



Childcare
Parent Handbook

😊 WELCOME TO BCA CHILDCARE! 😊

Welcome to BCA childcare! We are so excited to have your child(ren) join us for fun and learning in our childcare rooms. Please read the entire packet so you will know what you can expect from the BCA childcare team as well as what we ask of you, our parents. It is our goal to make each parent feel completely at ease when they leave their children in our care.

OUR MISSION STATEMENT

At the BCA Childcare, we believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, and cognitive development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

Calendar:

We offer childcare to families with siblings that are enrolled here at BCA during cohort and extracurricular activities. YOU MUST Have registered cohort child(ren) to utilize the childcare with your preschool age children. If your schedule changes, please contact the director to make sure there is a slot for your child(ren). This is important because we have strict ratios for child-to-teacher in each classroom.

Registration:

Your child must be registered to attend the BCA childcare/preschool program. To register, there is an online registration questionnaire to fill out. If your schedule changes, please contact the director to make sure there is a slot for your child(ren). This is important because we have strict ratios for child-to-teacher in each classroom. Please keep this current for the days you will be on campus so we will have a spot available for your child.

Hours Childcare is Open:

We here in the BCA Childcare program work hard every day. Below you will find the hours that are available to you for care. Please be considerate of their open hours. Teachers will have highlights for each day posted at their doorway.

Cohort-

Morning: 9:00-11:55am Snack 10/10:30am

CLOSED for lunch: 12:05-12:55 (please respect this time for the staff to have lunch and to prep for the afternoon.)

Afternoon: 1:00-3:55pm Snack 2/2:30pm

Dress:

Please bring an extra set of clothes each day your child attends. We sometimes do messy projects and go outside during winter when we can. Rubber boots may be needed during the winter as well.

Buzzers: Please take one as you come in the door for your child. While your child is in care, please keep the buzzer out and available to hear in case the teacher needs to contact you.

Drop off:

Our staff is trained and excited to take your children! Take some time for yourself for relaxation, rest, or prep for the next week. We got this!

Please sign your child into his/her classroom. There is a sign-in/out sheet available for you in the classroom this year.

Weekly email:

We will be adding information to the weekly BCA email this year to let you know a little about what we are doing each week and if we need any supplies you may have at home. Some weeks may be messier than others so keep an eye out for how to dress or for special days during the week.

Childcare rooms:

Each is unique for the age and development of your child, we are excited to include a fun and engaging curriculum for children 18 months and up this year (beginning in the Toddler room).

- The Infant room ages 6 weeks up to 20 months (maximum of 4)
- The Toddler room ages 18-21 months up to 36 months (maximum of 6)
- The Preschool/Pre-K room ages 36 months to 5 years (Pre Kindergarten) (Maximum of 6)

Behavior:

We will do our best to redirect a child that is exhibiting wrongful behavior, and, usually that is all it takes to get a kiddo back on track with their class.

The teacher will give a child two chances to correct the behavior, the third time the teacher will sit the child in a safe place within the classroom or area away from the other children. The child will then be asked to take a couple minutes and relax, they will be offered a book, or some other quiet activity.

After they have had a couple moments to relax, the teacher will then ask the child if they are ready to join the group and continue with the class activity.

If this still doesn't solve the problem, the teacher will then contact the parent/caregiver either by buzzer or phone to take your child away from the childcare. Your child may return (depending on time) if you feel the child has relaxed and is ready to play calmly for the remainder of the cohort time.

Please keep in mind if the behavior is threatening to the teacher or other children and the teacher feels that someone is not safe, they will immediately contact the parent/caregiver to come take the child out of the classroom.

Accident/Incident Reports

Accidents happen, and when they occur, we will be prepared! We will fill out an accident report for accidents. Incident reports are for the child that may have caused an accident report to have been written. (biting another child for example)

Safety:

The number one concern is the safety of childcare children. The teachers work hard for the children to grasp the rules in the classrooms, the common area during free play, safety drills and protocol for a REAL emergency. Please be considerate of the rules. If you are not quite sure what the rule may be for an area of play or for a drill, please, please ask a teacher. We want to be confident that everyone knows the rules and will abide by them.

- Fire drills/Safety drills: We practice fire drills as well as other safety drills each month. To make sure the teachers keep an accurate count for these drills, please allow your child to stay with the class that they have been signed into. You are welcome to join them with the drill if you prefer. The older children will all walk out with the aid of a rope with handles for them to hold. The babies have a wagon and staff will assist the infant room if needed for the drill as well.

Snacks/Water:

This is new this year:

to make things simpler for the childcare staff, **please provide your child(ren) with a water bottle** each day of care. It is very difficult at times for the staff to leave their rooms and get cups of water for snack time. The older babies should bring a non-leaking sippy cup or a water bottle as well. You're also welcome to personally bring your child a simple snack that your child likes, we do not, however, supply the upper classrooms with any special dietary needs for those with allergies etc. If you need us to provide a snack, we do have animal crackers, goldfish and at times pretzels. For the babies experimenting with finger foods, we have puffs available. Please let us know if we will need to provide a snack for your child(ren). **We are a nut-free center, please do not send peanut butter or other nuts for your child(ren) so we are not causing undo allergies.**

Sickness:

When sickness occurs, we do our best to prevent it from spreading to other children. If your child(ren) is sick or showing signs of not feeling well, please be courteous to our staff and other childcare children and keep them with you during cohort time. Below are the criteria for exclusion from childcare.

- Reasons to keep your child out of care: *with the current covid guidelines: a child with a fever will not be allowed to protect staff and other children, *vomiting, *diarrhea, within the last 24 hours. *A runny nose that is needing wiped frequently, an unexplained rash. *Teething pain also counts as an exclusion. Or if your child is just acting differently needing more hugs or is extra clingy, please keep them with you. If these things begin during Cohort, your child's teacher or the Director will contact you either by beeper or by phone.

These rules are in place for your child's well being as well as for the health of our teachers and other children in care. We want your child(ren) to come happy and ready to learn and play!

Staff/Childcare Concerns:

We do our best to ensure safety and fun each day. Please let the child care director, Melody know if you have any concerns or recommendations by emailing her at mknotts@bridgecharter.com. We are always welcome to new ideas and ways to improve the care and learning we provide to your kiddos.

Thank you for taking the time to read this handbook. Please feel free to ask if you have questions or feedback. mknotts@bridgecharter.com.

Your BCA childcare team-

Director/Infant teacher - *Melody*

Preschool/Pre-K teacher *Stephanie*

Toddler teacher - *Cindy*

Please take the time to sign the following page and either scan and email or hand deliver to the childcare building by the first day of care. We want to make sure you understand the policies and procedures before the school year begins.

Without it we are unable to provide childcare.



Please email or hand deliver this signed page before care begins.

Signature page

I am printing and signing my name to this signature page to show that I have successfully read the Parent Handbook and **I understand that a water bottle will be required while my child is in care.**

I also understand that **no toys from home will be allowed in childcare** (if it is a special blanket or toy that they are attached to these will be allowed, please note this if it is important to have with them.

Parent/Guardian printed name

Parent/Guardian Signature

Date

If you have any questions, please don't hesitate to email Melody at mknotts@bridgecharter.com