

Great Beginnings Daycare
Joanne Link, Director
Rich Buzza, Administrator

501 Brookline Blvd
Havertown, Pa 19083
610-449-0590

Dear Parents,

Enclosed is the Great Beginnings Daycare 2014-2015 parent handbook. Please review the handbook carefully; it contains important policies and procedures regarding our center. Please make me aware of any questions or concerns that you may have after reading the handbook. Please sign and return the lower portion of this form to the office.

Sincerely,

Joanne Link

Parent Handbook 2014-2015

I acknowledge that I have read and understand the updated parent handbook. I am also aware that this manual is subject to change at any time.

Parent Signature

Date

Parent Signature

Date

Great Beginnings Daycare

501 Brookline Blvd

Havertown, PA 19083

610-449-0590

Email: Greatbeginningsdaycare1@yahoo.com

Facebook: GB Daycare

Parent Handbook

2014-2015

Director: Joanne Link

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Philosophy

Great Beginnings Daycare was started in 1987 because of the rising demand for quality childcare. As more and more parents were forced to work fulltime, it was important to have a place where they could bring their child/children and feel comfortable knowing that this was a safe, loving and educational environment. Our center is licensed by the Department of Public Welfare and abides by all state regulations.

Great Beginnings Staff

Our care givers have a vital influence in your child's development. Therefore, teachers are selected who have a degree in education (or related field), and prior experience. Assistant teachers have a minimum of two years' experience along with formal training. Great Beginnings staff is required to obtain six credits of child care training per year to keep training current. Staff also obtains FBI, Criminal and Child abuse clearances along with First Aid training, Fire Safety training, written references and an annual health assessment.

Program

Great Beginnings program promotes self-esteem, social skills and encourages learning through hands on experiences. Teachers plan daily lessons that give every child the opportunity to feel successful. Learning areas are arranged in each classroom to encourage exploration and movement. They include but are not limited to: dramatic play, music and movement, creative art, reading and manipulatives.

Daily Hours

Great Beginnings is open Monday through Friday from 7:00 am until 6:00 pm. Children are contracted for up to ten hours per day. Any child attending more than 10 hours per day will be charged an additional \$5.00 per hour. The center closes promptly at 6:00 pm. If you are late picking up your child you will be obligated to pay a late fee of \$1.00 per minute, payable immediately to the teachers present, beginning at 6:31 pm.

Ages

Great Beginnings offers a program for infants, toddlers and preschoolers. Children may enroll for 2 to 5 days per week.

Holidays

The center is open year round and closes for certain holidays and two in-service days. The following is a list of scheduled days that the center will be closed:

Dismissal at 3:00 pm for New Year's Eve

New Year's Day

President's Day (Staff in-service)

Memorial Day

4TH of July

Friday before Labor Day (staff in-service)

Labor Day

Halloween (Center is open but closes at 5:00pm)

Thanksgiving Day and the Friday after

Christmas Eve(Center is open but closes at 1:00pm)

Christmas Day and the day after

If a holiday falls on a Saturday, we will observe it on a Friday. If it falls on a Sunday, we will observe it on a Monday. Any changes or additional days will be announced. You are required to pay for all holidays and early dismissals on which the center is closed.

Arrival and Departure

Great Beginnings' responsibility begins when your child is placed in the care of a teacher. Under no circumstances should your child enter the center alone. Each child must be signed in and out at the designated area daily by an adult. In addition, children must arrive dressed appropriately according to the weather. Please do not bring your child to school in pajamas. Should your child depart from the center with anyone other than yourself, you must notify the center, preferably in writing or by phone. The individual must have a picture I.D with them and sign the child out. Great Beginnings staff will only release your child to the parents or

those specified on your child's emergency contact form unless you have contacted the director about a change in pickup. All individuals must be at least 16 years of age in order for Great Beginnings to release a child to them.

Please be aware that by law the center cannot deny releasing a child to a parent without an official court order.

Children must arrive no later than 10:00 am daily. It would be greatly appreciated if preschool children arrive no later than 9:00 am when circle time begins. It is very difficult for teacher to conduct lessons when children are still arriving.

Communication

Open communication is of vital importance in the daily operation of our center. Both the director and staff use a variety of methods to communicate with our parents.

The director sends our monthly newsletters to keep you informed of upcoming events, policies and other information regarding the center.

Each classroom has its own individual way of communicating with parents, such as happy notes (sent daily) and parent bulletin boards. Therefore, we strongly urge you to talk to teachers and the director about any problems or concerns that you have, no matter how minor the problem may seem at the time. We are not only there for the child, but also to help the working parent. Parent suggestions are welcomed and appreciated.

You can contact the director through email, phone, or in person.

-Great Beginnings email: Greatbeginningsdaycare1@yahoo.com

We have a private Facebook page exclusively for parents of child who are in our center. We will remind parents of days off and post pictures from special days that happen throughout the year.

-To become friends with Great Beginnings on Facebook search for "GB daycare" in the search bar.

Meals

Great Beginnings provides a morning and afternoon snack daily. Parents are responsible for providing a nutritional lunch. Children who arrive between the hours of 7:00 am and 8:00 am

will be served breakfast provided by the parent. Infants will be served breakfast until 9:00 am provided by the parent.

Sippy cups shouldn't be brought in for the children in the preschool rooms. Once your child enters these rooms, please pack juice boxes or juice bags.

Pizza Day

Every Friday is pizza day. The cost of pizza is \$3.00 per child. If you would like to participate in this program, you should place the money in an envelope with your child's name and put it in the pizza box located in the office.

