**Bettye’s Children**

 **Child Care**

 Handbook/Provider-Parent Contract

 **Mission Statement**

 At Bettye’s Children Child Care, we believe the most important beginning of a child’s life is the love received. We focus on developing self-help skills and teaching them skills for life. We are committed to providing an environment appropriate to your child’s health, safety and nurtured development. The purpose of this parent’s handbook is to outline the policies and procedures under which we operate as licensed childcare providers.

 **Bettye’s Children Child Care**

 2720 Carten Street

 Fort Worth, Texas 76112

 817-457-6266

 E-mail: bcraneedwards@aol.com

 

 **Theme: Where a Kid can be a Kid, Where Child is Love. The Price is Right. The Spot is Right. The Staff is Friendly. Most of all Jesus is in this place and our Hearts.**

 **Welcome to Bettye’s Children Child Care!**

 We are so delighted to have you chosen us as you provide at our center for the needs of your child. You are encouraged alone with your family to visit our center prior to the first day of enrollment, to give our teachers and your child an opportunity to meet and become acquainted. It will make it easier on the first day of separating.

Our handbook has been written to describe our program, policies, philosophy and practical details that go on every day. Carefully read this handbook and keep it for future reference. Our staff will be glad to address any of your questions or concerns. Again, you are welcome at Bettye’s Children!

 **Our Philosophy**

 **We believe…**

\*Children are precious and must be treated with care from adults who are caring and capable— they must be excellent role models.

\*We do faith base curriculum/we celebrate all holidays.

\*Experience numerous positive learning milestones, leading to an increased sense of competence and independence.

\*Children play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.

\*Child enrollment form encourages your families to share their home traditions with us.

\*We collaborate with Texas Rising Star (TRS) to ensure that your children have the best resources available to them to meet their needs.

\*We collaborate with Child Care Management Services (CCMS) to ensure that families can receive tuition assistance

\* Families and members of our community to visit with us throughout the year.

\*Our teachers use props and materials into the different learning environments that reflect diversity in the above-mentioned areas.

 **Bettye’s Children welcome those of diverse faiths, ethnic origins, and race.**

 Diversity may include different faiths, gender roles, socioeconomic status, and ethnicity. It is not limited to just these areas. Our, believe that diversity also includes the different physical, cognitive, and social abilities that one possesses. Our classrooms environment not only reflects each child’s unique abilities but encompasses their home culture and experiences as well. The most important thing is to teach children about diversity through role modeling and treat all people with kindness and respect.

 Bettye’s Children

 Preschool/Childcare

 2720 Carten St.

 Fort Worth, Texas 76112

 817-457-6266

 **Insurance**

We here at Bettye’s Children have Allstate Insurance. We are protected.

**School delayed opening or closing will be reported to the following:**

**\*** KCBI 90.9FM

**\*** KXAS Channel 5 (NBC)

**\*** Call/Text from Mrs. Bettye

On days that Fort Worth Independent School District is closed due to bad weather Bettye’s Children Preschool/Childcare will be closed. On the day FWISD/AISD schools are open late we will open late as well, opening at 10:00a.m. please stay tuned to local radio and television stations for news on school closing.

 **Enrollment:**

 Children between the ages 6 weeks and twelve years are.

 eligible for enrollment at Bettye’s Children Child Care.

Children may attend the center for a 9 block between

 12:00 a.m. to 12:00 a.m. Monday through Friday.

**Documents to be completed and return before Enrollment are:**

\* Enrollment form

\*Tuition form/parent’s agreement form

\*parents/guardian’s acknowledgement form

\*Shot records/medical form

\*Policy agreement

\*Physical

\*Tuberculosis test (TB)

\*hearing/vision screening (age 4)

\*Field trip/transportation permission form

\*Each child needs a physical each year

\*photography & videography form

\*A registration fee of $100 is due once the director has

 assigned a start date. This is a one-time, non-refundable.

 charge. If your child is withdrawn, then re-enroll at a later.

 date, a second enrollment fee will be expected.

