



PARENT HANDBOOK

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The Parent Handbook

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Acknowledgment

LITTLE BIBLE BUDDIES CHILD CARE CENTER'S parent handbook is used to outline the Facility's expectations, policies, and procedures that all families must understand and comply with. You have received this handbook as a partner in your child's development at LITTLE BIBLE BUDDIES CHILD CARE CENTER. After reviewing this document, the consent form on the last page must be completed and handed back to the administration. This consent form states that you understand and adhere to all expectations, policies, and procedures of this learning environment. This handbook will be updated from time to time, and the most up-to-date copy will be made available to you. Thank you for being a part of the LITTLE BIBLE BUDDIES CHILD CARE CENTER Family.

Who are we?

Our Mission

At LITTLE BIBLE BUDDIES we believe that each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with the student and family, we as a facility can create a strong foundation for a wonderful early childhood experience for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences, and hands-on learning activities, our students' development and growth occur every second of every day. Our mission is to provide a Christ-centered learning environment that nurtures the hearts, minds, and spirits of every child in our care. We aim to create a safe and loving space where children can flourish socially, emotionally, and intellectually, and most of all, where each child is valued as a unique creation of God. Through quality education, compassionate care, and community engagement, we strive to empower families and enrich the lives of the children we serve. Together, we embrace diversity, promote inclusivity, and commit to creating a safe and joyful space that fosters a lifelong love of God and learning, and cultivates a bright future for each child in our care.

Our Values

Our vision is to be a beacon of Christ's love, where children flourish in a nurturing environment that ignites their curiosity and cultivates their character. We envision a community where every child feels valued, cherished, and empowered to reach their fullest potential. Rooted in our faith, we aspire to be a center of excellence in early childhood education, fostering not only academic growth but also the spiritual, emotional, and social development of each child. Through our commitment to faith, family, and educational innovation, we aim to shape resilient, compassionate, and purpose-driven individuals who contribute positively to the world.

Our values consist of the following, but are not limited to:

- Christ-centered – We are rooted in faith and Christ's love is integrated into every aspect of our care and education.

- Love and Compassion – We cultivate a loving and compassionate environment where every child is valued for his or her individuality, encouraging kindness, empathy, and a supportive community among children and staff.
- Joyful Learning – We believe that learning should be a joyful and engaging experience, sparking curiosity and a love for lifelong learning.
- Educational Excellence – We provide high-quality early childhood education that stimulates cognitive, social, emotional, and physical development. This is implemented through a thoughtfully designed curriculum, qualified educators, and a focus on continuous improvement.
- Family Partnership – We believe in fostering strong relationships with families and working together to support the overall well-being and development of each child, using open communication, family events, and involving parents in the educational journey of their children. We celebrate diversity and foster an inclusive environment where every family and child feel welcome, regardless of background or ability.
- Community Engagement – We actively engage the local community, extending our impact beyond the child care center through community events, outreach programs, and partnerships with local organizations.

Our Goals

Little Bible Buddies' goals provide us a path to desirable outcomes for our students. These goals provide direction and motivation for the quality of care and education we provide.

- To provide a wide variety of developmentally appropriate practices, that children not only learn and develop from but also enjoy.
- To provide a flexible, calm, and nurturing environment where affection is given freely and from the heart.
- To set clear expectations for all students and encourage their independence.
- To meet the physical, emotional, and social needs of our students.
- To provide an atmosphere of respect for self and one another.
- To provide opportunities for cooperative play.
- To create a happy, warm, and exciting environment that is inviting, comfortable, and manageable for the children.
- To support a caring staff who show genuine respect, love, and encouragement for the children.
- To offer individual guidance to children based upon careful observation of each child's needs and in keeping with parent/guardian direction.
- To ensure the safety and welfare of all children.

A Look into Our Program

What We Do and What We Believe

Serving the Upper Darby community for more than two decades, LITTLE BIBLE BUDDIES aims to bring quality care and early education to our families by creating a safe and nurturing environment for the children we serve. A ministry priding itself on serving God and servicing the community, we work to put the needs of our children and families first. We interact closely with families to ensure a cohesive bond that focuses on tapping into each child's unique interests and abilities. We are committed to maintaining a safe space that promotes joyful learning, cultivates character and curiosity, and fosters a mutual love and respect for all.

LITTLE BIBLE BUDDIES is open Monday through Friday, 6:00 a.m. to 6:00 p.m. apart from the first Friday of each month in which we close at 4:00 p.m. for monthly staff professional development. We, as a team, use this time to regroup collectively, problem-solve, lesson plan, deep clean classrooms and toys, and complete State-mandated trainings. Our daycare program accepts children from 6 weeks to 5 years. Our before and after school program serves the Upper Darby and William Penn School Districts and offers care and transportation for children from Kindergarten to 8th grade.

LITTLE BIBLE BUDDIES has 10 distinct classrooms that offer structured learning environments for each age group, including an infant room, 2 young toddler rooms, and older toddler room, 2 preschool rooms, a pre-k room, a kindergarten room, and 2 multi-purpose rooms.

Description of Age Groups

Infants

This age group begins at 6 weeks to 11 months old.

In our infant classroom, we have a daily flow that your little one is sure to love. No matter what their individual needs are, we come together as a team to ensure that every baby is nurtured, cuddled, and adored throughout the day. We love spending time together for story time, outside walks, and learning circles. Our little explorers also get to indulge in sensory exploration and creative art, which encourages their natural curiosity and creativity. And, of course, we can't forget about the music and wonderful stories we share together! Our weekly themes are always exciting and engaging, allowing your baby to learn about colors, shapes, animals, and people. We are here for your little ones whenever they need us, and we can't wait to share all these wonderful experiences with them!

Toddlers

This age group begins at 12 months to 23 months old.

Welcome to our Toddler Classroom! Our little ones are always on the go, eager to explore and learn through their senses. We provide a daily schedule that includes group time, outdoor play, meals and snacks, nap time, and the most exciting part of the day - playtime! Our group time is filled with age-appropriate books and discussions about our day and feelings. We embrace nature during outdoor playtime and enjoy the beauty around us. Our weekly themes encourage the exploration of homes, families, pets, and animals. We love to sing and play, making our room full of warm energy and positivity. Come and join us in our bright and welcoming classroom where learning is fun and stimulating for our little ones.

Older Toddlers

This age group begins at 2 years old to 3 years old.

At our center, we see our older toddlers as great explorers. We believe that every little thing around them can be a source of excitement and learning. From dancing to counting numbers and recognizing letters, we inspire our toddlers to embrace the world around them. Socialization is a key element in this age group as we encourage sharing, using manners, and taking turns. We have fun singing songs that teach us about the day, month, and year. Little hands enjoying art projects and having the freedom to create something new with an abundance of materials fills our hearts with joy. Science projects are always a hit with our little ones too, watching their eyes fill with surprise when they see a new discovery is what makes it all worth it. And of course, we never miss a chance to enjoy the outdoors and play. We're here to nurture, inspire, and create lifelong learners.

Preschool and PreK

This age group starts at 3 years old and prepares the students for kindergarten.

Welcome to the exciting world of social-emotional growth! Here in this age group, we believe that every child is a unique and beautiful creation of God. We focus on exploring who we are and how to work together to conquer objectives by ourselves and in a team. Writing our names, learning to read, and exploring phonics are just some of the wonderful things we enjoy in our daily classes. But that's not all. We love to dive into extreme science projects that make us say "WOW!" and our sensory bin helps enhance the learning theme we are studying that week. Plus, we often have guest speakers and love exploring the community to supplement our learning. Getting outside to move our bodies and strengthen our fine and gross motor muscles is also a top priority for us. This age group is the perfect preparation for the next grade, which is Kindergarten! Rest assured that your little ones are well on their way to a successful journey into the older ages.

