet activity in order to allow friends who need more sleep to get it.

Field Trips and Guests The curriculum coordinator will plan field trips periodically through the school year based on themes or time of year. Suggestions from parents are welcome. Children may attend field trips if they in the Caribbean Wing classrooms and potty trained.

Field trip ratios must be maintained and are as follows:

Children 3 – 4 years old 4 children: 1 adult

Children 5 years and older 8 children: 1 adult

We do ask for parent chaperones to help maintain safe ratios on field trips. Space may be limited to first come first serve. More information about chaperoning will be available before trips.

Teachers are required to take a completed permission slip on the trip just in case of emergency.

This form must be completed and given to your teacher before the trip. Children are transported from *Babes on the Square Too* via a school bus, which is rented for the particular trip. We try very hard to find school buses with appropriate seat belts, however not all buses are equipped with seat belts.

On occasion we will invite storytellers, puppeteers, and other special guests to visit our center. We feel that this provides the children with a stimulating change of pace. The activities are scheduled at various times throughout the day as to allow parents to attend if their schedule allows.

Summer Program *Babes on the Square Too* provides a Summer Camp Program. The curriculum will vary slightly from our school year program to include more visitors, trips and extra activities. Teachers will still review skills and concepts introduced during the school year while following summer type themes. Each class will have a water day one time per week, weather permitting. We will also have special classes such as music/movement each week during the summer program. Our camp program is divided into lower camp and upper camp. Lower camp is for children in the Garden Wing (2 and older). Since these children do not go out for trips, special visitors are brought to their classrooms. Guests may include: traveling zoo, puppeteers, storytellers, etc... Upper camp is for children in the Caribbean Wing. Upper camp children will take trips to such places as Ashland nature center, zoos, farms, theaters, museums, orchards, etc...Field trip destinations vary year to year. All children must be potty trained to go on the trips. To cover the cost of the extra activities we will do fundraisers throughout the year. Everyone who participates in the fundraisers will receive discounts on the summer fee based upon the number of fundraisers participated in. If you do not participate in any fundraisers the full summer fee will be charged. Each child will receive a *Babes on the Square Too* t-shirt. T-shirts are to be worn on field trip days. If you would like your child to

participate in a field trip on a day that they are not scheduled to be here, you will have to pay a drop in fee. The drop in fee will be ½ the regular full day drop in fee if you will only be going on the trip or the full drop in fee if they will be here for the full day. If you would like your child to participate in an in house activity only and a parent is bringing their child in at that time only and leaving when it is over there will be no fee, however, if the parent is planning to leave their child in our care, you will be charged a drop in fee. We must know days that you would like to drop in before the trip in order to secure the appropriate number of buses. Any request for drop in days for a field trip after requested dates will be denied.

Fundraisers Each summer, families with children 2 and older are charged a one time summer camp fee. This fee helps us pay for the additional activities we provide during the summer. The money that we raise by fundraising goes directly to our summer camp fee. For each fundraiser you participate in you receive a percentage off the summer camp fee. The more fundraisers you participate in the less your summer camp fee will be. If your child(ren) are under two, you can still participate in the fundraisers. The money you raise will go towards buying items for their classrooms. Also, for every fundraiser you participate in your family will receive a raffle ticket to win prizes at *Babes on the Square Too*, such as t-shirts, and tuition discounts!

Evaluations, Observations and Parent Conferences We strongly believe that family involvement plays a crucial role in your child's life, therefore, at the beginning of our Academic School year (September) the teachers will assess your child in order to create individualized goals for learning (baseline assessment). In January and May we will complete a developmental checklist to evaluate your child and offer parent teacher conferences.

Regular observations will help us evaluate your child to see where they stand in their developmental milestones for their age group. Observations also help create classroom and individual goals to be used in curriculum planning. The teachers will perform observations of your child's abilities throughout their time in class. The teachers will observe how your child is developing in the following domains: Language, Emotional/Social, Science, Creative Arts, Mathematics, Physical Development, Approaches to Learning and Social Studies. Teachers will document their observations and periodically put aside some of the work done in class to support the observations which will be discussed during parent conferences.

One week prior to Parent teacher conferences, the teachers will send home a copy of your child's developmental checklist for you to review. Parent teacher conferences will be offered during a two-week time period two times per school year. Should you choose to not attend a conference you must sign off on the Parent Teacher Conference form that you have opted out. During the parent teacher conference the teachers will be able to go over the developmental checklist, review observations and share samples of your child's work with you. During this time you and the teacher can collaborate on the next set of learning goals for your child and ways to reach them at home and at school. You will sign off on the Parent Teacher Conference form that you attended the conference.