 Tuition for full or part time childcare is based on one of

 the two following options:

\*Weekly, on Monday

\*Every two weeks, on Monday

 **Hours of Operation:**

 6:00 a.m. to 5:30 p.m. Monday -Friday

 You have 30 minutes from the time you get.

 off to pick- up your child, are there will be a late fee.

 Cut off time is 9:00 a.m. are they will be absent for

 the day unless you have a talk with the director or assistant director. Don’t text me three minutes before it’s time for you to be here…

 **Arrival and Departure:**

 Parents, please send your child, dress (no PJ’s). Please send your child with the necessary supplies for the day. Please, do not send food, they eat two meals and one snack here. Please make your good-bye brief (no more than a couple of minutes). When you prolong departure it’s hard for the both of you. Always tell your child good-bye. Please be in control of your child during drop-off/pick-up times. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person’s name and relationship to the child. If there is a court order keeping one parent away from the child. We must have a written note from the custodial parent in our file to that effect. Other, wise we cannot prevent the non-custodial parent from picking up the child.

 **Tuition:**

 All fees are due on Monday, fees unpaid after two days your child will not be admitted back until payment is made in full. Bettye’s Children only accept your payment in **Cash Only** Fees not paid by Monday will be accessed a $10.00 late charge each day until paid. If your child doesn’t come one day or more the tuition is still the same. It must be understood that to hold your child space, payment must be paid whether your child attends or not. Payment must be based on contract, not attendance. For the summer I will not hold sports, but if your child is coming back you will need to pay the full tuition for the summer.

 **Fee’s:**

* 0-17 Months Full Time 206.20 Part Time 184.05
* 18-35 Months Full Time 192.20 Part Time 1174.55
* 3-5 Years Full Time 187.80 Part Time 165.15
* 6-13 Years Full Time169.45 Part Time 138.30
* Drop In 60.00 a day for 6 weeks old to 13 years old.
* If your child is not picked up after the time, he/she needs to be picked up there will be a late charge assessed of $15 THE FIRST FIVE MINUTE $3 EVERY MINUTE AFTER THAT. Unless prior arrangements have been made. After hours is the time with us

 family Please Be Courteous and Arrive on Time.

 **When withdrawing your child(ren) you will need to give a two week notice in advance**.

In the event you decide that your child(ren) may need to leave my care at any point after the trial period for any reason I require 2week written notification for any withdrawal and this time period will begin on the first Monday after written notice is given.

A full payment for the last 2weeks of care is due regardless of your child’s attendance and or if the childcare is closed for any reason. The client must pay for the last 2weeks of care, regardless of any other term in this contract. If you have met all requirements your security deposit will be applied toward your last 2weeks of care. The provider can terminate this contract at will (anytime). The provide reserve the right to terminate this contract immediately for any of the following reasons (but not limited to):

**\*Nonpayment, continual late payment**

**\*Lack of cooperation, disrespect**

**\*Failure to complete and return required forms**

**\*Physical or verbal abuse of any person or property**

**\*Continual disciplinary problems**

**\*Falas information given by client either or in writing**

**No refunds of any pre-paid childcare fees or deposits will be given in the event the provider issues an immediate termination.**

 **Open-door policy:**

 As a parent/guardian with a child in our facility.

 You are welcome anytime, we encourage your visit,

 to read the minimum standards, childcare inspection forms,

 during business hours.

 **For More Information:**

 \* Childcare Licensing Office 817-321-8604

 \* Reporting Abuse & Neglect 1-800-252-5400

 \* [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

 **Security:**

 Parent/Guardians are required to walk your child into the building and to their classroom. Children will not be released to anyone except those who are authorized to pick up your child. They must show a picture ID, we must match it to the enrollment form, and you can let us know the morning you drop them off, the name of the person dropping/picking up your child. A phone call from you as to who will be picking up your child will not be an exception.

 **Parents Updates:**

 Policies will be reviewed and updated yearly. Parents are to update the information sheet every year in January, when needed. This will be for the safety of your child, so that we may get in touch with you if there is an emergency. The update book will be located by the entrance.