School Age

This age group starts at kindergarten through 8th grade

Our before and after-school program is designed to provide supervised care, educational activities, and recreational opportunities for school-age children outside regular school hours. We support working

families and enhance the overall development of the school age children in our care by ensuring their safety and well-being when parents are at work or unavailable and by offering educational, recreational, and social activities to enhance children's learning and development during non-school hours. While in our care, we offer homework assistance to reinforce academic skills, enrichment activities such as art and crafts, sports, and music/movement, free play to promote social interaction and creativity, and nutritious meals and snacks to further support their growing bodies.

During the summer months at Little Bible Buddies, we offer a SUPER summer camp program to our school age children. This special program is designed to provide an enjoyable and recreational environment where participants can have fun, relax, and engage in activities they might not experience during the school year. Children and teens have an opportunity to interact with new and familiar faces, attend weekly trips, and most of all, have FUN!

Our Curriculum

Developmentally Appropriate Curriculum

At Little Bible Buddies we provide our students with a developmentally appropriate curriculum that is based on PA Early Learning Standards. NAEYC, which is the National Association for the Education of Young Children, defines developmentally appropriate curriculum as methods that promote each child's optimal development and learning through a strengths-based, play-based approach to joyful, engaged learning. We believe this to be the heart of our curriculum. Our weekly lesson plans are developed through our student's interests and what grabs their attention. We do our best to meet every child's individual cognitive and development level and encourage and inspire them to progress.

Language Development

Our developmentally appropriate experiences and activities, such as book reading, singing, art activities, games, and journaling represent meaningful learning opportunities that incorporate early literacy concepts and handwriting in various forms. Language development skills are developed through exposure to letter-sound connections, combining those sounds into meaningful words, and putting words together into sentences to communicate our thoughts, feelings, and ideas. Our language activities foster your child's handwriting abilities, phonological awareness, vocabulary, alphabet letters knowledge, and narrative skills.

Cognitive Development: Science, Math, and Social Studies

Cognitive development is how children gain knowledge, skills, and problem-solving, which help them to think about and understand the world around them.

Math

Early math skills involve children learning the basic concepts of numbers, counting, simple addition, and subtraction. We begin with learning how to count one by one using manipulative materials. We also learn how to recognize single and double-digit numbers, and once this skill is mastered, we learn how to add and subtract numbers. Visual representation is key as children learn how to build relationships between written numbers and represented items. Children also learn how to construct simple patterns and sort objects by color, shape, and size.

Science

Science helps children develop an understanding of scientific concepts and develop inquiry skills. Scientific development in young children consists of children using their senses in order to observe, compare, measure, make predictions, classify, and construct hypotheses. Students are born natural scientists. Students are eager and curious to explore the world around them. At Little Bible Buddies, our job is to nurture their scientific spirit and provide students with the opportunity to enhance their scientific exploration experiences in and out of the classroom!

Social Studies

Social studies learning begins as children make friends and participate in decision-making in the classroom. Then it moves beyond the facility into the neighborhood and around the world. Here at Little Bible Buddies, we explore different cultures, places, foods, music, and backgrounds of all the beautiful people around the world. We take monthly virtual trips to different countries, where we interact with people who share insight into their traditional customs and culture.

Social Emotional

Children's emotional well-being during their early years has a powerful impact on their social relationships. Children who are emotionally healthy are better able to establish and maintain positive relationships with adults and their friends. Children are learning to talk about their feelings and the feelings of others. Social-emotional development involves more than just expressing emotions. It involves taking turns, becoming independent, following routines, interacting more with peers than just verbal communication, engaging in meaningful relationships, controlling and managing emotions, and developing a positive and loving self-image. These skills are crucial for children's successful participation in all aspects of life, in the facility and home experiences, and for their overall positive self-growth.

Physical Development: Fine and Gross Motor Skills

Fine Motor:

Fine motor skills involve movement of the smaller muscle groups in your child's hands, fingers, and wrists. While hand-eye coordination comes far more naturally to some, this is not true of all. Children learn how to control the muscle movement in their hands to obtain hand-eye coordination and more. There are specific ways we do this in the classroom such as having your child use scissors,

color, play with Legos, draw pictures, and more. These skills can turn into more advanced ones later, for instance when your child decides he/she wants to knit, play the guitar, or type on the computer!

Gross Motor:

Gross motor skills involve movements of the large muscles of the arms, legs, and torso. Kids rely on gross motor skills for everyday activities at the facility, at home, and in the community. It's these larger muscle groups that allow babies to sit up, turn over, crawl, and walk. By playing actively indoors and outdoors, each child develops muscle strength, endurance, agility, coordination, balance, and flexibility, as well as builds confidence and social skills.

Sensory Exploration

Sensory exploration is a child's way of examining, discovering, categorizing, and making sense of the world. Here at Little Bible Buddies, the students participate in activities that allow them to explore different types of materials and enhance their senses through music, dance games, and sensory bin exploration. They learn about a variety of materials that smell, feel, and taste very differently!

Art, Music, Dance, and Creative Expression

At Little Bible Buddies, we encourage and provide opportunities for our students to explore creative expressions such as art, music, dancing, and drama. Creative arts engage children's minds, bodies, and senses and allow them to explore their imagination, sense of movement, and rhythm. Teachers plan activities to introduce children to different kinds of art media, music, culture, and dance to encourage the student's development of creativity and imagination. Many opportunities are presented for exploration by playing with water, dirt, kinetic sand, many seasonal nature items, and various food items on the sensory table. The arts allow students to dive into different means of expressing themselves and have fun while doing so!

Admissions

Enrollment Requirements

To enroll your child in our childcare program, your child must be between the ages of 6 weeks and 5 years.

For enrollment in our before and after school program, we accept children from kindergarten through 8th grade who attend the following schools:

- Upper Darby Kindergarten Center
- Bywood Elementary School
- Charles Kelly Elementary School

- East Lansdowne Elementary School
- Garrettford Elementary School
- Highand Park Elementary School
- Hillcrest Elementary School
- Primos Elementary School
- Stonehurst Elementary School
- Beverly Hills Middle School
- Drexel Hill Middle School
- Vision Academy Charter School

Registration Documents

The following forms must be completed to reserve your child's spot at Little Bible Buddies:

- Enrollment application including completed registration form, emergency contact form, and financial agreement
- Child's health assessment and immunization records dated within the past 12 months
- CACFP food program enrollment and income eligibility forms
- Proof of ProCare sign-up

Enrollment Fees

- \$50 registration fee
- First week's tuition and security deposit equal to one week of tuition

Special Discounts and Referral Bonuses

- 10% off sibling discount
- 10% off if you pay 3 or more months at a time
- 1 free week of tuition when you refer a family who has been enrolled for 90 days with on-time weekly payments
- 1 free week of tuition when you refer an employee who successfully completes their probationary period

Sibling Enrollment Program

Little Bible Buddies requires an advance notice of three months for the placement of a sibling into our program. Siblings are given priority in the facility but are not guaranteed a spot. Families receive a 10% discount on the lowest sibling's weekly tuition.

Waitlist Information

To join our waitlist, parents/guardians must complete a waitlist application. A fee of \$50 is due when the application is submitted to hold a spot on the waitlist, and this amount is taken off the child's second week of tuition when a spot becomes available.

Classroom Playdate and Facility Visitation

Little Bible Buddies allows up to a one-hour scheduled playdate onsite, one month prior to the child's start date. This must be confirmed and scheduled with the administration. The parent is responsible for scheduling the playdate so that the administrator can confirm the proper day and time. The enrolling parent/guardian must remain present for the entirety of the visit.

