



## Blessed DayCare

### Family Handbook of Policies, Procedures & Written Agreement, or Contract!

You are welcome! We are pleased that you have chosen to become part of our Child Care family. Your child is very important to us, and we will go the extra mile to ensure that your child is in a safe and peaceful environment. We strive in working with you and your child to reach the following goals.

- ✚ Develop a good self-image and a positive attitude toward his/herself.
- ✚ Develop language and social skills.
- ✚ Develop independence.
- ✚ Encourage respect and compassion for others.
- ✚ Have stimulating learning experiences.

### Definition of an Early Childhood Educator (ECE), Elementary Educator & Special Educator (SE) or Registered/Licensed Accredited Child Care Provider:

Child Care Pro-vider (child'kâr prô vid'er) n. can be anything to your child as long as your child is in care ranging from a priceless gift to cater for him/her/them (as the case maybe), activity planner/director, accountant, aerobics instructor, author, analyst, arbitrator, artist, athlete, baker, beautician, biologist, bookkeeper, boot fitter, bottle washer, builder, chef, coat buttoner, creator, composer, companion, counselor, dentist, designer, derby instructor, diaper changer, dietitian, dish washer, driver, engineer, entertainer, environmentalist, fire Marshall floor sweeper, friend, grocery shopper, helper, historian, hygienist, informer, inspector, inventor, janitor, life saver, manager, manicurist, musician, navigator, noise controller, nose wiper, nurse, playground attendant, peacemaker, PE teacher, performer, pharmacist, problem solver, protector, reader, receptionist, safety instructor, scientist, self-esteem builder, sock and shoe finder, speech therapist story teller, supervisor, technician, technologist, teacher, therapist, thinker, tutor, traffic controller, vegetable pusher, waiter, well-wisher & a zoo keeper! ~author unknown~

Onaolapo Edith, ECE, EE & SE (Licensed #254026 & Accredited Child Care)

10 Clematis Court, Owings Mills, MD. 21117.

☎ 410-559-6192 📞 443-204-4908

✉: [blesseddaycare18@gmail.com](mailto:blesseddaycare18@gmail.com) 🌐: [www.blessed-daycare.com](http://www.blessed-daycare.com) and

<https://wndr.school/blesseddaycare>





## Message to All Parents

### Meet Me/Us:

Having been a working mother of three lovely children in different capacities (as a professional - auditor, customer service officer, e-products officer, marketing officer in a financial Institution), I understand how difficult it is for parents to find quality Child Care. I feel I have the calling, the grace, love, knowledge, experience, and qualities needed to provide a warm, and loving environment in which children can learn and grow. We believe that your child(ren) are the most important part of our future, and we will work with you to establish the solid foundation children need to feel secure and to provide stability for their future. I take my profession as an ECE/EE & SE, not a "babysitter", very seriously. You're trusting us with your most prized possession - your child (a Royal Priesthood & Child of Promise). We do not take this trust lightly. My substitute and I with other employees work as a family unit to delight you! We are the team that make the dream work each school year!

I have the following degrees and certifications (teachers and substitutes has as indicated):

- ✚ BSC in Economics '2004 & a Post BSC in Information Systems Analyst '2015.
- ✚ MSC in Management Information Systems, Class of 2020 (Honors Roll).
- ✚ 2nd BA in Liberal Arts (Education Major), Specialization in Early Childhood/Elementary Education and Special Education. Graduation Class of 2022 (Dean's List, Honors Roll).
- ✚ 2<sup>nd</sup> MA in Education (Special Education - Exceptionalities) - 2023 In view.
- ✚ Pursuing Triple Certifications in Early Childhood Education, Elementary Education and Special Education (2023).
- ✚ Member of the Institute of Certified Internal Auditors (CIA).
- ✚ Member of the Golden Key International Honors Society.
- ✚ Received awards for hard-work and Dedication from BSU Presidential Students Leadership Awards in 2017.
- ✚ Board Member of the Baltimore County Family Child Care Association (BCFCCA) as Communications Director and Maryland State Family Child Care Association (MSFCCA) where I volunteer during conferences.
- ✚ A member of National Association for the Education of Young Children (NAEYC), Maryland Association for the Education of Young Children (MDAEYC), Child Care Resource Center of Baltimore County (CCRCBC)





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at Abilities Network – Project ACT (All Children Together), National Association for Family Child Care (NAFCC), National Education Association (NEA), Maryland State Education Association (MSEA).

- + Maryland Family Child Care Taskforce – Volunteer
- + Child Care Change Makers - Member
- + Hold the Maryland State Department of Education, Office of Child Care – Maryland Child Care Credential at Level 6. [Maryland Early Childhood Child-Care-Credential-Program](#)
- + Taught children’s church for 13 years counting, me and my substitutes are Certified in Infant, Child and Adult CPR, First Aid and has taught over 15 years and help raise siblings too.
- + Published at Level 5 with Maryland EXCELS and on Maryland EXCELS website as provider spotlight for the month of May on May 07, 2018.

Click link below to view and read further.

[MD EXCELS Provider Spotlight-Provider Begins Child-Care Journey- Putting-Quality-First](#)

Search here for Quality Child Care in Maryland and get Money for Quality Child Care;

- ❖ [Money+ChildCare Link](#)
- ❖ [Maryland EXCELS Website](#) and
- ❖ [Locate Child Care in Maryland](#)
- [Marylandfamilynetwork for-Parents to locate-Child-Care in Maryland](#)
- + NAFCC Accredited – Accreditation (2021 -2024) and NAFCC Fellow - Leaders Shaping Leaders (Pioneer Cohort).
- + Certified in Infant, Child and Adult CPR, First Aid and SIDS Training.
- + Completed 45 Approved Clock Hours of Required Trainings to provide care for Infants and Toddlers from Care Courses Virginia.
- + 10 hours of Technology Training with MPT (Maryland Public Television) and PBS (Public Broadcasting Services)
- + Holds 12 hours ELA Training with MSDE approved Trainer – LiteBrite LLC.
- + Holds Mastery in LETRS for Early Childhood Educators (30 Clocks Hours with 3 CPD’s) – May 19, 2021.
- + Restorative Justice Practitioner and Women Leadership – (2021 – 2022 Cohort)





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- ✚ Completed 45 Hours in Curriculum “Zero to Three Critical Competencies for Infant-Toddler Educators” – May 11, 2021.
- ✚ Abilities Network Coaching and Mentorship 2023/2024 Cohort.
- ✚ In addition to these certificates/ programs I have completed numerous hours of training (over 1,800+ Approved Clock Hours) with MSDE (Basic Health & Safety, Covid19 Training), Abilities Network (Americans With Disabilities Act - ADA), Maryland Think Port (Developmental Screenings Overview), (Medication Administration and Emergency Preparedness Plan with Chesapeake College), Signing Made Simple, I take online courses with MSDE and attend many annual conferences and webinars with Teaching Strategies, Maryland Think-Port, NAFCC, NAEYC/MDAEYC, MSEA/NEA and others. I will continue to take needed classes and workshops to constantly increase my knowledge and skills.

**Please Note:** The purpose of this Blessed DayCare Handbook is to provide information about the policies and procedures under which we operate as an Early Childhood Education, Elementary & Special Education Mixed Setting. Please read this handbook thoroughly, it contains important information that pertains to the care of your child. If you have any questions or concerns about any policy or procedure, please discuss it/them with me before signing the Policy and Financial Agreement Contract. By signing the contract, you are agreeing to comply with the policies and procedures set forth in this handbook. I retain the right to enforce the policies and procedures at will. Lack of enforcement on my part does not indicate that the policy and/or procedure is no longer in effect. Revisions/updates, new policies or procedures will be added to this handbook as needed. You will receive a written amendment/addendum at least one week prior to the effective date of change on the Brightwheel App Announcement. If it is a state regulation that is changing – you will be notified of the change and those changes will be effective immediately. I appreciate your consideration and understanding with this.  
 Edith Onaolapo for Blessed DayCare.

### Child and Adult Care Food Program - CACFP

“In accordance with Federal civil rights law and U.S Department of Agriculture (USDA) regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or





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retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Services at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights. 1400 Independence Avenue, SW Washington, D.C. 20250-9410.

(2) Fax: (202) 690-7442 (3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.”

## Attendance, Tuition Policies and Procedures

### **Attendance:**

At Blessed DayCare you are paying for a specific slot, not per hour or per day, so there will be no discounts given if your child does not come to care. Since our pricing is usually published on Blessed DayCare Google Business Page and Locate Child Care Maryland (Maryland Family Network), always verify your child's actual published tuition before signing your contract with us. (This is because we update our Family Handbook yearly after six months review for program improvement with NAFCC Accreditations requirements).