Our open-Door Policy:

As a parent/guardian with a child in our facility. You are welcome anytime, we encourage your visit, to read the minimum standards, childcare inspection form. For more information:

Childcare Licensing Office 817-321-8604

[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

Reporting Abuse/Neglect 1-800-252-5400

 **Program:**

 Bettye’s Children uses an age- appropriate curriculum for infants, toddlers and preschool and school age. We will use lesson plans daily. Also provide a creative and culturally rich learning experience for your child.

 **Center Concept:**

\*Home Center—variety roles, learning function to live and interacting with each other.

\*Block—solve material problems with physical and intellectual action. They will learn shapes, sizes, comparison, numbers.

\*Library – your child will love learning to read and appreciate books. They will love the pictures; flash cards will help them with their vocabulary skills.

\* Art—children will paint, color, paste, this will help with creativity. The children will feel good about themselves.

\* We have many more centers—For learning.

 **Personal Belongings:**

 Put Your Child’s Name on All

 \*Coats, sweaters, rain gear

\*Books Bags

\*Shoes

\* Clothing

 Dress your child for indoor/outdoor activity. Tennis shoes are recommended, two changes of clothes are required. Your child is not to bring toys, candy, gum, or personal belongings. They may bring a blanket for naptime. All children sleep in the same room, on cots/mats. No child will ever be forced to sleep; however, they are encouraged to remain quiet, and on their mat/cot during this time.

 **ILLNESS:**

 Health is important to you and our staff. If your child becomes ill at the center, you are required by law to pick up your child ASAP. If your child gets a fever of 100 degrees F temperature or more, you will need to pick them up. He/She will be isolated from the group. They will be made comfortable as possible until your arrival. If you do not pick your child up by 30 minutes after we call, we will call CPS. They need to be 24 hours free of fever before they can return to the center. After two days your child will need a doctor’s statement to return to the center.

 **Critical illness:**

\* I/We will call 911

\* Give CPR/ First Aid—when needed

\* Contact Parent ASAP—ensure supervision of other children in our center

\* I become ill there will be someone who will take care of your child, until you are someone arrival.

 **Medication:**

 The center will need signed permission before administering any medicine. Must be in its original container clearly stating.

\* Your child names

\* Prescribed dosage

\* Date

\* Doctor name, phone number

**\* No Over the Counter Medicine**

 **Medical Emergencies:**

 If your child is seriously injured or becomes seriously ill I/we will administer CPR/ First Aid, until EMT arrives. I/we will call 911 immediately for their assistance. I/we will contact you the parent/guardian ASAP, with information deemed from the paramedics’ I/we are unable to reach you I/we will call a person listed on your child’s enrollment form. Parents will be responsible for any cost that is incurred due to any emergency treatment or EMS transportation. Any situation that arises that requires me to leave and accompany your child to the ER Martin (Papa)/Staff will stay with the other children. Me and my staff are CPR/First Aid certified. We also take the full CPR/First Aid course yearly.

 **Emergency Preparedness Plan**

 Our first responsibility is to move the children to a safe area/alternate shelter. Known to all staff and household members/parents. Then we will call emergency telephone numbers as needed, such as 911, parents ECT…

 Children we be relocated to the designated area/shelter. I will post an evacuation diagram on door. Where we will be and phone/address of alternate shelter away from home/center.

 We will count all children before and after we get there safely. We will call parents from the safe place to let them know where we are and for how long, and if they need to pick up their child(ren). We keep emergency contact numbers for each child in the van and in our cell phone, as well attendance record daily in car.

 **Threatening Weather**

 We will be in the hallway by the classroom or in the bathroom near the front exit.

 **Immunizations**

 You are required to keep your child(ren) current with all immunizations.

 Each time your child(ren) is immunized you are required to promptly give me an updated copy of their immunization record.

 **Tuberculin Testing**

Your child(ren) will need a TB test if required.

 **Hearing and Vision**

When your child(ren) turns 4 years old they will need both test (screening)

 **Vaccine for employees**

All employees and I will have to get a TB test vaccine every five years. This is to protect children who come into our home as well as myself and my family.

 **Transportation Services**

We do transportation services, your child(ren)will need a permission slip, with parent/guardian signature on it before we provide services. We will keep a copy in the van and child(ren) files.