Annual Enrollment Fee

Little Bible Buddies requires a \$50 re-enrollment fee due on the first week of August. This confirms your child's spot for the upcoming facility year, which starts the first week of September.

Items To Bring on Your Child's First Day

Your child must have the following items on their first day at the facility:

- Closed-toed shoes
- 2 extra sets of clothes brought in a Ziplock bag
- A top and bottom sheet or blanket for nap time
- Proper outdoor wear that is weather-appropriate
- Diapers and wipes, if required
- Pacifier, if needed
- Breastmilk or formula with 3-4 bottles, if needed
- Bibs and burp cloths, if needed

Updating Forms for Your Child's File

Little Bible Buddies requires all parents/guardians of enrolled students to keep their child's forms up to date with their current medical, emergency, and agreement forms. It is the parent's responsibility to ensure all facility forms are current. The administration has the right not to allow the student into the facility if any forms are missing from their file after two notices from the administration.

Payment Policies

Program Options and Rates

Little Bible Buddies offers the following program options with associated weekly rates:

Child Care Program	Full-Time Rate	Part Time Rate
Infants (6 weeks through 11 months)	\$240 per week	N/A
Young Toddlers (12 months through 23 months)	\$225 per week	N/A
Older Toddlers (2 to 3 years and not fully potty-trained)	\$205 per week	N/A
Preschool/PreK (3 to 5 years and fully potty-trained)	\$195 per week	N/A
Before and After School Program	Full-Time Rate	Part Time Rate
Half Day Kindergarten	\$175 per week	N/A
Before AND After School	\$150 per week	N/A
Before OR After School	N/A	\$100 per week
Spring and Winter Breaks (no school)	\$185 per week	N/A
Summer Camp	\$225 per week including 2 trips	\$185 per week (no trips)

Weekly Tuition Fee

*Weekly tuition is due each Friday **prior** to the week of service. Payments are accepted via cash or Cash App (\$LBBdoe). Please refer to the above chart for weekly rates based on your child's age. There is no discount for emergency closures, holidays, vacations, illness, etc. Tuition is based strictly on enrollment, not daily attendance.*

Late Payment Fee

*Weekly tuition is due each Friday **prior** to the week of service. Any payment not received by Monday at noon on the week of service will be subject to a \$25 late fee. If payment is not received by Tuesday on the week of service prior to the child's arrival, then the child may not return until the account is current including all late penalties.*

After 5 late payments, child care services are subject to termination.

Evaluation Of Tuition Rates

All families will be notified of any changes in tuition rates at least five months prior to when they will become effective. By notifying our families well ahead of time, we help prepare them for the changes in pricing, and with the necessary time to contact administration with any questions.

Vacations

Each family is permitted one vacation week per year with written two weeks' notice. Beyond this time, tuition is due weekly regardless of attendance to keep the child enrolled. Otherwise, the child will be withdrawn, and the family will be subject to all new enrollment fees upon re-admission, pending availability.

Late Pick-Up Fee

A standard late fee of \$1.00 per minute per child is assessed after closing time. After 30 minutes, an additional fee of \$25 per child will be assessed in addition to the standard late fee. Payment is due at the time of late pick-up and must be received before the child(ren) may return on the next business day.

Holidays and Closures

Little Bible Buddies has several closing dates throughout the year. There are no discounts for holiday closures as tuition is based on enrollment and not daily attendance.

Little Bible Buddies is closed for the following holidays and observances:

- *New Year's Day* *January 1, 2024*
- *Dr. MLK Jr Day* *January 15, 2024*
- *Professional Development Day* *February 19, 2024*
- *Good Friday* *March 29, 2024*
- *Memorial Day* *May 27, 2024*
- *Juneteenth* *June 19, 2024*
- *Independence Day* *July 4-5, 2024*
- *Professional Development Day* *August 23, 2024*
- *Summer Break* *August 30, 2024*
- *Labor Day* *September 2, 2024*
- *Professional Development Day* *October 14, 2024*
- *Thanksgiving Break* *November 28-29, 2024*
- *Christmas Break* *December 24-27, 2024**

**We are open on Tuesday, December 24, 2024 with an early closing at 4:00 p.m.*

In addition to the above holidays, Little Bible Buddies has a regular closing at 4:00 p.m. on the first Friday of each month for staff professional development. To continue to level of excellence you have grown to know and love, we use this time to regroup as a team to improve the quality of care we provide, disinfect and sanitize our toys and classrooms, and complete State-mandated training.

Weather Policy

Little Bible Buddies may close due to harsh weather conditions. No discounts will be given for closures caused by unpredictable weather. Little Bible Buddies follows the emergency weather closing schedule of

the Upper Darby School District. Parents will also be notified through ProCare and/or a direct phone call for all closures and delayed openings.

Withdrawal And Discharge Policy

Withdrawing From the Center

If you wish to withdraw your child from Little Bible Buddies, a 14-day written notice is required. If you fail to provide a 14-day notice, the initial enrollment deposit will be forfeited.

Discharge Policy

Little Bible Buddies has the right to terminate a child's enrollment under specific circumstances. This includes any child who after numerous attempts from staff to remedy the behavior, does not progress in their behavior and whose behavior is negatively impacting other children's experience. This also includes any child whose needs cannot be met by the facility's philosophies and resources. Many attempts will be made to help the child thrive in our environment. This includes observational notes, resources and referrals, and tactics to be used at home and onsite at the facility.

The following measures will occur before the dismissal of a student from the Facility:

- The teacher will document the student's behavior by providing detailed notes of the incident, including dates and insights into why the incident occurred.
- The director, parents/guardians, and teachers will meet to discuss any behavior concerns.
- A behavior plan for the child will be created and agreed on by all parties, including staff, parents/guardians, and administration. Behavior therapists and consultants may be used to support the staff when working with the child.
- Staff and parents/guardians will have frequent communication to evaluate the success of the behavior plan.

Once these efforts have been made and resources have been exhausted, parents/guardians and the director and owner will meet to determine the next course of action. The facility and its staff reserve the right to determine any disputed factual matters regarding termination of enrollment.

Arrival And Departure

Arrival Procedure

Upon arriving at the facility, parents must park safely and legally at the designated pick-up and drop-off location on Fairfield Ave or Midvale Road. Parents must walk their children to their designated classroom or area. Once there, the parent must sign the child in using the ProCare app. The teacher will be ready to accept the child and assist with putting away his or her belongings. Drop-off time is between 6 a.m. and 9 a.m. No child will be accepted after 9 a.m. In the instance of a doctor's appointment, advance written notice must be provided to administration. The child must arrive by 11 a.m. and a doctor's note must be provided to administration.

Departure Procedure

Parents must pick up their child from the designated classroom or area and sign out using the ProCare app. The parent must be sure the classroom teacher visibly sees you before removing the child. All children must be picked up by the designated closing time or the standard late fees apply. Upon picking up your child, you are responsible for grabbing their belongings. This includes nap time items, artwork, and other personal items.

Pick-Up Authorization

For the child's safety, the only people authorized to pick up a child are those listed by the parent/guardian on the child's approved pick-up list. If a child is to be released to anyone other than the person(s) listed, a written note authorizing pick-up must be received prior to pick-up time.

Pick-Up Authorization Process

- Parents/guardians must inform Little Bible Buddies (call and/or leave a message in ProCare) of the name of the person who is picking up their child on any day when they themselves will not be able to.
- The authorized pick-up person" must be at least 18 years old and will be asked to provide a photo ID to administration.
- This authorization shall remain in force until edited or rescinded in writing by the signer of this authorization.

General Employee Information

Staffing At Little Bible Buddies

Little Bible Buddies always provides enough staff for the capacity of each classroom based on DHS regulations. This means that the student-to-teacher ratios are always followed. A detailed staffing plan is maintained and kept in the office. Little Bible Buddies reserves the right to turn away a child if we are at our capacity due to staff shortages.