### **Tuition Fee (Weekly Tuition But Charged Monthly (x4.33):**

**Full Time (Monday – Thursday/Friday)** - Tuitions are published on our Google Business page and on Locate Child Care in Maryland (Maryland Family Network) Website. A snapshot or range is available on our website, please verify the exact price for your weekly payment plan before signing your contract with us (Full Time, Part Time, Drop In etc.) as each age group has fixed pricing, for example, 0-11 months, 12-23 months, 2 years – 5 years





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(Fully potty trained & not yet potty trained). We have specific promo on Google that can reduce your fees, ask us!

**Full Time Monday – Friday** - Monthly 200 hours Bonus Package. Please verify your exact fees for this package before signing your contract letters from the published list on our Google Business Page. Check Google as these prices are published under “Services.”  
**School Aged (Before and After School) Full Time (4-5 days) Monday – Friday:** Weekly tuition but charged Monthly (x4.33).

**Part Time (2-3 days a week)** - Fee determined based on age of child & needs of parents. Fee published on Blessed DayCare Google Business Page & Locate Child Care.

**Drop-In** - Fee to be determined depending on age of child and needs of parent. This is also published on Blessed DayCare Google Business Page and Locate Child Care.

**Siblings Enrolled in Care** - Maybe entitled to our Special/Super Savings Bonus depends on how many and needs of parents (i.e., A parent enrolling 2 more siblings outside the 1<sup>st</sup> child enrolled, will pay the Special/Super Savings price for one of these additional two if they are also enrolled full time while the initially enrolled will pay full time normal fees with one more sibling which means they are 3 siblings in all). Please note that this offer is at my discretion and cannot be combined with any other considerations or promo (it is either or each not both and cannot be combined with another promo).

\*\*\*See except of Pricing Published on Locate Child Care Maryland (Maryland Family Network), for your perusal! Please note that pricing is updated yearly if required.



EDITH ONAOLAPO

**LOCATE: CHILD CARE FAMILY/GROUP PROGRAM QUESTIONNAIRE**

Instructions: Existing/Returning providers please verify information. New providers please complete as many fields as possible. Please complete a separate questionnaire for each licensed program facility/site which you operate. Follow all instructions carefully to insure accurate information is maintained on your facility and program. This questionnaire is for many different kinds of programs. If the question does not apply to you, indicate with a "N/A" (not relevant) in the space provided. If you have any questions, please call the LOCATE staff at 410.659.7701 X.234. All changes will go through the LOCATE approval process.

Please check the ages you serve	FT Week	PT Week	Age	Before/After School Daily	Drop-In Daily	Evening Daily	Overnight Daily	Weekend Daily
<input checked="" type="checkbox"/> 0-11 Mo	\$599.99	\$499.99	0-11 Mo	\$0.00	\$189.99	\$500.00	\$200.00	\$0.00
<input checked="" type="checkbox"/> 12-23 Mo	\$599.99	\$499.99	12-24 Mo	\$0.00	\$189.99	\$500.00	\$200.00	\$0.00
<input checked="" type="checkbox"/> 2 Yrs	\$585.99	\$485.99	2 Yrs	\$0.00	\$159.99	\$500.00	\$200.00	\$0.00
<input checked="" type="checkbox"/> 3 Yrs	\$585.99	\$485.99	3 Yrs	\$0.00	\$159.99	\$500.00	\$200.00	\$0.00
<input checked="" type="checkbox"/> 4 Yrs	\$585.99	\$485.99	4 Yrs	\$0.00	\$159.99	\$500.00	\$200.00	\$0.00
<input checked="" type="checkbox"/> 5 Yrs	\$585.99	\$485.99	5 Yrs	\$0.00	\$159.99	\$500.00	\$200.00	\$0.00
<input checked="" type="checkbox"/> 6+ Yrs	\$585.99	\$499.99	6+ Yrs	\$0.00	\$157.99	\$500.00	\$200.00	\$0.00
<input checked="" type="checkbox"/> Before/After Preschool	\$499.99	\$399.99						
<input checked="" type="checkbox"/> Before/After School	\$399.99	\$299.99						

PUBLISH FEES on Website  Yes  No      May we share your fees on phone calls?  Yes  No

Security Deposit: Per Child       Registration Fee: Per Child

Deposit Frequency:       Registration Frequency:

Deposit Amount: \$2,598.00      Registration Amount: \$50.00

Previous  Next







## Deposit:

A deposit for your final one month of care is to be paid at the beginning of care. Because this adds a substantial amount to the upfront costs, I am willing to have this fee added to the weekly fees for the first 2 months of care in equal payments. This amount will be held in a savings account. If you chose to remove your child from my care, and have kept your account in good standing and give the required one month/two months written notice, the final fees will be taken from this account and applied to your last one month/two months of care. If you fail to give me one month/two months written and signed notice or are behind with your payment the deposit will be forfeited. If you are not placing your child with me immediately – the final one-month/two months deposit is required for me to “hold” your child(ren)’s spot. Once I receive your deposit in full – your spot will be guaranteed for the agreed upon start date. If, after paying this deposit, you decide to not place your child(ren) with me these one-month/two months deposit is forfeited. This amount also covers paid annual vacation if parents decide they were terminating Child Care at any point after their child/children had transitioned into our program. Please refer to your signed contract.

## Reservation Fee:

Once you have decided to place your child with us, we will discuss when we have the opening you need for your child. If we have availability immediately you have within 2 weeks to begin care with us or a non-refundable reservation fee will apply. If we do not have availability immediately you will not be responsible for this reservation fee until it does become available and once again you have within 2 weeks to start before the reservation fee would apply. This reservation fee will be 50% of your weekly tuition rate charged monthly (x4.33) for the time the space will be held. This reservation fee will apply for the time the space will be held for your child.

This fee is due prior to the first day of the Month of Care before the care begins. Expectant parents please note that this does not apply to you up until your infant is born. If we do not receive documentations within two weeks of delivery that we would require reservation fees to be paid to hold this spot or would give this spot away without informing you as this spot needs to either be reserved with fees paid/deposit paid/your child’s Application Form placed in our “Wait List.”

## Delayed Start Fee:

Once we have a scheduled start date for your child(ren) and you then decide to delay





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your child(ren)'s start – you will be responsible for – your child's weekly tuition charged as monthly (x4.33) tuition fee from that date until your child actual start date (resumption) for me to “hold” a spot for your child(ren). Please note that we do not have any weekly charged program.

### **Early Drop Off / Late Pick Up:**

\$ 1.00 per minute

You are contracted with me for specific times for care for your child(ren). If you arrive earlier than expected or pick up later than agreed, you will be charged a fee of \$ 1.00 per minute to be paid the same day they occur in full. We will charge your account via Brightwheel App.

### **Drop-In Fee:**

The fee for drop in children is determined on an individual basis depending on the child(ren)'s age and needs of the parents (refer to the published tuition on page 6 and on Locate Child Care Maryland (Maryland Family Network). Payment for drop in services is due at least 2 days (48 hours) prior to scheduled days to secure your child's position or spot. Payment is required regardless of your child's attendance as your tuition is based on “securing” your child's position or spot and is not based on your child's actual attendance. Please ensure you have your child's Health Inventory, Immunization Certificate, Blood Lead Form and other Medication Administration Forms - OCC 1216a, b, c, d, e available and complete to be placed in your child's file with the charged fee paid 48 hours prior to drop in.

### **Extended Care Fees:**

Extended care fee is \$20 per hour per child and would be paid upon request and used as needed. Same day payment is required when requested and used to avoid paying late daily fees of \$ 10 per day per child in addition to the Extended care fees.

### **Leave of Absence:**

The payment policy at Blessed DayCare requires full payment regardless of your child's attendance as your tuition is based on “securing” your child's position/spot and is not based on your child's actual attendance.

### **Extended Leave of Absence (Maternity Leave etc.)**

With consideration, if an “Extended Leave of Absence” occurs due to being on







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maternity leave or a leave of absence from employment (i.e., teachers, nurses or others) and your child will be absent for this extended period, the following provisions will be allowed to secure your child(ren)'s position at Blessed DayCare.

Maternity Leave – up to 8 weeks

Teachers – up to 10 weeks (between June and August)

When scheduling your leave of absence, you will need to decide whether/not your child(ren) will continue to attend during your leave. If your child will attend: Full tuition will be required whether your child(ren) attends their regularly schedules days or on a limited basis. If your child will not attend: One-half (50%) your regular tuition payment will be required when your child is absent for the entire duration of your leave.

You must complete the “Extended Leave of Absence” form (see page 34) or write one keeping in mind “these requirements” before your leave of absence begins. The Extended Leave of Absence Contract Form is available to you with your Blessed DayCare Family Handbook Copy if you prefer to fill in and complete this form instead of writing yours.