Ratio of Staff to Children and Primary Caregivers The State of Delaware mandates the ratio of staff members to children for each room. These guidelines are located in Administration's Office and can be reviewed upon request. If for any reason, *Babes on the Square Too* is short personnel in a given room, staff will be moved around as needed. In times of staff shortage, we may have to combine your child's classroom with a class of a similar age. This most often occurs, if we are short personnel at nap time. In mixed groups, the ratio is determined by the age of the youngest child in the group.

Infant Rooms (6 weeks to 12 months): 1:4

Toddler Rooms (12-24 months): 1:6

2 Year Room (2-3 years): 1:8

3-Year Rooms (3-4 Years): 1:10

4-Year Room (4-5 Years): 1:12

5- Year Room (5 Years): 1:15

Primary caregivers will be used in classrooms with more than one staff. Primary caregivers are assigned a small group of children to be responsible for each day. Primary caregivers will provide 75% of the care provided to the children in their group.

DVD/Video Viewing Parents must sign a permission slip for their child to view age appropriate and/or educational DVDs or videos. Children under 2 years of age are not permitted to watch DVDs or videos at *Babes on the Square Too*. Children will watch no more than one hour of television per week. Any DVD or video that is shown to the children will require a follow up or extension activity to be incorporated into the curriculum. The television will not be used to fill time or as a babysitter.

Special Needs *Babes on the Square Too* will embrace a developmentally appropriate inclusion approach wherein diversity, individualism, and the rights of all children who live in the community are valued. Children with special needs or that are differently abled are a natural extension of our program philosophy and mission. This also includes dual language learners. Before enrolling a child with special needs we will want to make sure we are trained and able to meet the child's needs and still maintain ratios in the classroom.

Children who are differently abled or have special needs will be together in a classroom with typically developing children in order to support and enhance all children's opportunities for learning. The Delaware Early Learning Foundations used for our lesson plans incorporates and allows us to meet the needs and abilities of all children. All staff will have knowledge and training in best practices for inclusion and the ability to meet the unique need of all of the children in their care. Specialists are welcome and encouraged to collaborate and consult with staff regarding special needs of each child. *Babes on the Square Too* will make necessary accommodations in order to implement a child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP). *Babes on the Square Too* will work closely with the families of all children. Specialists/Therapists are able to come in and work with the children while your child is here. Having honest and explicit communications beginning at the time of enrollment, occurring frequently and including all persons involved with care of the children is a priority to the center.

If your child has an IEP/IFSP, please share it with administration and teaching staff in order to assist you and your child in accomplishing the goals set forth in the IEP/IFSP. If your child has an IEP/IFSP, we will have you sign an additional document allowing for information to be

shared between specialists/therapists and teachers here and so teachers can include that information on their lesson plans. Teachers will only include IEP/IFSP information on their lesson plans if we have the correct documentation.

For dual language learners, teachers and administration will work together with parents to help the child communicate in the classroom. We have teachers on site that have knowledge in different languages to help us. Many of the classrooms use pictures as cues for following directions.

Toilet Training Toilet training usually starts around 18 months of age. Children are encouraged each time their diaper is changed to sit on and use the potty. *Babes on the Square Too* staff uses a positive reinforcement system. Food or candy will never be used as a reward. Children who express an interest in going to the toilet independently will be encouraged to do so with proper supervision. When your child is potty-training, please provide at least three complete changes of clothing, including socks and an extra pair of shoes. It is helpful for the child's clothes to have an elastic waist so that the child can easily learn to dress him/herself. Please refrain from dressing your child in onesies, overalls, belts etc., as these items make independent use of the toilet very difficult. If your child is truly ready, put underpants on and use pull-ups at night.

Classroom to Classroom Transition We typically have transitions once a year, at the end of August, where the children will 'graduate' to the next classroom. There may be occasions where we have a small transition in December/January. There may be other times throughout the year when a child may need to be transitioned for individual needs. We try to minimize these transitions and only do so when it is in the best interest of the child and/or classroom. The month before a scheduled transition, a notice will be sent home, letting families know which classroom, teachers and any tuition changes for the upcoming year. During the week of transition, the children will spend time getting to know their new teachers.

Transition schedule:

Wednesday & Thursday ~ Your child's new teacher will plan an activity to do in your child's current classroom.

Friday ~ Your child will go on a 'field trip' to their new classroom. On Friday afternoon, all your child's belongings will be brought to the new classroom.

The following Monday will be your child's first day in their new classroom.