What Makes Our Staff Special?

Our staff can demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development. Factors that contribute to the attainment of this standard include:

- Emotional maturity when working with children
- Cooperation with the purposes and services of the program
- Respect for children and adults
- Flexibility, understanding, and patience
- Physical and mental health that do not interfere with childcare responsibilities
- Good personal hygiene
- Frequent interaction with children
- Listening skills, availability, and responsiveness to children
- Sensitivity to children's socioeconomic, cultural, ethnic, religious backgrounds, and individual needs and capabilities
- Use of positive discipline and guidance techniques
- The ability to provide an environment where children can feel comfortable, relaxed, happy, and are able to be involved in playtime, recreation, and other activities.
- Overall passion and drive

General Employee Classifications

Little Bible Buddies has the following employees on staff to ensure proper supervision and a safe learning environment for children.

- **Director:** The Director oversees all program elements. She handles all business concerning the city and state, and manages the business finances. The childcare director is also responsible for the planning and supervision of the program and activities of the children, orientation to newly employed staff, on-site supervision of all staff, and in-service training.
- **Lead Teacher:** A lead teacher is responsible for the academic, social-emotional growth, and development of children in their care. The focus for our lead teachers is to work with parents, administrators, and other teachers to improve students' experience and meet teaching goals.

Additionally, lead teachers plan, evaluate, and improve the physical environment of the classroom to create opportunities that meet the changing needs of their students.

- **Assistant Teacher:** The assistant teacher will:
 - support the lead teacher in general supervision of the class and overall classroom management
 - assist in planning and implementing activities to meet the physical, emotional, intellectual, and social needs of students
 - assist in teaching social-emotional management and independence
 - assist in the creation and planning of activities, class projects, field trips, and other program activities
 - stay on task and following the daily schedule
 - and help to communicate with parents
- **Floater and Substitutes:** The floater/substitute position supports all teachers in the classroom. This person is required to have all the same qualifications as an assistant teacher and have the correct paperwork on file.

Yummy, It Is Time to Eat!

Preparation Of Food

At Little Bible Buddies, we serve breakfast, lunch, and afternoon snack to all childcare program participants and kindergarteners. Before and after school participants receive a morning snack and after-school supper. All meals are prepared fresh each day by our onsite cook. Our facility houses a full-service kitchen where love is put into each meal. Food Service is handled by the onsite cook who holds a valid food-handler certificate in accordance with the PA Department of Health.

Mealtimes

Meals are served at 7:30 a.m. (A.M. snack), 8:30 a.m. (breakfast), 11:30 a.m.(lunch), 2:45 p.m. (P.M. snack), and 4 p.m. (supper).

Menus

Our menus are thoughtfully created to nourish and replenish the little bodies we serve, in alignment with the Child and Adult Care Food Program. All food menus are posted in the kitchen, walkway entry, classrooms, and the office.

Water And Mealtime Fluids

Drinking water is always freely available to all children at Little Bible Buddies.

Per our agreement with CACFP, Little Bible Buddies will provide milk to the students for breakfast, and lunch, and supper. Water or 100% juice will be served with a snack.

Children With Special Diets

If a student has an allergy or dietary restrictions, please inform the facility immediately. Parents/guardians must notify the administration in writing, this information will be kept in the child's file. This information is also posted in the facility kitchen and classroom for all to be aware of.

Depending on the method used in allergy emergency situations, parents may be asked to complete a Food Allergy Information form.

Meals Provided by Parent/Guardian

If Little Bible Buddies cannot provide the food needed for a special diet, meals or portions may be provided by the parents. The parents and the administration must agree upon this. Perishable food will be refrigerated upon arrival. Special foods provided by parents must be clearly labeled with the child's name, date, and identity of the food, and will not be shared with other children. It is the parent's responsibility to ensure the student has food at the facility every day.

Facility Celebrations

Little Bible Buddies loves to celebrate with your little one during special occasions! Parents/guardians must notify the administration or the classroom lead teacher at least one week prior to the celebration to discuss the facility's food restrictions and policies for bringing in outside treats and snacks. All treats and snacks must be age-appropriate and not risk a choking hazard for young children.

General Facility Policies

Type Of Insurance

Little Bible Buddies is insured by Utica National Insurance Group.

State Regulations and Licensing

Little Bible Buddies has a full Certificate of Compliance issued by the PA Department of Human Services to operate our child care facility without limitations. All employees of Little Bible Buddies must be knowledgeable of the state's childcare licensing rules and regulations. A copy of the state and local guidelines is always kept in the facility, and each employee receives a copy upon hire.

Smoking Policy

Marijuana, cigarettes, and other smokeless tobacco products are not allowed at Little Bible Buddies. Smoking is prohibited within 50 feet of the facility. Parents/guardians who smoke are strongly

encouraged not to do so before picking up their child from the facility, as smoke stays on clothing and hair for some time. All parents and guardians must wash their hands after smoking and before arriving at the facility.

Alcohol Policy

If at any time we feel that a parent, guardian, or anyone authorized to pick up or drop off the child is under the influence of alcohol and or any other toxic substance, the facility may refuse the release of the child, and the facility will contact another authorized person to come and pick up the child, explaining the circumstances. In some cases, an incident of this nature could lead to a referral to our governing bodies and a call to social services.

Equal Employment

Little Bible Buddies provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

** SHRM Better Workplace Better World*

Non-Discrimination Policy

At Little Bible Buddies, we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or other characteristics protected by law. If you feel that you have been discriminated against, please let the administration know immediately. Every complaint will be appropriately investigated.

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Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors

and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Little Bible Buddies encourages reporting all perceived incidents of discrimination, harassment, or retaliation regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources, or any ombudsman. See the complaint procedure described below.

** SHRM Better Workplace Better World*

Child Neglect and Abuse

All Little Bible Buddies employees will be screened by the appropriate law enforcement agency using the PA child abuse history clearance prior to working with children. All employees of Little Bible Buddies are mandated reporters. In the instance of suspected child abuse, all employees of Little Bible Buddies are required by law to report suspicions to Child Line. All staff or volunteers ARE NOT TO EVER physically, verbally, or emotionally abuse or punish children.

Social Media

Social media includes online electronic tools to help students, parents, teachers, and staff communicate effectively. Specific examples of popular social media tools include Instagram, Facebook, and other communication apps.

Upon enrolling a child into the center, all parents who are guardians must complete the social media consent form. This form is used as approval for allowing a parent or guardian's child to be seen on our social media platforms.

Confidentiality

Childcare programs maintain confidentiality on a "need-to-know" basis. This information is shared only when it is necessary. This is important, especially when there are specific health and safety concerns. State and Local Laws prohibit the sharing of information about children or employees without written approval from the parent, guardian, or individual.

Hazardous Items

Little Bible Buddies has clear guidelines on identifying, using, and storing dangerous products, plants, and objects. This policy aims to protect employees, children, families, and visitors from the risks associated with chemical products, medicines, other dangerous substances, and dangerous equipment used in the facility's outdoor and indoor environments.

Toy Policy

We request that all toys from home be left at home unless your child's teacher has indicated otherwise. An exception to this would be a transitional object or lovey that young children often bring to the facility when they are learning to comfortably separate from a parent. When a very young child is attached to a special blanket or stuffed animal, bringing it to facility often aids in the transition from home. All toys must be washed daily and returned to the facility clean. Little Bible Buddies is not responsible for outside toys and belongings.