Registration

Children are enrolled in a first come, first serve basis. Children registered after his or her particular age group is filled will be placed on a waiting list and will receive the next available space,

Each family is required to complete all the proper forms during the admission process. These include but are not limited to: emergency form, tuition contract, health form, civil rights form and handbook form. You will be required to pay a \$30.00 yearly non-refundable registration fee (\$45.00 family), plus one week of child care deposit upon registration. The one week's fee will be applied to your child's last week's tuition, provided two weeks written notice is given.

If you should cancel prior to your child's start date, the deposit will be refunded provided one month's written notice.

It is required that you give an estimated start date at the time of registration. You must begin paying tuition on the date that your child starts or within two weeks of the estimated start date in order for us to continue holding a space. If the tuition is not paid, we can give the space to someone else. Children are required to have a health form completed by their pediatrician prior to attending. This form must be updated according to the American Academy of Pediatrics (see back of health form or ask for a copy of the immunization schedule). If the forms are not updated your child may be dismissed until the forms are completed.

Payment Policy

In order for Great Beginnings to provide your child with quality daycare, we ask for your payment to be paid promptly according to your payment schedule.

We offer two payment options for your convenience: weekly or monthly. Weekly tuition payments are due every Monday morning for the current week. Monthly tuition payments are due the first day of every month. Any payment not received on the due date will incur a \$5.00 late charge per day. If payment is past due more than 5 days, your child will not be admitted until all balance and late fees are paid in full. You are still required to pay for the days missed due to improper payment.

Returned checks will incur a \$30.00 charge. In the event of two returned checks, you will be required to pay by cash or money order.

No refunds will be issued for days missed due to vacation, illness, early withdrawal, or days when the center is closed.

Subsidized daycare is available for qualifying families. Please contact the director for more information.

Health Policy

For the health of your child, other children, and our staff, your child will be sent home if he or she displays any of the following symptoms:

A fever of 101 or higher

Excessive vomiting

Diarrhea

Undiagnosed rash

Inability to participate in the daily activities of our program

Lice

If your child is sent home with any of the above symptoms he or she cannot return to day care for 24 hours after the sickness is over (Must stay home the next day). If your child shows sign of illness upon arrival of the center, you will be asked to take the child home. Should any of these symptoms occur during the day, you will be contacted and asked to make arrangements to pick up your child within an acceptable time period. This policy will be enforced to decrease the spread of contagions and illness in the center. No doctor's notes will be accepted for child to return to the center if they are still sick.

Medication

Great Beginnings doesn't administer medication to the children. The only exceptions that are made is if your child has a special need. Examples include asthma and allergies. In order for us to administer medication we need a letter from the child's physician stating the name of the medication, the dosage, what it is given for, any special instructions and reactions to look out for. The doctor's name, address, signature and phone number are needed on the doctor's note.

Free Days

Every family is allotted free days per year. You will receive the number of days that your child attends free for the year. Example, if your child is enrolled 3 days per week, you will receive 3 free days per year. Free days will be renewed each year on your child's start date. You cannot carry unused days over to the next year. When using your free days please write the days that you are using on the memo line from your check and deduct the total from your payment. You must be enrolled in our program for a minimum of 1 year before using any free time.

Snow Closing Policy

Our staff makes every effort to open on time during winter months. However, for the children's safety and the safety of the staff, management will close the center, open late or close early when deemed necessary.

School closing and late openings will be announced on Channel 6 ABC and on our Facebook page. Please check channel six and our Facebook page if there is inclement weather. If we are closing early we will notify you at work.

If the center closes on your child's scheduled day, payment is still required. You are required to pay for a minimum of 5 snow days. You are not required to pay for any additional days which the center is closed due to inclement weather.

Dismissal

Parents may be asked to look for alternate daycare if at any time we cannot meet your child's needs. If your child has any behavioral problems that may cause injury to him or herself, his or her peers or teachers, we will contact you to discuss the problem. If we believe the problem is serious we reserve the right to dismiss the child immediately. If we think the problem could be resolved, we will request a conference with you and the teacher. The conference must be set up within 1 week of notification or your child may be dismissed. At the meeting we will

discuss ways to improve or correct the problem at hand. We will work with the parent to solve the issue because we want your child to stay enrolled in our program.

Leave of Absence

Our payment policy is that you are required to pay for any days that your child is contracted, except for free days. For those of you who request a leave of absence (teachers who do not work in the summer, maternity leave etc) you may reduce the number of days that your child is enrolled to 2 days. You must pay for a minimum for 2 days regardless of if your child attends or not, in order to keep your space. Your leave may not be for longer than 2 months. After 2 months have passed, you must begin paying for the original days contracted in order for us to continue to hold your space. All free days must be used during this leave. If you do not begin paying tuition for the original amount contracted once your leave of absence has ceased, Great Beginnings has the right to offer the space to another client.

Birthdays

Birthdays are celebrated during afternoon snack (3:00 pm). If you would like to bring in a special treat or guest to celebrate your child's birthday, please inform your child's teacher in advance.

Parent Involvement

We encourage parents to get involved with their child's daycare experience whenever possible. There will be opportunities for the parents to participate in special events (holiday breakfast, Halloween parade, field trips etc) and fundraisers. Parent suggestions are appreciated.

A Final Word

Great Beginnings provides care without regard to race, color, religious creed, handicap, ancestry, national origin, age or sex. Any parent or employee who believes that he or she has been discriminated against may file a complaint with the office for civil rights.

U.S Department of Health and Human Services

Region III

P.O Box 13716

Philadelphia, PA 19101

The state of Pennsylvania requires that members of daycare centers report any cases of suspected child abuse.