 **Infants**

 All infants will be put down to sleep on their back. They can turn when they are ready on their own.

If parents have written documentation from a health care professional(doctor) stating that a different sleeping position allowed or will not harm the infant.

 **Screen Time**

Children will have T.V. time in the morning when you drop them off until everyone is here. Then we will have breakfast with the group. Also T.V. time is at 5:00p.m. until everyone goes home, or they can do something quite loke puzzles, table games or read a book until their parents comes for them, homework. We only look at PBS, Disney channel, Baby First, on occasion. Usually on Friday’s only we may pick an appropriate children’s video to watch (Leap Frog, The Super Fun Show). Children are not required to sit and watch TV, and TV is nor offered in place of free play or learning activities.

 **Suspension and expulsions**

A child’s suspension/expulsions may lead to a parent’s inability to work, as a result we choose not to enact a suspension/expulsions policy.

  **HEALTH CARE POLICY**

**Under No Circumstances can your child attend childcare with the following illnesses:**

**\*Croup \* Conjunctivitis \* Bronchitis**

**\*Vomiting \* Pink eye \* Impetigo**

**\*Fever (100+) \*Rash (unexplained)**

**\*Roseola \*Chicken pox**

 **\*Pneumonia (bacterial or viral)**

**\*Coxsackie virus \*Sore throat**

**\* Continuous cough**

**\*Lice \*Runny nose (yellow/green draining)**

**\*Draining eyes/ears \*Diarrhea \*Covid-19**

 **ALL OTHER COMMUNICABLEVIRUSES AND DISEASES**

 **Masking your child’s symptoms with over-the-counter medication and bringing them in for care will immediately terminate your contract with Bettye’s Children. If your child is ill, you are obligated to pay your regular weekly childcare payment.**

**Your child can attend Bettye’s Children with symptoms such as: clear runny nose (related to teething and allergies) or frequent sneezing (related to seasonal allergies). If your child becomes overly fussy and miserable throughout the day, you or your alternate will be contacted. If your child develops cold like symptoms and cannot participate in activities, he/she may not attend Bettye’s Children and will need to remain home until symptoms clear.**

**For your child to be admitted back into the care of Bettye’s Children he/she must be symptom free under the guidelines of the local Health Department (note from doctor).**

**\*Fever (100+) – child must be fevering free 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 your doctor and provide a doctor’s note clearing your child to return to childcare**

**\*Discharge from eyes and ears – check with your doctor’s and provide a doctor note clearing your child to return to childcare**

**\*Lice – child needs to be treated and nits removed. Please provide a note from the doctor clearing the child to return to childcare.**

**\*Communicable diseases – include chicken pox, measles, mumps, conjunctivitis, pink eye, pneumonia, coxsackie virus, impetigo, roseola, coronavirua-19 and all other communicable diseases.**

**1. The child may return to childcare when the incubation and contagious period has passed, and the child is well enough to resume normal activities.**

**2. In the case of coronavirus (Conid-19) exposure or illness, your child must remain out of care for 14 days. Your child may not return until a negative Covid-19 test is administered and a doctor’s note clearing the child to return to childcare. If you have more than one child in your care all of them must remain at home during this time frame.**

**3. In the case develops any of the symptoms listed above while in care, Bettye’s Children will contact you or your alternate to pick the child. All must be picked up within 1 hour of Bettye’s Children contacting you or your alternate.**

 **Infection Control**

**In order to decrease the risk of cross-contamination from any child to another child, Bettye’s Children will take the following precautions.**

* **Bettye’s Children will use only washable equipment and toys when caring for children. The equipment and toys will be kept clean and in a safe working order, equipment and toys used by children will be sanitized every week and at times immediately after use when necessary.**
* **Staff of Bettye’s Children will wash hands after changing the bedding, blowing noses, playing with an ill child and his/her possession.**
* **Bettye’s Children staff will dispose of soiled diapers in a closed container with a leak proof liner. The container will be sanitized daily.**