Biting

Biting is a behavior that is often unexpected and can harm and frighten others. Biting is a natural developmental stage that many children go through. Most times, it is a temporary behavior and one that is seen between the ages of 11 months and 24 months. Toddlers bite others for many different reasons. A child might be teething, feel tired, angry, frustrated, or even bite when they are overly happy and excited. Biting may also be a way for a child to get attention from other adults or friends. Toddlers do not have strong verbal skills, are impulsive, and lack strong self-control, and it is important to remember that they are developing these abilities at their own pace. Biting can also occur for no apparent reason, happen quickly, and be shocking to observe. Our primary concern at Little Bible Buddies is the safety and health of the children and our staff. We take all biting situations seriously and use our knowledge as educators to handle these tough situations in positive, constructive, and meaningful ways to stop them from occurring.

When it comes to a biting incident, our goal is to help identify what is causing the biting and resolve it immediately. The Facility will encourage the children to "use their words" if they become angry or frustrated. The staff members will always maintain close and constant supervision of the children.

If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent. For every biting incident, two actions will occur:

1. Parents will be contacted by phone call.
2. An incident report will be completed and signed by the parent/guardian at pick-up for both the child who bit and the child who was bitten.

If the biting becomes excessive and the Facility's techniques have been exhausted, Little Bible Buddies has the right to discharge the student. Please note, many measures will be taken prior to help the student prior to it getting to this point. These measures are outlined as follows:

Procedure employees will follow if biting occurs:

We do not use techniques to alarm, hurt, or frighten children. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

- For the child that was bitten:
 - First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.

- Parents are notified with a phone call. If a parent cannot be reached, an email will be sent, and an additional phone call will occur until the parents are reached directly.
- An incident report form is filled out documenting the incident for both children involved.
- Parents/guardians will sign the form at pickup
- This form is stored in the child's file. Parents/Guardians can receive a copy of the form if asked.
- For the child that bit:
 - The teacher will firmly tell the child "NO! DO NOT BITE!"
 - The child will be brought to an area of the classroom where they can talk with the teacher.
 - Parents are notified with a phone call. If a parent cannot be reached, an email will be sent, and an additional phone call will occur until the parents are reached directly.
 - An accident report form is filled out documenting the incident for both children involved.
 - Parents/guardians will sign the form at pickup.
 - This form is stored in the child's file. Parents/Guardians can receive a copy of the form if asked.
- Procedure if biting continues:
 - The child will be shadowed to help prevent any biting incidents. This includes the teacher always staying close to the child and holding the child's hand in moments where there is free play, outside time, high-energy activities, or times when the child has chosen to bite in the past.
 - The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.)
 - The director and administrative staff will also observe the child if the classroom staff is unable to determine the cause.
 - The child will be given positive attention and approval for positive behavior.
 - The teachers will also support the learning of appropriate behaviors with books, short acceptable educational video clips, puppet shows, and modeling interactive games and activities.
- Procedure if biting becomes excessive:
 - If a child inflicts 3 bites in a one-week period, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
 - An action plan will be created by the administration, the teachers, and the parents which will be followed immediately in the classroom. This action plan can consist of shadowing and mirror techniques, half-day exposure to the facility, or an agreed-upon disciplinary approach.
 - At the end of the one-week action plan, if the child has 2 incidents of biting, suspension, or discharge from the program will be decided by the administrator if they

feel the behavior is disrupting the classroom, cannot be controlled, and is harming others.

- Recommendations for therapy, possible alternative facilities, and other ideas will be provided to the parents.

Please note, Little Bible Buddies will do its best to integrate and teach appropriate behavior choices for children who bite or harm others, but in some situations, the environment may not be the best for this child, and the teachers may have exhausted all resources.

Diaper Changing

Proper diapering procedures are posted at each changing table. Changing tables are impervious, non-absorbent surfaces. The tables are sturdy and adult-height. The changing area is never located in food preparation areas and is never used for the temporary placement of food. Hand-washing sinks with liquid soap dispensers are within arm's length of each changing table. A closable, foot-pedal-operated, plastic-lined trash receptacle is used in every diaper changing area for contaminated diapers, pull-ups, wipes, and liners.

Diaper Changing Procedures

Parents must provide a sufficient supply of daily diapers and wipes.

- Teachers check diapers and pull-ups every 2 hours and change soiled or wet diapers and clothing immediately. Universal precautions are practiced at all times.
- Teachers prepare the diapering area with diapers, disposable wipes, and disposable bags. A nonabsorbent changing surface is covered with nonabsorbent paper liners, large enough to cover the surface from the child's shoulders to beyond the child's feet.
- The staff wears disposable exam gloves when changing diapers, and gloves are changed between each child.
- Minimal contact is made with the child's soiled clothes and diaper.
- While safety straps on changing tables are not used (to avoid contamination), staff members always have one hand on the child during a diaper change.
- The staff is trained in and follows proper procedures for cleaning a child's genital area.
- Used diapers and wipes are disposed of in a plastic bag. If necessary, soiled clothes are placed in a plastic bag to be sent home to parents. A clean diaper is placed on the child.
- During diaper change, caregivers talk with and relate warmly to children.
- The child is carefully removed from the changing table. The child's hands are washed at a sink with soap and running water. The changing paper liner is disposed of, and the changing table is disinfected after each use.
- The staff member washes his or her hands after each diaper change with soap and water for 20 seconds and uses a paper towel to turn off the faucet.
- The Stand-Up Method for diapering is used in some classrooms. These procedures are posted in classrooms where this method is used.
 - For urine-soiled diapers, the child stands on a non-absorbent paper liner. For a bowel movement-soiled diaper, the child will lie down on a diaper changing pad covered with a

non-absorbent paper liner. In each case, the child is diapered within arms-length of a hand washing sink.

Transitioning A Student to The Next Age Group

Students will transition to the next age group when they are age-appropriate, there is space available, and all parties, including parents, teachers, and administration agree it is the right time for the child. We transition our students to the next age group in chronological age to make it fair for everyone.

Most transitions occur at the start of the new facility year, which is in September, but some may occur during the facility year if a space becomes open.

Little Bible Buddies' transitioning schedule is based on how the students react to the new environment. On the first day, one of the student's current teachers will walk the student over to explore their new classroom, see their new friends, and meet their new teachers. On the second day, the student will be walked to the next classroom by the same teacher but will have more time to explore independently. If the child does well, the teacher will observe and allow more time in their new classroom. If we see the child is having a hard time, they will be taken back to their current classroom and discuss how exciting it was in their new classroom. The next day, the teacher will walk the student over again to see any progress. This will continue until the child is in a place where their current teacher is no longer needed by their side in their new classroom, and they feel comfortable and positive!

Parents will be notified of their children's progress with detailed messages through the facility's app. We believe that slow and steady wins this race, and positive energy from both the new and the old teacher will help the student feel comfortable and confident in this exciting new adventure!

Screens And Media

The use of visual media, such as television, films, and videotapes, shall be limited to developmentally appropriate programming. Media may be used as a special event or to achieve a specific goal but not as a regular daily routine, and not exceed 20 minutes per day. TV, video, internet, or DVD viewing shall not be allowed during meal or snack times.

The director must approve all videos, and all screen time must be related to educational programming developed by the center.

Attire For Children

Your child must wear clothing that is easy to manage and safe for the activities they will be participating in while at the facility. Dress your child in simple, comfortable clothing that is washable. Please remember in choosing their clothing that children paint, glue, and participate in large movements daily. Children must also be dressed appropriately for the weather. Children must wear comfortable, closed-toed shoes. Flip-flops and open-toed sandals are not permitted for safety reasons.

Two sets of extra clothing should be left in your child's backpack in case of emergency. All clothing items must be labeled with the child's name. The Facility is not responsible for any lost or damaged clothing items.

Special Events

Little Bible Buddies hosts special events throughout the facility year as an opportunity for our families to get together with our staff and have a wonderful time. You will be notified by email three weeks before the event and it will be posted on ProCare. Please note alcohol and smoking are prohibited.