**Returned Check Fee (if Applicable as All Payments Are Processed on Brightwheel App for All Enrollments):**

\$35.00 (depends on Maryland allowed return fees rate in effect at the occurrence), plus any additional fees assessed by my bank because of the returned check. These fees along with all other payments will then need to be paid via transfer through Zelle only using 4432044908 or blesedaycare18@gmail.com

**Payment Schedule:**

I have an “Advance Payment” Policy. Payments will be made in advance for Child Care and are due Friday Prior to the First Day of the Care Month and no later than drop off time on the first day of the month that your child(ren) is contracted for care depending on if you are on weekly charged monthly (x4.33) payment plan, as this would allow us to shop for the CACFP on Saturday/Sunday to have fresh vegetables, fruits and food items for your child (ren) who would be attending Child Care from Monday to Friday. If you do not have your payment in hand at, drop off, you would incur \$ 10 late daily fees in addition to your weekly charged monthly tuition (x4.33). Please do not put me in the position of having to tell your child he/she cannot come inside to play and do not carry over tuition more than a day as by day two your child is not expected to attend under any circumstance without paid tuition.





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We offer four (4) payment options – Vouchers/Purchase Of Care (POC) - (Child First Scholarship Approvals) issued by CCSC (Child Care Central 2) paid by MSDE OCC DECD or Military Assistantship Vouchers issued by Child Care Aware of America, or Send Money through Zelle Transfer using (443)204-4908 or [blessedaycare18@gmail.com](mailto:blessedaycare18@gmail.com) or checks written and issued to Blessed DayCare that needs to clear before resumption date. I realize the financial burden that Child Care places on parents, and hope that parents understand that as a business, Child Care places a financial burden on the provider as well. These include, but are not limited to groceries, utilities, insurance, preschool programs, curriculums, toys, and equipment. I also have a financial responsibility to my family. I will take all outstanding accounts to court and collections. Should it be necessary, parent or guardian will be responsible for all court costs.

### **Trial Period:**

The first two weeks of childcare are to be an adjustment period. It is my responsibility to let the parent, know if the child seems unhappy or if the arrangement is unsatisfactory for any other reason. It is the parent's responsibility to let me know the same. The parent or I can terminate the contract anytime during the adjustment period in writing on or before the 14th day that care starts. Parent/Guardian would evaluate and post a review on our Google Page after these two weeks of transitioning into Blessed DayCare to help us improve care.

### **Termination:**

- One Month written, signed and dated notice is required by the parent to me for children in preschool (0-23 months and 2 years), Summer school and Before & Afterschool programs.
- All children in the PreK Program (3 -5 years), 45- 60 days (Two Months) written, signed and dated notice is required by the parent to Blessed DayCare who have paid deposit or do not have a paid deposit in their account as a result of \$0 Copayment Agreement signed.
- This 45-60 days' notice starts from the first day of the month after the notice date and not in between the month and not at the end of the month. Change of Provider Form will be signed by parent(s) and me to reflect the change effectively from the first of the third month (as applicable).





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- If you do not have a deposit as a result of the \$0 Copayment Agreement, we will be signing your Child's Provider Change effectively on the effective date of change within 5 days before the first day of the third month.

Tuition/Fees will still be due if the parent withdraws the child before notice is given, or at any given time during the notice. Termination notice will NOT be accepted while the provider or parents are on vacation. I will provide the parents with a month's written notice if I am no longer able to care for your child. You are still responsible for paying the monthly tuition/fees during this notice based on your signed and dated contract with me, regardless of whether your child attends or not. Your monthly tuition/fee cannot enter/elapse into a new month, if it does, you will have to pay the new month in full regardless of your child completing that month in care or not. I will terminate our Child Care arrangements immediately for any of the following reasons (but not solely limited to):

- ✚ Failure to comply with the policies set forth in this book.
- ✚ Failure to comply with the contract.
- ✚ Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.
- ✚ Violent or aggressive behavior of a child will not be tolerated.
- ✚ Non-Payment of childcare fees or late and/or recurring late payment of fees.
- ✚ Failure to show up for 5 days in a row without any communication.
- ✚ Failure to complete required forms.
- ✚ My inability to meet the child's needs.
- ✚ Blatant disrespect towards provider or provider's family.
- ✚ If parents knowingly bring their child ill.
- ✚ Consistent destruction of family/childcare structure/toys.

If immediate termination of Child Care results in any of the reasons listed above, the one-month deposit will be forfeited.

### Required Enrollment Forms and Explanations:

The following forms must be completed, signed, and returned to me, prior to your child's start date, for me to provide care for your child(ren) with the completed checklist too:

#### 1. Policy, Addendums and Financial Agreement Contract:

The Policy and Financial Agreement Contract is a legal agreement between the parents





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and provider. By signing the Policy and Financial Contract you are agreeing to the terms, policies and procedures listed in Blessed DayCare Family Handbook and Policies. It is also a financial agreement between the parents and provider. Upon enrollment, your childcare tuition will be determined according to your enrollment needs and the current tuition rate schedule. Your tuition rate will remain in effect until December 31<sup>st</sup> of each year. Any increase in your tuition rate will become effective January 1<sup>st</sup> of each year. I will announce the increase by October 31<sup>st</sup> each year for your planning purposes. While it is not customary for me to change your tuition rate prior to the December review, I reserve the right to increase and/or adjust the tuition rate at any time if I deem it necessary based on inflations.

## 2. A Parent's ~ "Guide to Regulated Child Care":

This contains important information for parents of children in Child Care facilities. I am required to make sure I provide you with this guide and receive a portion of it back signed as acknowledgment.

## 3. All About My Child Form:

This gives me a nice picture of where your child is currently, likes, dislikes and fears. Please be honest with me about your child so I can do my best to help them.

## 4. Emergency Form (2 Pages):

I provide constant supervision; however, accidents can occur. If your child is injured in a non-life-threatening way, I will assess the situation and respond with first-aid treatment. If the injury is serious, I will call the parent to notify you of your child's condition, so you can proceed to the doctor or hospital depending on the injury. If I am unable to reach you, I will attempt to call the persons listed on your child's emergency form. If I am unable to reach you or your emergency contact people, I will transport your child to the nearest hospital myself and will leave a message for you to meet us there. If the situation is urgent, I will immediately call 911. I will follow the 911 operator's directions, procedures and/or recommended actions. Parents are responsible for all costs involved in emergency medical treatment including emergency transportation when used. \*\*This form is to be updated as necessary and yearly/annually with initials on it.

## 5. Health Inventory Form ~ Please read the first page for other forms and instructions:

Part II of this form is to be completed by your pediatrician's office while Part I, completed by parents and returned to me prior to your child(ren) start date. This lets me know that your child(ren) is/are healthy and can participate in all our activities. It also documents any health





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concerns I might need to be aware of including any allergies. If your child has special education needs or an IEP/IFSP, then you will need to give me a copy of it so that we can work together to ensure that he/she/they get the necessary support in the inclusion system of our program and I will work with his/her therapist whether speech, occupational, physical or others as the case maybe to tailor needed activities. Please note: If your child has any **FOOD allergies, Medication or Action Plan** – We also need all required **MSDE Medication Administration Authorization/Seizure Administration/Epilepsy/Special Health Conditions/Allergies Forms**: - OCC Forms 1216a, b, c, d and e on our website completed by their nurse or pediatrician or doctor and the second page of the Emergency Form completed if required in the Program. **Immunization Certificate and Blood Lead Testing Certificate**: Please complete these forms before your child can be fully enrolled to resume Blessed DayCare. Check under “Forms” on [www.blessed-daycare.com](http://www.blessed-daycare.com) or <https://wndr.school/blessedaycare> under “Enrollment Packet.”

Please remember as you take your child(ren) for immunization or annual required Wellness appointments to print a copy of their Immunization Certificate from our website to Update us and renew their Health Inventory Form annually so that they can update the form each time with **CACFP Diet modification Form** or Allergy Form incase of any Food allergies or get these forms under “Forms” on [www.blessed-daycare.com](http://www.blessed-daycare.com) Thank you!

#### 6. **Transportation Form:**

Your child will be transported in my vehicle or another designated vehicle when/if necessary. Our travels will include but are not limited to - transporting to and from school, field trips (pre-planned), for emergencies etc. Your child will be securely restrained in an infant/toddler car-seat, a booster car-seat, or vehicle safety belt depending on the State requirements. Transportation to and from Blessed DayCare is parent’s responsibility and we have registered private transportation services that you can ask us for their flyer to use if you need their services from time to time or through the school year as you would need to contract with them for their services. Ask us if we have any incentives to assist you with this and we would whenever we have any grants or require you to sign an obligation to extend these grants or incentives to you and your child/ren.