The first week your child is in their new class, we will have our annual open house. During open house, the teacher will go over the goals/milestones for the upcoming year. You will also receive important hand outs for the year. Open house is a great time for parents to meet each other and talk to the teacher.

Transitions out of the Program Two weeks written notice is required when leaving the center. Upon exiting the program, we ask parents to complete an exit survey in order to better assist the center in serving families in the future. Should a parent ask, we would provide copies of recent evaluations and information pertinent to the child's development while here at *Babes on the Square Too*. Last week deposit will be applied if two weeks notice in writing was submitted and there is no past due balance on the account.

Program Initiatives *Babes on the Square Too* strives to provide the best care possible and enhance the quality of services provided to families and children. Currently, we are participating in the Delaware Stars for Early Success Quality Rating System. The Stars Program

is a five level system which establishes quality standards for early childhood programs. For more information ask for a brochure in the office. We are currently a Star Level Three Center. We are also participating in the 5-2-1... Almost None program. 5-2-1...Almost None was started by Nemours, when research showed that Delaware was ranked 5th for Childhood Obesity. By starting this program in childcare centers, Delaware's ranking has changed to 18th – 23rd (depending on the study) for Childhood Obesity. The goal of this program is to teach children good habits from a young age. This program encourages good nutrition and physical activity for the children. More information can be found in the Food Service section as well as on the display board by the kitchen.

What to Bring On your child's first day at *Babes on the Square Too* please bring with you:

- At least one full change of seasonal clothing including under garments
- Smock for painting or messy activities
- Crib sheet and blanket for nap time (please do not bring sleeping bags or comforters we are unable to store them)
- Diapers and wipes for children who are not potty trained
- Any security items your child might need.

Parents are required to bring their child's bedding home and clean it on a weekly basis. Please make sure that all possessions brought to the center are labeled with the child's name. We participate in an online fundraiser with Mabel's Labels, which is a great website for buying labels for all the things children lose. Visit www.babes.mabelslabels.com to order. *Babes on the Square Too* receives 40% of all orders on that site.

We ask that toys be left at home unless it is a scheduled show & tell day or there has been a special request made by your child's teacher.

Illness *Babes on the Square Too* shall not permit a child who has any of the symptoms of illness specified on the sick form to be admitted to, or remain at the Center until the child has been **SYMPTOM FREE FOR 24 HOURS WITHOUT THE AID OF MEDICATION**, or unless written documentation from a health care provider states the child has been diagnosed and poses no serious health risk to the child or to other children. This includes reportable communicable diseases as specified by the Division of Public Health. It will be at the discretion of the staff as to whether a child should be in attendance. Low-grade fevers, diarrhea, vomiting, lice, scabies, or any contagious virus will not be accepted. If your child becomes ill during the day, we will try to separate him/her from the other children until someone arrives to pick your child up. We ask that you arrive as quickly as possible. We feel that a **No Sick Policy** is in the best interest of all children and staff, including the child that is ill. As part of the application packet you will be asked to review and sign a copy of our No Sick Policy.

Tuition will not be discounted for sick days when your child is not in attendance. If your child is not in school on a Monday due to illness, tuition is due the day the child returns. No late fees will be charged in this situation.

Whenever a communicable disease outbreak occurs, a note will be posted in the applicable classrooms and a written notice will be sent home when required.

Medication Administration Medicines will be only be administered by staff that has passed the Administration of Medication course provided by the Department of Services for Children, Youth and their Families, our state-licensing agent. A parent must give written permission for all medications to be administered whether it is prescription or over the counter medication. The medication form records the parent's telephone number for daytime hours, the name of the medication, the medication dosage, the route of administration, as well as the time and dates to be administered. The staff that administered the medication will sign the form and note the time and date that the medicine was administered, as well as any adverse effects observed. Without a doctor's note we cannot accept giving medicine as needed such as Tylenol or Motrin. We need a specific time to give the medicine. All prescription medication must be in its original container, properly labeled, and authorized by the child's health care provider. Medications, which do not need to be refrigerated, will be kept in the medicine cabinet in the head teacher's classroom. Refrigerated medicines will be kept in the kitchen refrigerator in a marked container with lid. Medication may only be given to the child whose name appears on the prescription. Siblings may not share prescriptions. All non-prescription medication has to be in its original container, properly labeled with the directions for administration. Please label the container with your child's name. If a child is under the specific weight or age on the manufacture's container, a physician's written statement is also required before administering any medication. If you have given medicine in the morning before arriving, please document the time and type on your child's daily. For medicines that need to be given over an extended period of time, parents must fill out a new medication form each month.