Your participation in these events brings a feeling of connectedness and collaboration to our Facility!

Field Trips

Little Bible Buddies believes that field trips are a creative way to enrich a study and expand the learning environment. All field trips must be approved by the facility Director. Parents will be notified at least three weeks before the planned field trip.

Chaperones

Chaperones are welcome and highly encouraged! We appreciate family interactions on these special occasions. All infants, toddlers, and diapered children are required to have a parent/guardian chaperone on the trip. Any child who requires one-on-one supervision is required to have a parent/guardian chaperone for the entirety of the trip, which is at the discretion of the classroom teacher and administration.

Car Seats

Any child who requires a car seat must have a chaperone and arrive by a personal vehicle.

Head Counts

Head counts will take place every 5-10 minutes during a field trip, as well as at the following times:

- Before leaving the classroom
- Before starting the vehicle (after buckling children)
- After students exit the vehicle at the field trip location
- After entering the field trip location
- When exiting the field trip location
- Before starting the vehicle (after buckling children)
- After exiting the vehicle at the facility
- When returning back into the classroom

Lice Policy

If a student is found to have live head lice, we will notify their parent/guardian by phone and provide them with information on head lice when they pick up their child. The student must be picked up promptly, and they cannot return to the facility until 24 hours after they've used a medicated lice shampoo treatment. Only in certain cases will we check the student's head for lice when they return to school. Ultimately, it's the parent/guardian's responsibility to manage head lice by checking for live lice

daily and before returning to school. Students found to have nits/eggs can still attend school, but we encourage parents/guardians to comb them out daily for 14 days and complete a follow-up treatment in 7-10 days. We do not support classroom screenings for head lice. We'll notify the custodian to vacuum affected classrooms and upholstered furniture, remove stuffed animals and pillows for 14 days, and keep coats, hats, scarves, and backpacks separate from each other.

Diaper Changing and Potty Training

Diaper Changing

Proper diapering procedures are posted at each changing table. Changing tables are impervious, non-absorbent surfaces. The tables are sturdy and adult-height. The changing area is never located in food preparation areas and is never used for the temporary placement of food. Hand-washing sinks with liquid soap dispensers are within arm's length of each changing table. A closable, foot-pedal-operated, plastic-lined trash receptacle is used in every diaper changing area for contaminated diapers, pull-ups, wipes, and liners.

Diaper Changing Procedures

Parents must provide a sufficient supply of daily diapers and wipes.

- Teachers check diapers and pull-ups every 2 hours and change soiled or wet diapers and clothing immediately. Universal precautions are practiced at all times.
- Teachers prepare the diapering area with diapers, disposable wipes, and disposable bags. A nonabsorbent changing surface is covered with nonabsorbent paper liners, large enough to cover the surface from the child's shoulders to beyond the child's feet.
- The staff wears disposable exam gloves when changing diapers, and gloves are changed between each child.
- Minimal contact is made with the child's soiled clothes and diaper.
- While safety straps on changing tables are not used (to avoid contamination), staff members always have one hand on the child during a diaper change.
- The staff is trained in and follows proper procedures for cleaning a child's genital area.
- Used diapers and wipes are disposed of in a plastic bag. If necessary, soiled clothes are placed in a plastic bag to be sent home to parents. A clean diaper is placed on the child.
- During diaper change, caregivers talk with and relate warmly to children.
- The child is carefully removed from the changing table. The child's hands are washed at a sink with soap and running water. The changing paper liner is disposed of, and the changing table is disinfected after each use.
- The staff member washes his or her hands after each diaper change with soap and water for 20 seconds and uses a paper towel to turn off the faucet.
- The Stand-Up Method for diapering is used in some classrooms. These procedures are posted in classrooms where this method is used.
 - For urine-soiled diapers, the child stands on a non-absorbent paper liner. For a bowel movement-soiled diaper, the child will lie down on a diaper changing pad covered with a

non-absorbent paper liner. In each case, the child is diapered within arms-length of a hand washing sink.

Potty Training

We are excited to join and assist our families on the potty-training journey once a child is developmentally ready to use the toilet.

Stages of Potty Training

Little Bible Buddies believes there are three steps to potty training or toilet learning. These stages are:

- First Stage: Interested in the Potty!
 - This stage occurs when the child communicates that they have gone potty in their diaper. They show interest in the potty by pointing, saying potty words, and being uncomfortable in their diaper. This is a great phase to start reading books about going potty and watching videos!
- Second Stage: Toilet Trained with Adult Support
 - This occurs when the child can use the toilet, but it is the adult who gets the child to the bathroom on a set schedule. In summary, the adult initiates the use of the toilet by the child. During this stage, the child is fully assisted by the adult. The adult walks the child to the toilet, sits them down, pulls up and down their pants, and helps with wiping. Accidents do frequently occur in this stage. This stage focuses on getting the child used to going the bathroom, being aware of this new and exciting adventure, and assisting them to do it correctly!
- Third Stage: Potty Training
 - The student can use the toilet, mostly independently, and express the need to go potty on the toilet. They are communicating interest and acting. The child shows signs of readiness and feels independent to use the potty. Accidents occur very infrequently in this stage! They still may occur, so do not get discouraged.

Signs of Readiness

- Verbal Signs:
 - The child can speak in three-to-four-word sentences.
 - The child can speak when their diaper is wet.
 - The child can say they need to go potty or just wet their diaper.
 - The child tells you that they need to go to the bathroom.
- Physical/Psychological Signs:
 - The child stays dry for longer periods
 - The child can hold urine or bowel movements.

- The child has a somewhat consistent bowel movement schedule. This means their bowel movements are at somewhat regular times.
- The child can pull down and pull up pants and underwear.
- The child asks and wants to wear underwear.
- The child initiates using the toilet by walking to it.
- The child can learn and initiate the following actions of going to the bathroom: pee, wipe, flush, and wash hands.
- General Notes on Potty Training
 - The following notes are important to remember while potty training your child:
 - Make potty training a POSITIVE EXPERIENCE for everyone!
 - Never make the child feel bad for having an accident. Remember, it is a process!
 - Positive reinforcements are beyond helpful in training.
 - Make sure to pay attention to the child's signs of readiness and be ready yourself!

Remember that all children potty train at their own speed.

The Potty-Training Process at Home and Facility

Little Bible Buddies requires the potty-training process to begin at home. The process should begin when the parents and child can be dedicated, and there are not many changes in the child's life.

The Process at Home:

1. Notify the teacher of a scheduled weekend that you plan to start the process. Ensure that the teacher is aware and can start working with your child at the facility around the same time.
2. We recommend your child stay in underwear for two to three consecutive days. This is because underwear feels different than a diaper on a child. They start to realize that the underwear cannot hold their urine/poo and they feel uncomfortable. Underwear helps produce the sensory signs of going to the bathroom on the toilet to maintain dry and clean underwear!
3. It is important that parents stay close to home and keep the child close to the bathroom while playing or participating in activities to ensure ease of use.
4. We recommend your child wear comfortable, easy-to-remove clothing during this process.
5. Take your child to the bathroom every 2 hours, and reward them with cheering, or other positive reinforcement techniques even if they are just sitting on the toilet.

The Process at Facility:

A successful weekend at home is defined by the child having three or fewer accidents and remaining excited about the process. If your child goes more times during the weekend on the toilet than in their underwear, this is a sign of success!

1. It is important that parents stay close to home and keep the child close to the bathroom while playing or participating in activities to ensure ease of use.
2. We recommend your child wear comfortable, easy to remove clothing during this process.
3. Take your child to the bathroom every 2 hours, and reward them with cheering, or other positive reinforcement techniques even if they are just sitting on the toilet.