#### 7. **Photo/News Release:**

On occasions, such as birthdays, holidays, and other “fun-filled” times, photos/videos are taken in our Child Care home. The photos/videos are used in childcare promotion, sharing





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with others, teaching tools, arts and crafts projects, quarterly newsletters, news related articles, hand-made gifts for parents, and for display on Blessed DayCare website at [www.blessed-daycare.com](http://www.blessed-daycare.com) and <https://wndr.school/blessedaycare>

#### **8. Developmental Screening Fact Sheet:**

During your child's time at Blessed DayCare, assessments and observations will be taken and compiled into your child's portfolio. I will discuss your child's development and milestones along the way. Routinely at 9, 12, 18 and 24 months most pediatricians conduct a developmental screening on children. If, in your discussion with your pediatrician you find out they do not conduct a developmental screening one should be requested. If, at any time, I feel your child would benefit from an evaluation from Infants and Toddlers I would discuss it with you. We work with Abilities Network Project ACT (All Children Together) as they provide tier 1,2 and 3 interventions within our program and at home with parents in Baltimore County, Harford and Cecil County. If your child has an IEP (Individualized Education Plan) or IFSP (Individualized Family Support Plan) in place before now, we would appreciate it if you would share this document with us to continue following this plan to give your child the accommodations and support, he/she requires to be successful as they play and learn in our program as I am a Special Educator.

#### **9. Personal Information:**

Please keep your child's personal information up to date. This includes but is not limited to parent's work, home and cell phone numbers, change of address, emergency contact person's names and phone numbers, email addresses, immunization information and any other information that may have changed. Please be rest assured that all information shared will be kept confidential.

## **Blessed DayCare Policies and Procedures**

### **Arrival/Departure: (Procedures Post-Pandemic):**

Upon arrival, check in or check out your child on the Brightwheel App using the QR Code posted on the Glassdoor. Please send a message on the Brightwheel App (as simple as "I'm here." Or "We're here." Will do). Upon Arrival, we will perform our morning family routine (handshake, fist bump and hug – please let us know which you like to do with your child to set their day up in a Joyous mood). Kindly talk excitedly, quietly and leave quickly so as not to disturb the other children who are sleeping if they were checked in as "Early Check In".

When visiting our childcare, please keep in mind that children tend to act in an excited manner







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and may forget the childcare rules when a parent visits as it creates a change in their regular routine. Please bring positive energy to our space in Blessed DayCare to help your child to continue to attend our program as a very compassionate joyous child.

You are welcome to safely stay and observe your child if it does not interfere with our daily schedule of activities. If your presence upsets your child and your child becomes inconsolable when you attempt to leave, we will ask you to take your child with you. I will only release your child to you or someone else you designate as Approved Pickup. If someone else is to pick up your child, please notify us ahead of time. A verbal notice is acceptable on the same day if this person is on your emergency form and already included as "Approved Pickup" on the Brightwheel App. If the person is NOT on your Emergency form, we MUST have written permission to release your child and you have to send us the completed Emergency Form (this is on our website at [www.blessed-daycare.com](http://www.blessed-daycare.com) under "Forms") and added to the Brightwheel App as we are paperless for MSDE OCC Audit purposes. Please inform all emergency contacts, that if we do not know them, we will need to ask for their approved photo identification (for your child's security).

### **Business Hours:**

Blessed DayCare's business hours are Mondays to Fridays, 5:00 am – 11:59 pm (this might vary as we are registered and licensed to provide care mornings and evenings, so we follow your signed contract). The actual hours that we are available to provide childcare for you are listed on your enrollment schedule/signed contract, are not necessarily the same as my/our operating business hours. I am licensed and approved to provide childcare for certain hours each day (through morning and evenings). Each agreement is completely different, and your rates are individually tailored to your needs. Please know and understand that the hours we agree upon are the hours we can provide care for you and your child(ren). Even though we may have other children here at other times does not mean that you can arrive at will (early and/or pick up late). **Overnight Care:** We need parent's signed, dated permission letter to be approved by MSDE OCC to provide care for each child if you need overnight care.

### **Holiday/Vacation/Personal Time Schedule:**

#### **Holidays:**

Blessed DayCare will be closed on the following holidays (12 days total) with pay. If the holiday falls on a weekend – I will take the Government given day for the holiday. Please see your yearly calendar and/or the one sent from me for planning purposes on the Newsletter.





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These Holidays are 1) New Year's Day; 2) Martin Luther King Day; 3) President's Day; 4) Memorial Day; 5) Juneteenth; 6) 4th of July; 7) Labor Day; 8) Columbus Day; 9) Veteran's Day; 10) Thanksgiving; 11) Christmas Eve; and 12) Christmas Day.

### **Provider Vacations:**

Each calendar year Blessed DayCare will be closed for two weeks for the provider's vacation. I will give you as much advance notice as possible when I plan my vacations. My vacation weeks are paid vacations. This vacation period weekly charged monthly (x4.33) fees may be pro-rated throughout the year if you would like. Please let me know if you would like to do this.

### **Personal/Sick Days:**

No more than 10 personal/sick days will be taken per calendar year and applied to Annual Professional Development (PD) Days when required as we would not carry over these days into another year nor cumulate them. If taken, these dates will also be paid days. I will give you as much notice as possible if I need to take a personal day(s). In case of my illness or that of one of my children - I will call you at least one hour before your scheduled drop off time, if possible and send the PD days in the Quarterly Newsletter on the Brightwheel App.

### **Family Emergency:**

In the event of a family emergency, I will give as much notice as possible about my substitute been in-charge of care for these hours. I have a substitute who can be in care for a limited time in case of emergencies and you will be notified on time in this regard as well.

### **Parent Vacations:**

I would appreciate one month/two months (depending on your plan with me) written, signed, and dated notice of your vacation. The fee while you are on vacation is your monthly fee and is expected the last day of care before your vacation starts. You are welcome to plan your vacation period same time as ours, or not.

### **Cleanliness/Hygiene:**

I do my best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals, coming in from outside and after toileting. If these skills are stressed at home also your child may remain a good hand-washer when he/she gets older. Please have your child bathed and dressed for play. A clean child is a healthy child. Infants sleep in separate cribs/pack-n-plays with clean sheets and blankets, used only by





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them. Beginning at toddler age or 2 years washable nap mats will be used. Each child has a separate personalized nap mat with blankets. These are washed weekly (unless soiled, then they are washed as often as necessary). Toys are sanitized with a bleach solution as needed.

## **Naps:**

Maryland state regulations require that all non-school aged children can rest/sleep each day for a period of two hours. In following this regulation, all children will be required to lay down and rest, they are not forced to sleep, but they must rest quietly. This also, is my time to recharge myself, catch up on daily "childcare" related chores which include but are not limited to, loading/unloading the dishwasher, picking up any toys from our morning session, writing up daily forms, working on class work and catching up on childcare paperwork. All children will be placed in either cribs/pack-n-plays or on nap mats for naptime. Infants, age 4 months and up, will begin to form a nap schedule of two naps per day. A morning nap (usually about 1 hour) and an afternoon nap (usually about 2 hours). Infants will continue this napping routine until about 12-18 months of age. Infants/toddlers and Preschoolers, age 12 months to 4 years, will become more involved in activities and will no longer require two naps per day. Most children gently transition into one afternoon nap per day (usually about 2 hours, but it isn't uncommon to sleep up to 3 hours).

## **Non-Smoking Home:**

Your child(ren) will be cared for in a non-smoking home. For health reasons, we do not permit anyone to smoke in the program or on the premises. (Please be considerate, extinguish your cigarette in your ashtray before exiting your vehicle, not in our yard or driveway.)

## **No Pets Home:**

Currently we do not have any pets and do not intend to have any soon. Though pets can be fun to play with, you can be rest assured that you/your child(ren) do not have to deal with unnecessary concerns like Rabies infections and any other concerns related to keeping and housing pets in homes/care!

## **Toilet Training:**

Toilet training marks a milestone in your child's development as your child will begin to separate themselves from you and learn to become independent, self-sufficient, confident, and improve his/her self-esteem. You are required to begin the process at home, after your child shows several signs of readiness. If you need examples of what those signs are, please let me know and I will discuss them with you. I will only begin helping to toilet train your child





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after you have been successful at home. Please do not ask me to begin the toilet training process, my own part is to assist you with the process, but I will not initiate it. It is best the child is ready not forced/coerced to start. Having the parent initiate the process shows me your readiness and commitment to work with me to help your child become toilet trained as he/she becomes ready in this new milestone. Once I begin working with your child, I expect it to be successful. If I feel that your child is not making positive progress or that you are not keeping up with it at home, then I will discontinue the process while your child is in my care until I feel the child is ready. For sanitary concerns, please continue to bring your child with diapers and/or pull ups until I feel like we are ready to transition into "big kid" pants. Once that happens, I might require plastic pants over the "big kid" pants for a while. During this timeframe, please ensure you send your child in clothes that are easy for him/her to remove (dresses and pants with elastic waists). Please make sure that I have at least 3 sets of extra clothes during this transition time too. Due to health regulations, I cannot wash out soiled clothes for you – I will put them in a plastic bag for you to take home to wash.