If your child needs an Epi-Pen, it will be stored in the child's classroom. We must have the original container. You will need to fill out a medication form that will need to be updated each time the medicine expires. It is the family's responsibility to update Administration about any changes.

All medications must be taken home when no longer needed. We cannot keep medications for extended periods of time. The only exception will be a nebulizer and albuteral if needed for emergency. In this case, a new form must be completed monthly. Any medication that is not retrieved within one week from last use will be discarded.

A separate release needs to be signed for the use of diaper creams and sunscreen. This release is included in your application packet. The lotions will be applied when necessary provided the parent brings the diaper cream or sunscreen to the center in its original container and clearly labeled.

This medication policy must be followed, if parents do not follow the policy correctly, children will not receive medication.

Positive Behavior Management *Babes on the Square Too* ensures that all staff use positive age-appropriate methods of discipline and guidance. These methods will encourage self-control, self-direction, self-esteem, and cooperation. Praise, rewards, and encouragement, rather than punishment, shall be emphasized. We encourage consistency in the discipline techniques between home and school. It can be very confusing if there are different rules and consequences at home and at school. If these methods are unsuccessful in obtaining a desired behavior, a time-out or removal to the office will be used as a last resort. Children who become physically abusive to others or become out of control will be removed to the office. If staff is unable to bring that child under control the parent/guardian will be called and asked to come and pick up their child. After the third occurrence of uncontrolled behavior the parent will be asked

not to return the child to the center for 24 hours. Every effort will be made to work with a parent and the child's teacher to create a behavior modification plan. *Babes on the Square Too* reserves the right to terminate care of a child who is not able to conform to appropriate behaviors or does not have full parent cooperation.

Emergencies and Injuries Each parent is asked to sign the application forms authorizing permission for initiation of medical emergency procedures and transportation if necessary.

Emergencies An emergency telephone number must be on file at *Babes on the Square Too*, with names of persons to whom your child can be released. We will ask that emergency forms be updated annually. Please be sure to notify the office if any contact information should change. If someone other than the regular person(s) will pick up your child, please notify *Babes on the Square Too* either by telephone or by writing a note.

In the event of a serious medical emergency, we will immediately call 911, then we will call you. If the child does not have a pulse or respiration CPR will be administered until paramedics arrive. As per the Office of Child Care Licensing, *Babes on the Square Too* is required to complete an incident report for any child taken from our care to receive medical attention. Please provide the office with information needed in such an event.

Injuries Minor cuts or bruises are evaluated by the staff and appropriate treatment such as ice, washed with soap and water or band-aids are administered. You will be notified of these types of injuries at pick-up time by an accident report placed in your child's cubby. Administration will evaluate serious injuries. You will be immediately notified only if the injury is of a more serious nature. Parents will be contacted by phone should their child receive an injury located from the shoulders up or if the child is bitten.

Food Service *Babes on the Square Too* provides a breakfast (approximately 8:30 am until 9:00 am) and lunch (approximately 11:30 am until 12:00 pm), and an afternoon snack (approximately 2:30-3 pm) for all children. . Menus are posted by the kitchen and on the parent board in your child's class. Menus are also posted on our website. All meals served are in accordance to the current USDA/Child and Adult Care Food Program (CACFP) meal pattern requirements, which are adjusted accordingly by the age of the infant or child. If for any reason a child may not have certain foods due to medical or religious reasons, please notify your child's teacher and provide a note from your child's physician's office stating the medical reason(s) along with substitutions we can provide in place of the restricted food or notarized document stating religious preference. Parents are encouraged to bring supplemental food for their child if they have severe or multiple food allergies. For families that provide supplemental food items, please feel free to speak to our on site chef about your options of storing your child's food.

WE ARE A PEANUT FREE CENTER. Please look at labels of foods and snacks that you are bringing in to be sure the items do not contain peanuts/nuts or manufactured on equipment that may have had peanuts/nuts. We do have several children with this allergy and we need your cooperation to insure everyone's safety.

Infants: We provide Enfamil Premium with Iron Formula for infants 12 months and under. If you prefer to use another formula other than the one we provide, you are responsible for bringing in the brand of your choice. Cereal, oatmeal, rice is Beechnut Brand. Our chef makes his own semi-solid fruits, and vegetables. Meat is available upon request. Your child's teacher will work closely with you during the introduction of new foods. We will not provide your child with his/her first introduction to any new food, we ask that you do so and give us the ok. We support

breast-feeding for mothers who chose to do so. Following the American Academy of Pediatrics recommendations, *Babes on the Square Too* will not serve any food or drink other than breast milk and/or iron-fortified infant formula in a bottle unless medically necessary.