The following guidelines must be followed when children are potty training/wearing underwear at the facility:

- No overalls, pants with a belt, pants that snap, or any clothing that is hard to get the child out of quickly.
- If possible, bring an extra pair of shoes as they can get wet too.
- ALWAYS have extra underwear and changes of clothes, including socks, onsite at the Facility
- Inform the teacher if your child prefers to sit or stand when using the toilet.
- Keep a small supply of pull-ups for nap time at the Facility.
- Pull ups must be able to reattach on the sides
- Your responsibility is to take home any soiled clothes to be cleaned and sanitized.

Outdoor Play Policy

Students will be provided with a safe outdoor environment to allow for creative and constructive play. There are many benefits to outdoor play, even in the colder months. Outdoor play offers valuable experiences to learn about the seasons and weather from one of the greatest teachers – nature. Outdoor play encourages independence and responsibility as children learn to dress themselves appropriately for the weather. It is even proven to reduce the spread of germs and illness, which are most commonly transmitted in confined spaces such as the classroom. Lastly, it is a DHS regulation for all children to be taken outside daily (3270.114), and we do just that! All children go outside daily for 30 minutes in the morning and 30 minutes in the afternoon.

To keep students safe while they enjoy the outdoors, the following guidelines must be followed:

Preparation for Outdoor Play:

- Parents and employees will ensure students are dressed properly for the weather.
- Parents and employees will ensure students have appropriate shoes for the weather and outdoor activity.
 - This includes ensuring students are wearing closed toed shoes and that shoelaces are tied when applicable.
- Employees will take attendance of students present and will confirm attendance with the office before leaving the building.
- Employees will have an appropriate communication device on hand in case of emergencies.
- Employees will carry emergency supplies which include a first-aid kit, attendance list, medication for students, and emergency contact forms.
- Employees will review playground and walking rules with students before going outdoors.

During Outdoor Play:

- Upon arrival at the playground or during the walk, employees will take attendance again.

- Employees will take attendance intermittently throughout any outdoor activity.
- Employees will not congregate in groups with other adults. All employees will be positioned so that each adult can adequately supervise students in all areas of play.
- When equipment is in use, Employees will show students how to use it properly and safely.
 - To encourage positive behaviors, Employees will use clear and positive statements: “Walk around swings” rather than “Don’t get in the way.”
- In the case of an injury, Employees will notify the office immediately. Additionally, Employees will report any safety issues on the playground or during the walk they observe.
- Employees will utilize outdoor play as an extension of the classroom.
 - This may include the addition of toys, books, and art supplies to the existing equipment, allowing students the choice to explore and inquire.
- Students will not be allowed to go into the facility building unattended to go to the bathroom or for any other reason. If more than one adult is present, Employees will take small groups into the building during playground activities. If assistance is needed, Employees will communicate with the office.
- Employees and students will refrain from eating or drinking unless sitting. Water will be encouraged.
- Employees will refrain from recreational cell phone usage to ensure proper supervision of students and activities.

After Outdoor Play:

- Before going inside, Employees will inspect playground equipment for broken, worn, or missing parts.
- Employees will ensure the playground and walking path is free of trash, and that toys and materials are back in place. This will ensure the playground and walking path are inviting for the next group of students!
- Employees will take attendance before leaving the playground or coming back from the walk. Additionally, Employees will take attendance one last time upon entering the building.
- Before returning to the classroom, Employees will have students wash their hands and use the restroom.

Weather:

- Children play outside daily between temperatures of 25 and 90 degrees when there is no falling precipitation or air quality alerts.
- If the playground is not safe (i.e wet from rain or slippery due to icy surface), students will go for a walk if the sidewalks have been cleared and are safe to use. No major streets will be crossed.
- If it is raining, thundering, lightning, snowing, hailing, and/or extreme winds, students will remain indoors.

Sunscreen and Insect Repellent

Sunscreen and insect repellent are permitted, and the container must be labeled with the child's name and room number. The parents must have the item logged at the front office. It will be kept in the locked cabinet in the child's classroom and the teachers will use it as needed. The product will not be applied after its expiration date and will be either disposed of or returned to the parent.

Animal Handling Policy

Introduction

Research shows that interacting with animals improves children's social skills by helping them learn responsibility, respect, and empathy. Having animals in this setting has also been proven to reduce stress while increasing motivation and engagement with learning. From time to time, this facility may allow pets in the building or on the premises. This policy details how the facility and its staff will handle interactions between children and pets.

Guidelines and Policies Regarding Animals

Types of animals allowed on the premises:

- Small animals are allowed when properly inoculated and seen by a veterinarian to verify they are free of diseases that are dangerous to human health.
- Any animal deemed as wild, dangerous, venomous, toxin-producing, or more likely to spread rabies, are not allowed on the premises.

First Aid

The facility is responsible for the immediate treatment of any child who sustains bites, scratches, or any injury from animals. If the injury is too severe for our staff to treat, emergency services may be contacted. In either case, guardians will be notified of the circumstances and will also be advised to watch for signs of infection.

Risks

When animals are brought onto the premises, your child may be exposed to allergens. It is your responsibility to inform the facility if your child has allergies, asthma, or other health conditions that would be exacerbated by the presence of animals. We will keep animals away from these children, and we will also confine pets to a limited area to reduce contact between these children and the animals.

Interactions with animals run an inherent risk of injury from bites or scratches, whether intentional or unintentional. To curb this risk, we will teach the children how to treat animals respectfully and safely, and we will immediately remove children from the interaction if the child behaves in a way that provokes the animal or if the animal shows signs of aggression. Some animals may carry diseases such as salmonella or E. coli. To avoid contact with these diseases, animals will not be permitted at any time in

food areas. We will also ensure proper hand-washing protocols for all adults and children, and we will clean and sanitize all areas where animals have been.

Emergency Situations

If staff believes an animal is becoming a threat, the animal will immediately be caged or detained by its owner, or the supervising staff member and all children will be separated from the animal. If the animal becomes uncontrollable, emergency services will be contacted, and everyone will evacuate the area.

Supervision Policy

Little Bible Buddies' top priority is the safety and supervision of the children in our care. Supervision means to be physically present with a group of children and/or facility person under supervision; critical oversight in which one can see, hear, direct, and assess the activity of the supervisee. By doing so, we aim to ensure the health and safety of each child enrolled in our program.

Overview

All supervising staff must be able to see, hear, direct, and assess children and volunteers at all times.

- SEE: all children in care must be within a clear line of sight. Staff will position themselves in such a way that all children can be seen.
- HEAR: staff must be able to hear all children in care. This helps avert conflicts and prevent dangerous situations from occurring. Staff must avoid distractions such as cell phone usage, wearing headphones, listening to music, and having personal conversations with co-workers.
- DIRECT: Staff must be able to direct the children when needed. There are times when staff need to intervene and redirect a child to a different area or activity for the benefit of the child and/or others.
- ASSESS: Staff will need to constantly observe children and intervene or assist, when needed, to keep them safe. Sometimes, a staff person may need to call for back-up when the immediate needs of one child takes his or her full attention. Staff must assess the environment before children are welcomed into it by checking for potential problem areas and resolving them swiftly and safely.

Ratios

State-mandated ratios will be maintained at all times. Little Bible Buddies reserves the right to turn families away if we cannot properly maintain ratios due to staff shortages.

- 1:4 – Infants (birth to 11 months)
- 1:5 – Young toddlers (12 to 23 months)
- 1:6 – Older toddlers (2 years)
- 1:10 – Preschool (3-5 years until the entrance of kindergarten)
- 1:12 – Young school age (grades K through third)
- 1:15 – Older school age (grades four through eight)

Implementation

State-mandated ratios will be maintained at all times. Little Bible Buddies reserves the right to turn families away if we cannot properly maintain ratios due to staff shortages.