### Needed Supplies:

The following is a list of supplies that are required to be kept at my home, I will notify you in a timely manner when your supplies need to be replenished.

#### Infants:

- ✓ Diapers, Wipes and Extra Set of Clothes
- ✓ Anything your child needs for naptime (pacifier, blanket, soft friend)
- ✓ Sample/Picture of Formula/Breast Milk (of what your child eats exactly as formula, will be provided in Child Care, you can send in frozen breastmilk or refrigerated with labels of your child's name and date that you preserved it).
- ✓ Bottles and any needed supplies

\*\*Please note if your child is just transitioning from infant to toddler and is still taking Breast Milk/ Formula & still waiting to potty train too; then you will need to bring these supplies (Frozen Breast Milk, Bottles and any needed supplies, wipes, and diapers).

#### Toddler/Preschool:

- ✓ Extra Set of Clothes, diapers, wipes & anything your child needs for naptime.

#### PreK

- ✓ Pull Ups and wipes.
- ✓ Extra Set of Clothes & anything your child needs for naptime.





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- ✓ Thermo bottle for outdoors and during summer school.

### Before/After School (if Virtually Learning or Summer School/Hikes):

- ✓ Required School Supplies for Homework Reviews, if necessary, for his/her/their age/grade and bring ONLY their chrome book daily.
- ✓ Thermo bottle for outdoors and during summer school.

### Communication:

Communication between the parent and provider is very important. I strive to communicate with you about your child's experiences daily. This includes any positive and negative experiences that may have occurred. My purpose in addressing the negative issues and behaviors with you is to work together in a joint effort to redirect the negative behavior into positive behavior. It is important that we provide a consistent foundation and expectations for your child. I will welcome any questions, feedback, or open discussions of any kind that are oriented towards a "positive outcome." Please click like on the Brightwheel App if you like the Activities and talk to us about it.

### E-mail Correspondence:

I use the Brightwheel App and e-mail as a form of communicating with you. Please be sure that you are signed up from day one on the Brightwheel App and that your e-mail address is on file with me and is current. My e-mail address is: [blessedaycare18@gmail.com](mailto:blessedaycare18@gmail.com). I will try to check it every afternoon at nap time and every evening after scheduled closing hours. We will use Brightwheel App to communicate with you as well as this would be connected to your phone, email, and text messaging (all in one place and app). We have a backup App if need be (Remind App) but we do not envisage any issues with Brightwheel anytime soon.

### Emergency Plan:

I have been trained in Emergency Preparedness and have an Emergency Plan written up that We will follow should the need arise. We also conduct monthly disaster and fire drills, so the children will be prepared should the need arise. We will start in-person Storytime at the library when needed!

### Family Involvement:

Your involvement here with your child is very much appreciated and welcomed. I do have "an open-door policy" so at any time you are welcome to come and volunteer with us. We offer additional opportunities for you to be involved during the year which include but not limited





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to attending any parties we host here, like the PreK Graduation in June/ July/ August of every year outdoors, field trips, helping children find and bring in items for our weekly show-and-tell, being a volunteer, supplying items for parties or you child's birthday, attending the annual "Parent's Appreciation Breakfast" that we host every year and enjoying a little breakfast with your child, and donating any needed supplies throughout the year. If you have any other ways you would like to be involved or contribute, please let us know. We organize yard sales if you bring anything you plan to donate, and we would sell them and use the proceeds towards a Child Care project that is optional/voluntary.

### **Newsletters:**

We publish a quarterly newsletter, that provides important information about upcoming events, re-cap on activities from the previous year and other items that pertain to Blessed DayCare on the Brightwheel App Announcement page, our website or via email to you!

### **Telephone Calls and Messages:**

During the day, I will attempt to answer the phone at any point that I am able. If the call requires more attention than I can provide at that point and continue to give the children my full attention, supervision, and involvement then I will let you know we need to continue it later. If I am unable to answer the phone, please leave a message on Brightwheel App and I will reply or return the call as soon as I can. For non-emergency calls, the best time to call is between 6:50am- 7:50am, 1:30pm – 2:30 pm (during our nap time) or between 5: 05 pm – 6:00 pm on Monday – Friday. At this time, I will be able to focus my attention to your call. For emergency calls, if you reach my answering machine, please feel free to call my cell phone. We may be outdoors or away, and I may not receive your message in a timely manner.

### **Websites, and other Social Media Pages:**

Blessed DayCare currently has both websites [www.blessed-daycare.com](http://www.blessed-daycare.com), <https://wndr.school/blesseddaycare> and Blogs on Alignable, Google [Blessed DayCare Promotions on Google Link](#) and Facebook page - "follow us" at 'Blessed DayCare' on Facebook or click on this link [\(20+\) Blessed DayCare | Facebook](#) and Instagram [Blessed DayCare | Instagram Link](#) We post fun activities and upcoming events like promo on our website page, Google, Facebook, Instagram and blogs on Alignable page.

**Yearly Conferences:** We schedule a yearly conference on Doodle.com with parent(s) close to their child's birthday (Preschool – infant/toddlers) and ASPIRE PreK (after each Checkpoint in December and in June). We use this dedicated time with you to celebrate







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your child's accomplishments over this past year or 180 Days of School, to give you an understanding of where your child is at and what you can expect over the next year developmentally or as included in their Assessment on TS Gold and to hear any concerns you might have. With our program been a Family Child Care, we have the luxury of being able to talk daily about your child via our App or at check in and check out, but if you have any concerns that you feel need to be addressed before your child's parent conference, please bring it to our attention and we can schedule a time to meet within the first few days of preschool around the two weeks trial period and mid-year/child's birthday/checkpoint whichever comes earlier for your child who continue care after the two weeks trial/transition period.

**Family Conferences Schedule:** My program meets with parent (s)/guardian/families around their child's birthday to celebrate their milestone and to talk about how they have been doing in the program! In my program, family conferences are scheduled twice yearly at the beginning of care and around the child's birthday or mid-year whichever one comes closer to our mid-year first. We schedule conferences with parents on Doodle.com, and we use our Facebook page, website or publish a newsletter through Brighwheel App to all parent(s). We also have announcements on the Brightwheel Announcement Page as well as putting a printed copy in the child's backpack for parents who do not have access to the internet at home (when applicable upon request).

**Process for Signing Up:** The parent will reply through Doodle.com or email or on the Brighwheel App or on the printed letter sent in the child's backpack at close of day/mostly Fridays, with the option that best suites them from the list of dates and time to meet as scheduled and send back to us/me, then the conference will be conducted as prescheduled.

## Daily Schedule

### **Main Objectives and Goals:**

To continue to provide a secure and loving environment by providing dependable, highest quality Child Care combined with a balanced program where each child can play and learn. I want to provide the best possible educational advantage for children who are in Blessed DayCare that will help to prepare them for their later schooling and life experiences from K-12 and beyond into adulthood. Giving children the skills and readiness that is needed, will help them become successful students with a love for learning.

Keeping in mind that each child is on a divine mission here and must be equipped to fulfill that purpose is our key driving force! "We write on the Soul of every child we encounter!"





## Academic Philosophy:

I believe that children learn best when they are doing what they love – “playing”. I go the extra mile to follow the interests of the child(ren) and their developmental levels. I try to have a good mix between a structured plan (lesson plan) and non-structured (child selected) play /fun activities. I use a lot of online resources which includes but not limited to; Healthy Beginnings: Supporting Development and Learning from Birth through Three Years of Age, The Early Childhood Gateway: A resource for providers and families with young children with disabilities, birth through five, Creative Curriculum for Family Child Care from Teaching Strategies and Frogstreet Curriculum as I plan my lessons to include all children in care. I individualize my expectations for each child based on his/her needs and what is developmentally appropriate for each, him/her at any given time. When each child turns 36 - 72 months, previously parents would receive printed report cards from ELA and sign a copy for us for their child’s file in Child Care, but from 2021 school year with the ASPIRE PreK from the ALLIANCE we use Teaching Strategies Gold for Assessments and we have 180 Days of School and Two Checkpoints and Report Cards would be sent directly from this platform to parents emails and parent engagement would be scheduled to discuss your expectations for your child’s education. Your child will also have a portfolio in Blessed DayCare. I work with your child in developing a good self-image and positive attitude toward his/herself, develop language and social skills, develop independence, encourage respect and compassion for others, and have stimulating learning experiences. Each day we work on our gross motor and fine motor skills, we work on building language skills, increase thinking and problem-solving skills, developing social skills, and increase his/her general knowledge through everyday play and exploration of their world around them. A lot of days, all this work will not “produce” visible results, but rest assured your child did learn something here each day and building up on it daily as the long-term results will be priceless! Your child will work/be offered to work on some art activity each day, but he/she might not necessarily have something to bring home each day. With children it is all about the process and not necessarily the product. Child selected activities are made up of “activities/centers” allowing each child to choose an activity from: the fun, learning, free-play, indoor- playground or from centers like writing center, creative arts & crafts, housekeeping, blocks/building, read-aloud center or sing along/dramatic play, among others. Through all these experiences your child will learn about; the alphabet, shapes, colors, cooperation, courtesy, manners, enrichment





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concepts, expressions of emotion – use of words, friendship, independence, numbers, positive self-image, problem-solving skills, respect for himself/herself as well as respect for others, respect for both objects and property, responsibilities for tasks and of his/her actions. I offer a 30-minute sports and fitness program weekly which I call “Bouncing Buddies” of over 70 activities for toddlers to 5 years and 6 - 12 years Old. We will have a structured, safe, fun and age-appropriate activity each week provided for each child. Through structured exercise “Bouncing Buddies” helps increase children’s motor skills, eye /hand coordination and body balance. They build on skills from week to week and it is great seeing how the children progress each week and improve!