**Children will be evaluated periodically throughout the day to determine if minor symptoms are becoming worse. All observations made during these periodic evaluations will be recorded and reported to the parent/guardian at the end of the day. Parents/Guardian’s will be notified immediately of any significant change in the child’s condition or if the care of the child exceeds what the program can safely provide. If a parent/guardian or alternate cannot be reached and the child’s condition warrants emergency medical treatment, Bettye’s Children will contact the appropriate authorities for medical treatment without delay.**

 **Administration of Medication**

**Bettye’s Children cannot administer non-emergency medications to any child. If your child is placed on antibiotics, he/she must be on medication for 24 hours before returning to childcare. If your child requires medication, the parent/guardian or designated adult family member will need to administer the medication prior to coming to childcare. If the child is teething, the parent/guardian or designated adult family member may be called to administer medication to the child during the day.**

 **National Disaster Policy**

 **If a National Disaster or National Pandemic is declared, childcare will open if legally possible. Parents will be asked to follow the strict guidelines of the United State President, State Governor, CDC (Center for Disease Control), local County Department of Health and Texas Health and Human Services.**

**If a parent/child becomes exposed (directly or indirectly) to an illness the child must remain home until cleared by the doctor as non-contagious and must supply a note prior to returning. Upon returning the child will be taken directly into the bathroom to wash their hands. Hand sanitizer will be available for parents to use prior to touching any surfaces within childcare. The child’s temperature will be taken every morning after washing their hands for the first two weeks and every hour during the day after entering childcare. All bags/backpacks for all children will remain at home.**

**Doing this time childcare will remain open for essential working parents only unless the childcare is instructed to close by any government or state agency. We will close early every Friday at 12:00 pm to disinfect. Please be mindful that Bettye’s Children we must strictly adhere to all relevant health and sanitation practices and procedures that apply to our professions for our children. Things we do already but do more of it. In the event of any incident that renders our operation unsafe and is unable to operate we will notify our licensing inspector ASAP.**

 **Payments**

**\* If you are quarantined with your child at home and childcare is open, your childcare payment will be 50% of your child’s childcare payment rate.**

**\* If you are an essential worker and your child is coming to childcare, even for one day, your regular childcare payment is due.**

**\*If childcare is instructed to close by a government or state agency, your childcare payment will be 50% of your child’s childcare payment rate.**

**\* All childcare payments will be due on Monday when childcare is open.**

 **Open Door Policy (for national disaster)**

**While your child is in the care of Bettye’s Children, you can be assured that the door is always open. Please feel free to call, text, email or drop in and check on your child at any time. Please keep in mind that some children have a much harder time adjusting to new surroundings. If you drop in for a visit, your child may want to leave with you.**

 **Communication**

**Communication is the key to everything. Bettye’s Children want every family to be assured that an open dialog is welcomed. If the parent/guardian has questions, comments or would like to discuss a sensitive topic, please feel free to contact me inside or outside of the normally scheduled hour. Bettye’s Children want the most positive outcome for your child.**

 **Holidays:**

 **The center will be closed on the following holidays.**

 \*New Year Eve/New Year Day \*Memorial Day

 \*Good Friday \*Independence Day

 \*Labor Day \*Thanksgiving Week

 \*Christmas Week \*MLK Day

 \*Also, some of the FWISD school days off as well

**\*Should these days fall on a weekend the holiday will be taken on Friday/Monday maybe Tuesday, fees are still the same.**

**\*Weather closing:**

**When FWISD is closed for bad weather, the center will be closed also.**

 **Funeral:**

 **We will take of up to five days.**

 **Birthdays:**

 If you would like to have a party, at the center you will need to bring **store items only**. We encourage you to do so. Please notify the office and your child’s teacher ahead of time. We accommodate your efforts.

 **Animals**

 We do Not have Any Animals

 **Water Play**

 We Do Not Offer Water Play

 **Breastfeeding**

 \* You have the right to breastfeed

 \* Provide breast milk for your child(ren)

 \* You can sit in the living room or the parent chair to feed your baby

 **Lock Down, Tornado Emergency Plan**

 We will move all the children out of the classroom, into bedroom #3 by children restroom. The bedroom has a lock on the door so we can lock the door. A phone and children’s information. We will also push the 911 alarm, so it goes right to the 911 department.