Babes on the Square Too is committed to your child's health and is participating in the 5-2-1... Almost None program that encourages nutrition and physical activity for children. To assist us in promoting good habits for your child we have implemented the following policies:

- We ask that no candy be sent in.
- To support children's healthy eating habits, hunger and fullness cues will be observed and supported.
- Commercially packaged lunches and/or baked, pre-fried or high fat meats such as chicken nuggets and hot dogs are discouraged and will not be prepared by our chef.
- High sugar or fat snacks will not be served to the children in our care.
- High fat meats such as sausage, bacon and bologna as well as fried meats such as chicken nuggets and fish sticks will only be offered a maximum of once per month.
- We will offer breads and cereals that are whole grain whenever possible.
- Water will be clearly visible and available to children at all times, inside and outside.

We support your child's healthy food choices by gently encouraging children to try fruits and vegetables and giving positive reinforcement when they do. Staff will role model positive behaviors and are encouraged to follow the same healthy choices in the presence of the children.

We have special lunches (such as pizza or potluck for holidays) on occasion for children in the toddler classrooms and up. More information is provided in monthly newsletters.

During parties/holiday celebrations we try to serve a mixture of foods. There will be sign-ups on the doors prior to the parties. There will be a combination of sweets and nutritional goodies available to the children.

Staff Qualifications *Babes on the Square Too* provides an ongoing program of age appropriate activities, which meet the emotional, social, physical, and intellectual needs of the children in our care. In order to ensure this, the administration at *Babes on the Square Too* will carefully select staff that are the most qualified, meeting at least the minimum requirements set forth by The Office of Child Care Licensing as well as our current Delaware Stars level. All staff undergoes a ninety-day provisional period and is then evaluated by Administration. If the staff member achieves a satisfactory evaluation, then they are accepted as permanent employees.

Mandatory Reporting Laws As per Delaware Code Chapter 9, staff at *Babes on the Square Too* are required to report any suspected cases of abuse or neglect. We will document any suspicions and contact the Child Abuse Hotline if we feel that the child is in danger. As per 906 of this chapter, staff participating in good faith are immune from any liability that might exist resulting from such report. Our staff has been trained in the detection of indicators of physical, sexual and or emotional abuse. To aid in the protection of your children all staff has had a criminal background check.

Continuing Education Standards All staff at *Babes on the Square Too* must meet the continuing education requirements set by the State of Delaware---18 hours of annual training in the areas of early childhood development and education. Parents are welcome to attend as well! *Babes on the Square Too* provides in house trainings four times each year in

different areas concerning children and current trends in childcare. Staff also attend additional trainings for Delaware Stars.

Babysitting By Staff Member

Babes on the Square Too requires that a release form be signed by any parent/guardian who employs a staff member to baby-sit their child/children or for any other reason. Should you chose to employ one of our staff as a babysitter, or for any other purpose, this arrangement is completely between you and the staff member. *Babes on the Square Too* assumes no responsibility or liability for the staff member's performance. Employment by *Babes on the Square Too* is in no way a recommendation of the staff member.

Contact Us

Babes on the Square Too has a variety of ways for parents to contact us, by phone, fax or email information provided below. You could also contact us through our website babesonthesquare.com. Our website has a lot of information for you, including upcoming events, Chef Jim's menus, forms to download, information about the parent advisory board, etc. We will also post any inclement weather closings and other announcements on the website.

Should you have any questions, comments, concerns, or suggestions, do not hesitate to contact us.

Babes on the Square Too
1411 Foulk Rd
Wilmington, De 19803
Phone: (302) 477-9190
Fax: (302) 477-9590
Email: bots2@verizon.net

Open communication is the key and we ask that you provide us with your e-mail address on the application form during enrollment. We will check for incoming e-mail every couple of hours throughout the day. We will respond as soon as we can. If you have a message for a teacher we will pass it along and they will respond as soon as they can get coverage for their room.

If you would like to be on our email and/or text message chain and receive announcements, school closings, etc electronically make sure to fill out the appropriate form at enrollment. Please make sure to update Administration if your email address or phone number changes.

Thank you for choosing to enroll your child at *Babes on the Square Too*. We look forward to your child starting with us. We hope that you and your family find it an educational and happy experience. Feel free to contact us at any time if you have any questions or concerns.

Andria V. Keating
Owner/Administrator

Jessica Dzielak
Assistant Director

Megan Burns
Curriculum Coordinator