### Blessed DayCare Daily Schedule

#### Traditional Hours – Instructions from 8am -4:30pm and latest pick up by 5pm

Time: Infants/Toddlers/Preschool/Before and After School  
6:00 am – 8:00 am: Two Hours Early Check In Nap/Welcome  
7:00 am – 8:00 am: One Hour Early Check In/Welcome + Bottle/Free Play  
8:00 am – 8:15 am: Activity Time/Bus Stop Walk for School Aged (if available)!  
8:15 am – 8:30 am: Choice Time  
8:30 am – 9:00 am: Music and Movement  
9:00 am – 9:30am: Diaper Change + Naptime/Potty + Morning Art  
9:30 am – 10:00 am: Breakfast + Baby Food  
10:00 am–10:30am: Manipulative Toys; Outside/Indoors Play + Swing Seat/Potty  
10:30 am – 11:00 am: Bottle/Baby Food + Diaper Change/AM Snack + Clean up + Potty/Choice Time.  
11:00 am – 1:00 pm: Quiet/Naptime + Story Time  
1:00 pm – 1:30 pm: Gentle/Gradual Wake up + Diaper Change/Potty  
1:30 pm – 2:00 pm: Bottle only/Bottle + Finger Food/Lunch Time + Potty  
2:00 pm – 3:00 pm: Naptime + Story Time + Baby Sing Along + Baby (Signs + Games) /Interactive Songs + Music + Movement (Bouncing Buddies) Time.  
3:00 pm – 3:30 pm: Bottle/Baby Food + Fruits + Diaper Changes/Group Activities + Numbers Time/School Aged Arrival.  
3:30 pm – 4:00 pm: PM Snack Time/Quick Work + Books (Reading).  
4:00 pm – 4:30 pm: Baby (Signs + Games)/Manipulative Toys + Table Work/Snack + Clean Up + Bathroom Use.





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(Monday - Tuesday, Thursday - Friday by 5pm, Wednesday by 4:30pm) - Check Out Time  
**Non-Traditional Hours (When Offered) - Between 5pm - 11:50pm**

5:00 pm - 5:30 pm: Non-Traditional Hours Check In.

5:30 pm - 6:00 pm: Bottle/Baby Food + Fruits + Diaper Changes/PM Snack + Clean Up + Potty Time/Group Fun Activities (Crossword Puzzles/others).

6:00pm - 6:45pm Outdoors/Indoors Play + Swing Seat/Art & Craft + Free Time.

6:45pm - 7pm Bedtime Routines and Story time.

11:30pm - 11:50m Pack Up/Tidy Up + Goodbyes/Depart.

\*\*Infants will be fed & changed as often as necessary/needed & Diaper Change will be every 2 hours or as needed/necessary & breastfeeding mothers can also drop in to breast feed! Except in a pandemic situation when access to Child Care area is restricted for safety concerns in line with MSDE OCC DECD Guidelines and Health Regulations.

\*\*Outdoors/Outside Play will not be done during inclement weathers but can be substituted with indoors play like; play dough, building blocks, puzzles, drawing art using the giant easel /drawing papers & crayons on activities table!

This schedule is flexible to meet the needs of all children in care depending on the signed contracted hours. Children with special needs adhere to this schedule as they are able.

Developmentally appropriate activities are provided as indicated by their individual needs and if an IFSP/IEP is in place and shared with us as we work with classroom specialist from Abilities Network Project ACT (All Children Together).

**Child Assessments:** I will assess children within their first 60 days of beginning in my program and then I assess them on a regular basis. We will send you ASQ3 for your child's upcoming milestone/age to complete and send back to us to score, then we will schedule a parent engagement with you. The results of these assessments are shared with parents as needed, if I feel an issue needs to be addressed sooner than their conference. I schedule conferences for each child near their birthday, so we can celebrate their successes over the past year and plan goals for their next year. If you have any questions about your child's progress and development at any point and time, please do not hesitate to ask. If I cannot discuss it with you at that point, we will schedule a time convenient for both of us.

**Media and Computer Policy:** There is limited use of iPad and computers for toddlers to 12 years old and no iPad/computer for infants at all. Children are only permitted to view





and engage in programs that relate to learning experiences while there is no screen time for children under two years of age in Blessed DayCare.

**Child Care Program Rules:** To provide a safe and secure environment, the following rules are in place and will be enforced. (Any lack of enforcement on my part does not indicate that the rules are no longer in effect.)

1. No running, jumping, or screaming indoors. We use walking feet and say, "Walking feet." Running – we play outdoors daily (weather permitting) and I offer ample opportunity for your child to "run" and play in an acceptable and safe outdoor environment in the playground. Jumping – no jumping is allowed indoors for your child's safety and to avoid unnecessary harm to other children as well. I engage the children in outdoor activities that allow your child to experience "jumping" motions through group games and activities. Screaming – each child learns he/she has an outdoor voice and an indoor voice. We practice using our "indoor" voice inside. We say, "indoor voice please."
2. No hitting, pushing, biting, grabbing, kicking, spitting, punching, pinching, or pulling of hair. Each child is taught that these "actions" cause pain and that we must treat each other the way we want to be treated. I encourage each child to "use their words" to express their emotions. We say, "Biting hurts."
3. No name calling, teasing, swearing, or any bad language. Each child is taught that these "words" cause pain and that we must treat each other the way we want to be treated. We say, "be nice." And we sign, "nicely and nice."
4. No standing/climbing/jumping off toys, chairs, or other furniture. We say, "Bottoms down please."
5. No mistreatment of childcare toys. Willful destruction of the childcare toys will be charged to the parents at the cost to replace the damage. We say, "be nice to toys." And sign, "nicely."
6. No mistreatment of the childcare home. Willful destruction of my property will be charged to the parents at the cost to replace the damage. We say and sign, "be nice to the house."
7. No violent play (shooting, wrestling, fighting, roughhousing, or even pretend play of such). I offer a positive, learning environment where children can feel safe, nurtured, and loved. I do not allow any play that will cause harm to another child. We say and sign, "be nice to others."
8. No walking around my program with snacks, food, or drinks. All snacks, food and drinks must be consumed while seated at the table or at the picnic tables outside.





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9. No gum, single candies, left-over food, coins, or rocks. We say and sign, "be nice to self."

Gum – I do not allow gum chewing.

Candy – Do not bring your child with a candy item unless you bring in enough quantity to share with all the other children in care within the acceptable age to consume such. When bringing enough to share, I will offer it at a convenient time that fits into our schedule.

Left-over Food – We have a daily schedule that includes breakfast, AM snack, lunch, and a PM snack. You are required to feed your child if they are arriving after a meal has been served. Bringing leftovers causes a disruption in our schedule and other children can easily get their feelings hurt when they did not receive the same food item as your child.

Coins/Rocks – Please do not allow your child to bring "coins" or "rocks" in their backpacks, pockets, or hands. Coins and rocks tend to fall out of pockets and then become accessible to our infants and toddlers and poses a dangerous choking hazard.

### **Discipline:**

I believe discipline should be used to teach children and not be a punishment. Depending on the age of your child, I will use the following methods to assist your child in learning what acceptable and unacceptable behaviors are. I achieve this through love, consistency, and firmness. We work on learning our childcare rules (which your child would help make during the two weeks transitioning into Blessed DayCare) and are reminded of them on a frequent basis, so they are familiar with them and know what to expect.

Some methods of discipline We use are:

- Re-direction.
- Verbal expressions and positive reinforcement.
- Encouragement of problem-solving (we use problem solving kit which we created with help from Abilities Network Project ACT (All Children Together).
- Intervention and Discussion.
- Loss of privileges and/or participation.
- Quiet time.
- Toys Time Out – I prefer to place the toy they are dragging on time out than placing the child on time out, so they can both learn to share and have fun instead of not having that privilege at all for a while. We however provide multiple toys to avoid this.

If your child's behavior becomes a disruption to our program, poses a danger to other children, myself, or my property I will contact you immediately for removal of your child for the







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remainder of the day. I will discuss the situation and present plans of a joint effort to resolve it. If after working together with your child, the behavior does not improve or becomes worse, then your childcare services will be terminated immediately, and your child will not be allowed to return to my childcare to ensure the safety and well-being of the other children in my care, myself, and/or my property. If this occurs, your one-month deposit will be forfeited.

### **Meals and Snacks (Inline With Blessed DayCare Nutrition Policy):**

In line with the USDA Child and Adult Care Food Program (CACFP), I will follow the meal requirements for each age group to ensure all children are fed a nutritious breakfast, lunch and one snack (PM) as well as milk and water depending on the hours your child is attending {at least three (3) meals}. The meal schedule we follow is listed below. If the child is here during those times, they will be served. Children who choose not to eat will not be served again until the next scheduled meal or snack. If the child will be arriving after mealtime, please feed them before they arrive. The menu plan is posted on the parent announcement board.

- ❖ 9:30 – 10:00 AM Breakfast
- ❖ 12:30 – 1:00 PM Lunch
- ❖ 3:30-4:00 PM Snack
- ❖ 6:00 – 6:30 PM Dinner
- ❖ 8:00 – 8:30 PM Evening Snack

If your child requires a special diet due to allergies, medications (the parent would be required to complete and have their child's doctor sign a **CACFP diet modification form** and the **OCC 1216 Required Forms**. So, we can make those modifications in meals offered to your child), age and/or cultural or religious beliefs it will be the responsibility of the parent to provide a well-balanced lunch and snack for their child at home while we provide the food within our program in line with USDA and CACFP guidelines. No junk food, soda, gum, sweetened meals are allowed in Blessed DayCare.

### **Child Illness:**

Under no circumstances should you bring your child to care sick (fever of 100°F or higher, vomiting, diarrhea not contained in a diaper, sore throat, continuous coughing, runny nose other than clear, draining eyes or ears, unexplained rash, lice, or given medications to reduce fever before dropping off.) Please, under no such circumstances should you bring a sick child to Blessed DayCare. If you are not sure your child is well enough to attend Child Care call and discuss it with me.





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- Sick children expose other children, as well as myself and my family, to the spread of illness and require additional care and attention that I am unable to give. Not to mention, sick children want care from their parents in the comfort of their own homes.
- A sick child should be allowed to recover fully after an illness so that the child is able to fully participate in our daily activities.
- Masking your child's symptoms with over-the-counter medications and bringing them to care anyway is not allowed and could be cause for immediate termination. It is inconsiderate to all families involved.
- A sick child should be allowed to recuperate fully at home after an illness so that the other children and the provider do not risk unnecessary exposure.
- If you are unable to stay home with your sick child, it will be necessary for you to decide at your own expense to make other alternative arrangements. If your child is out ill regular fees will still apply.
- Your child may be brought to care if they have a common cold (which means a slight cough, clear runny nose, sneezing); however, I will call you if your child is just plain miserable (whining, crying, or repeatedly asking for you).
- Your child should not attend if they are not feeling well enough to participate in our daily activities (for example, a child wanting to sleep all day, laying on the couch/nap mat, feeling drowsy in between every activity).
- If your child took several shots during Immunization (please keep your child home for at least 24 hours on their scheduled Immunization/wellness visit day after taking a shot or more to monitor them for any reactions and contact their doctor if need be).

The Health Department regulations prohibit the admittance of any child into a Family Child Care (FCC) home that exhibits any of the following symptoms:

- ❖ Fever (100°F or higher) – child needs to be fever free for 24 hours without the aid of medication.
- ❖ Diarrhea – child must be symptom free for 24 hours without the aid of medication.
- ❖ Vomiting – child must be symptom free for 24 hours without the aid of medication.
- ❖ Runny nose with colored discharge – check with doctor.
- ❖ Rash – check with doctor.





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- ❖ Discharge from eyes or ears.
- ❖ Lice – child needs to be treated and nits removed before returning.
- ❖ Communicable diseases – chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc. The child may return when the incubation and contagious period is passed, and the child is well enough to resume normal childcare activities. I have the right to refuse to care for a sick child. If your child develops any of the above symptoms while in my care, you, or your alternate (on your Emergency Form) will be required to pick up your child immediately. *If the child is not picked up within an hour of my calling a \$5.00 for every 15 minutes or portion thereof charge may be assessed. If I must call a parent to pick up a child that has been dropped off for care too ill to participate in the day the child will also be required to stay at home the following day. Your child may return to care 24 hours AFTER symptoms of illness end. Which means if your child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom free for 24 hours without the aid of medications. I am responsible for the health and wellbeing of many children in my group/home, so I will closely follow health department regulations when it comes to illness. I understand and respect your need to be at work, but your cooperation is extremely important on this.*

### Medication:

If your child is on antibiotics, he/she continues to be contagious for 24 hours after the first dose of medication and cannot return to childcare until this time/period has passed. Child Care regulations prohibit me from giving your child medication of any kind unless you have filled out and signed a Permission to Administer Form. All medication must be in the original, labeled container. Blank Permission to Administer Medication forms are available for you under “Forms” on [www.blessed-daycare.com](http://www.blessed-daycare.com)

### Child Abuse/Neglect (Please refer/read the posted MSDE OCC Flyer on this or request a copy as needed):

It is the law and my responsibility as a childcare provider to report any case of suspected or known child abuse (physical, sexual, emotional, and verbal) or neglect to local law enforcement and Child Protective Services. Included in abuse or neglect would be unsafe transportation situations which would include a parent/guardian transporting a child(ren) under the influence of alcohol or drugs; or fails to use an appropriate car seat. If, in my opinion, a child cannot be safely transported from my home, I will ask the parent not to transport the child





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and I will proceed to contact someone else listed on the child's emergency form/card authorized to pick up the child. If the parent or guardian refuses to agree, and insists on transporting the child, I am required immediately to call the police to report the unsafe driving situation.

## Just Playing (The Way I Learn Best):

When I am building my blocks in the fun activities or "play center", please do not say I am 'just playing'. You see, I am learning as I play, about balance, colors, and shapes. Who knows, I may be an architect someday. When I am getting all dressed up, setting the table, caring for the babies, do not think I am "just playing". You see, I am learning as I play; I may be a mother or a father someday. When you see me up to my elbows in paint or standing at the giant art easel, or molding and shaping play dough into different animals, alphabets, numbers, and shapes, please don't let me hear you saying, "She is just playing". You see, I am learning as I play. I am being creative and expressing myself as I play along. I may be an artist or an inventor someday. When you see me sitting in a chair "reading aloud" to an imaginary audience, please don't laugh and think I am "just playing". You see, I am learning as I play. I may be a teacher someday. When you see me combing the bushes for bugs, or packing my pockets with choice things I find, do not have the idea that it is "just a play". You see, I am learning as I play. I may be a scientist someday. When you see me engrossed in a puzzle or some "plaything" at my activities or play center, please don't feel the time is wasted in "play". You see, I am learning as I play. I am learning to solve problems and concentrate. I may be in business someday. When you see me cooking or tasting foods, please do not think that because I enjoy it, it is "just play". I am learning to follow direction and see differences. I may be a cook someday. When you see me learning to skip, hop, run and move my body, please don't say I am "just playing". You see, I am learning as I play. I am learning how my body works. I may be a neurosurgeon, medical doctor, nurse, medical assistant, or athlete someday. When you ask me what I have done at Child Care today, and I say, "I just played", please do not misunderstand me. You see, I am learning as I play. I am learning to enjoy and be successful in my work. I am preparing for my tomorrow. Today, I am a child, and my main work is "to play".

~unknown author~





# Blessed DayCare Preschool (0-23 Months & 2 Years) Policy and Financial Agreement Contract

This contract is made between \_\_\_\_\_ and  
(Mother/Legal Guardian) (Father/Legal Guardian)

Edith Onaolapo dba Blessed DayCare for the care of (Child's Full Name)

Care is to be provided for the following hours:

Monday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Tuesday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Wednesday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Thursday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Friday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

I agree to pay \$ \_\_\_\_\_ per week and charged monthly (x 4.33) as \$ \_\_\_\_\_ for the care of my child, due prior to the first day of the month of Care. This fee will be charged for all contracted months regardless of holidays, sick days, or other absences. I agree to abide by the overtime policies and fees set forth in the Blessed DayCare Family handbook.

I agree to pay a deposit for the final one month of care at an additional amount of \$ \_\_\_\_\_ per month within the first 2 months and to forfeit said full deposit of \$ \_\_\_\_\_ if one month written notice of termination of care is not given to the provider. A trial period of 14 calendar days will begin on \_\_\_\_\_ and end on \_\_\_\_\_. One month written notice of termination is waived for both parties during the above trial period. I understand that by signing this agreement, I understand and will comply with all policies listed in the Blessed DayCare Family Handbook.

\_\_\_\_\_  
(Parent's signature and Date)                      (Provider's signature and Date)





# Blessed DayCare Prekindergarten (3- 5 Years) Policy and Financial Agreement Contract

This contract is made between \_\_\_\_\_ and  
(Mother/Legal Guardian) (Father/Legal Guardian)

Edith Onaolapo dba Blessed DayCare for the care of (Child's Full Name)

Care is to be provided for the following hours:

Monday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Tuesday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Wednesday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Thursday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Friday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

I agree to pay \$ \_\_\_\_\_ per week and charged monthly (x 4.33) as \$ \_\_\_\_\_ for the care of my child, due prior to the first day of the month of Care. This fee will be charged for all contracted months regardless of holidays, sick days, or other absences. I agree to abide by the overtime policies and fees set forth in the Blessed DayCare Family Handbook.

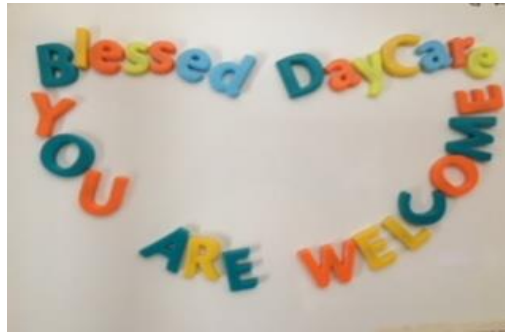
I agree to pay a deposit for the final two months of care at an additional amount of \$ \_\_\_\_\_ per month for the first 2 months and to forfeit said full deposit of \$ \_\_\_\_\_ if two months written notice of termination of care is not given to the provider. A trial period of 14 calendar days will begin on \_\_\_\_\_ and end on \_\_\_\_\_. Two months' written notice of termination is waived for both parties during the above trial period. I understand that by signing this agreement, I understand and will comply with all policies listed in the Blessed DayCare Family Handbook.

\_\_\_\_\_  
(Parent's signature and Date)

\_\_\_\_\_  
(Provider's signature and Date)







## Blessed DayCare Reservation Fee Agreement

I understand the reservation fee is a non-refundable fee that is used to reserve and hold an opening for my child at Blessed DayCare.

This fee is in effect if the space your child will occupy is available in Blessed DayCare for longer than two (2) weeks from the Application Fees Payment Date before the Date you need it. This fee is 50% of your regular tuition rate and is due prior to the first Day of the Month of Care. If your child has Approved Scholarship from CCS Central 2, and qualify for \$0 Copayment, you can apply the 60 days of absence to this start date after you sign and date your contract to reflect your child's start date. As we do not hold spots more than two (2) weeks from the Date of paying Application Fee or submitting the Scholarship with the expected start date of Enrollment.

The anticipated opening at Blessed DayCare is available starting

\_\_\_\_\_.

We are looking to place our child at Blessed DayCare starting

\_\_\_\_\_.

The reservation fee begins

\_\_\_\_\_.

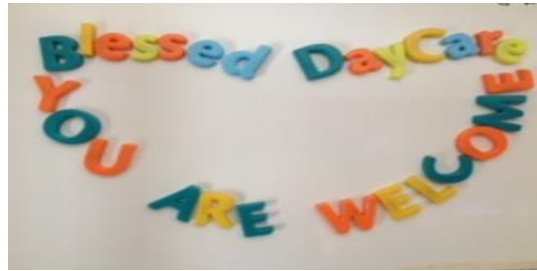
We agree to pay \$ \_\_\_\_\_ per week and charged monthly (x4.33) prior to the first Day of Care.

\_\_\_\_\_

(Parent's Signature and Date)

(Provider's Signature and Date)





Blessed DayCare

Extended Leave of Absence Agreement

I understand the Extended Leave of Absence fee is a non-refundable fee that is used to reserve and hold spot over my maternity leave (or summer for teachers) for my child

\_\_\_\_\_ at Blessed DayCare.

This fee is in effect if the space/spot that your child is occupying is held for longer than eight weeks to ten weeks for teachers as required. This fee is 50% of your regular tuition rate and is due prior to the first day of the Month of Care or paid fully in advance before the leave starts. If it is paid prior to the first Day of the Month of Care and the parent defaults, the deposit (last one month or two months) would be applied, and care terminated thereafter.

The requested weeks to be held at Blessed DayCare is available starting

\_\_\_\_\_.

We are looking to start our maternity leave or summer leave and have our child (ren) not attend (absent from) Blessed DayCare starting \_\_\_\_\_.

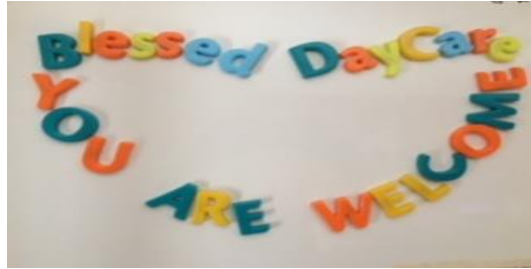
The Extended Leave of Absence fee begins \_\_\_\_\_ and ends \_\_\_\_\_.

We agree to pay \$ \_\_\_\_\_ per month prior to the Month of Care or Paid in Full or care terminates after our deposit is applied in case of no communication. If your Child has Approved Scholarship from CCS Central 2 (You have 60 Days of Absence to Apply towards this) or Fee Assistantship from Child Care Aware of America (You have Absent Days to Apply) – No need to Pay out-of-pocket for your maternity leave and summer school absence if your family are on vacation).

\_\_\_\_\_  
(Parent's Signature and Date)

\_\_\_\_\_  
(Provider's Signature and Date)





Blessed DayCare

## Before & Afterschool (BCPS School Aged) Policy and Financial Agreement Contract

This contract is made between \_\_\_\_\_ and  
(Mother/Legal Guardian) (Father/Legal Guardian)

Edith Onaolapo dba Blessed DayCare for the care of (Child's Full Name)

Care is to be provided for the following hours:

Monday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Tuesday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Wednesday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Thursday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

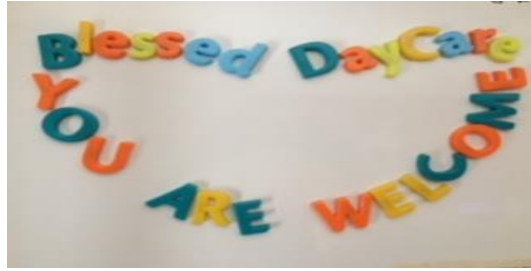
Friday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

I agree to pay \$ \_\_\_\_\_ per week and charged monthly (x 4.33) as \$ \_\_\_\_\_ for the care of my child, due prior to the first day of the month of Care. This fee will be charged for all contracted months regardless of holidays, sick days, or other absences. I agree to abide by the overtime policies and fees set forth in the Blessed DayCare Family handbook.

I agree to pay a deposit for the final one month of care at an additional amount of \$ \_\_\_\_\_ per month within the first 2 months and to forfeit said full deposit of \$ \_\_\_\_\_ if one month written notice of termination of care is not given to the provider. Before & Afterschool will begin on \_\_\_\_\_ and end on \_\_\_\_\_. Summer school will begin by June \_\_\_\_\_, of \_\_\_\_\_ and end on \_\_\_\_\_ each school year. I understand that by signing this agreement, I understand and will comply with all policies listed in the Blessed DayCare Family Handbook.

\_\_\_\_\_  
(Parent's signature and Date)                      (Provider's signature and Date)





# Blessed DayCare Summer School Policy and Financial Agreement Contract

This contract is made between \_\_\_\_\_ and  
(Mother/Legal Guardian) (Father/Legal Guardian)

Edith Onaolapo dba Blessed DayCare for the care of (Child's Full Name)

Care is to be provided for the following hours:

Monday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Tuesday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Wednesday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Thursday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Friday \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

I agree to pay \$ \_\_\_\_\_ per week and charged monthly (x 4.33) as \$ \_\_\_\_\_ for the care of my child, due prior to the first day of the month of Care. This fee will be charged for all contracted months regardless of holidays, sick days, or other absences. I agree to abide by the overtime policies and fees set forth in the Blessed DayCare Family handbook.

I agree to pay a deposit for the final one month of care at an additional amount of \$ \_\_\_\_\_ per month within the first 2 months and to forfeit said full deposit of \$ \_\_\_\_\_ if one month written notice of termination of care is not given to the provider. Summer school will begin on \_\_\_\_\_ and end on \_\_\_\_\_. One month's written notice of termination will end on August 31, of \_\_\_\_\_. I understand that by signing this agreement, I understand and will comply with all policies listed in the Blessed DayCare Family Handbook.

\_\_\_\_\_  
(Parent's signature and Date)                      (Provider's signature and Date)