- It is the responsibility of each staff person to ensure the safety and wellbeing of each child in attendance at Little Bible Buddies.
- Children will be supervised at all times including without limitation: classrooms, bathrooms, hallways, stairways, play yard, gymnasium, inside and outside the facility. At no time will a child be left alone.
- Children will not be supervised by volunteers or anyone under the age of 18 years. Volunteers will be supervised at all times.
- Daily attendance must be taken upon arrival of each child.
- Attendance is to be taken upon arrival, departure, and all transitions.
- Emergency contact binders must be accompanied by staff persons at all times including field trips, outdoor play, and transitions.
- Upon drop-off or when a child is being transitioned into the care of another staff person, clear communication will be demonstrated to ensure each staff person knows who in his or her direct care.
- During pick-up, a child may only be released to a person authorized per the emergency contact agreement. Any other person will be escorted to the office for identification prior to release.

Discipline Policy

Little Bible Buddies has made praise and positive reinforcement the backbone of our discipline policy. Many studies have proven that a positive approach to behavior management helps children develop critical thinking skills, self-discipline, and higher self-esteem. Our disciplinary methods are based on these findings and are used for the betterment of your child.

Positive Discipline Techniques

- Use positive statements and affirmations when speaking to children.
- Use terms and phrases the children understand.
- Talk with children in a calm manner at a normal speaking volume.
- Explain and demonstrate which behaviors are unacceptable and why.
- Apply rules and consequences consistently.
- Model appropriate behavior.
- Praise and encourage the children for positive behaviors.
- Set up the classroom environment to prevent misbehavior.
- Redirect children to the appropriate activity or behavior, providing alternatives if needed.
- Allow children to make choices.
- Help children talk out problems and think of solutions.
- Reason with and set limits for children.
- Listen to children and respect their needs, desires, and feelings.

- Provide appropriate words to help solve conflicts.*
- Use stories, songs, games, etc., and discussions to work through common conflicts.*

Techniques We Avoid

- Inflict any type of corporal punishment upon a child, including any physical force.*
- Use any strategy that hurts, shames, or belittles a child.*
- Use any strategy that threatens, intimidates, or forces a child.*
- Use food as a form of reward or punishment.*
- Use or withhold physical activity as a punishment.*
- Shame or punish a child if a bathroom accident occurs.*
- Compare children to one another.*
- Place children in a locked and/or dark room.*
- Leave any child alone, unattended, or without adult supervision.*
- Allow discipline of a child by other children.*
- Criticize, make fun of, or otherwise belittle a child's parents/guardians, families, or ethnic groups.*

Serious And Habitual Behavior

When more serious or habitual misbehavior occurs, a conference will be scheduled with the teachers of the classroom and the student's parents/guardians. Observations, accident reports, and other important documentation relating to the events will be presented and used as evidence. We will work together to develop a Behavior Plan and determine the next steps.

Suspension and Expulsion Policy

Little Bible Buddies has found that repeated misbehavior can cause stress and disruption to the classroom. Consistent misbehavior also indicates that the student needs extra support to develop their social and emotional skills.

If serious concerns arise, Little Bible Buddies will work with the student's parents/guardians and professionals who specialize in supporting children's social-emotional development.

Guidance for prevention of suspension and expulsion:

In an effort to prevent expulsion and suspension of children, this agency shall adopt the following, in policy and practice and in a consistent and non – discriminatory manner:

- Use developmentally appropriate practices that provide for stimulating and interactive learning environments, diversity, age-appropriate expectations, small group activities, teachable moments and knowledge of research-based evidence and best practices in child development, early learning and education.
- Invest in professional development, training and education to ensure educators have the competencies to support children's social and emotional health.
- Develop and implement classroom schedules that meet the needs of the children.
- Adapt learning environments to promote healthy social interactions with others.
- Develop healthy and nurturing relationships with children.
- Develop strong partnerships and relationships with parents.
- Develop and implement classroom expectations that are developmentally appropriate, clear and consistent.
- Provide family engagement opportunities.
- Ensure fairness and equity.

If the behavior continues to be disruptive to the classroom, constitutes an immediate danger to the child, staff, or other students, or is considered uncontrollable and the facility's techniques for behavior management have been exhausted, the following will occur:

Guidance for prevention of suspension and expulsion:

Prior to the expulsion of any child from this program, the staff and director will follow these guidelines:

- The student's parents/guardians, teachers, and facility administration will attend a meeting to discuss what the facility needs to help the child and the steps that the parents/guardians must take to support the child and the facility.
- The facility will provide the student's parents/guardians resources for mental and behavioral health specialists who serve the local community.
- The student's number of days per week or hours of care each day may be reduced for a specified time period.
- The facility will provide reasonable accommodations to suit the student's needs such as allowing outside resources such as therapists and ABA specialists.
- Staff will document the outcomes of the incident, the subsequent conference, and the plan developed, including appropriate intervention strategies. The purpose of the conference is to

develop a plan jointly with the family and available resources to address specific behaviors that are disruptive and/or pose an imminent danger (recurring violence, behavior, or aggression).

If after 3 months of continuous support for the child based on discussions with the family, the facility does not see any progress in the child's behavior, the director may decide to discharge the child from the Facility.

Transition Procedures:

If an expulsion must occur, the facility will assist the child and family in transitioning to another program by identifying and engaging mental and behavioral health consultants and community resources to assist in determining the most appropriate placement for the child.

Inclusion Policy

Little Bible Buddies welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

Admissions/Waitlist:

Children of all abilities are accepted into Little Bible Buddies and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained and children will be accepted from the list on a first come first served basis.

Inclusive Environment:

Early childhood educators at Little Bible Buddies use developmentally appropriate practices and consider the unique needs of all children when planning. Little Bible Buddies will make reasonable accommodations, when necessary, to meet the individual and special needs of children. Schedules, routines, and activities are flexible and educators will work with therapists, special educators, and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child. If your child has an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP), we request that parents provide a written copy within 10 days of the child's enrollment to insure a successful start.

Confidentiality:

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the director and the child's teacher. No information will be released about a child and the parent/legal guardian during enrollment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in Pennsylvania law or when information is subpoenaed by the court.

Family Centered Practices:

Little Bible Buddies acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. Program Name Here communicated with each family daily and has regular meetings to discuss the child's successes and challenges.

Professional Development and Support for Staff:

Training and support are provided to ensure that all staff are comfortable, confident, and competent to meet the developmental and educational needs of all children. All staff receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The director provides additional support and resources as appropriate.

Collaboration with Other Professionals:

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists and specialists. Little Bible Buddies welcomes those professionals and works with them to assure the child's success. The service provider is encouraged to provide services to the child in the context of the early childhood classroom environment, and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. Little Bible Buddies supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings.

Assessments, Observations, Evaluations

Assessments

Little Bible Buddies reserves the right to conduct developmental assessments of children's growth and progress to determine appropriate placements and programming.

Screening Tool

Little Bible Buddies uses Ages & Stages Questionnaires® (ASQ) as a screening tool to check children's development, celebrate and anticipate milestones, and determine follow-up steps, if needed. Conducting regular screenings allows us to help identify delays or disorders in the early years so that parents may take next steps before their child starts school.

An initial screening occurs within 45 days of each child's enrollment, when moving up to a new classroom, and if or when staff or parents have a concern about a child's development.

Professional Evaluations

If your child currently has an IEP/IFSP, Little Bible Buddies requests a copy to enable us to work together to ensure that your child's goals are put into practice.

Parent-Teacher Conferences

Parent-Teacher conferences will typically occur every April and November, but may also be scheduled at other times throughout the year. These meetings provide parents with insight into their child's growth and development while enrolled at the facility and what parents can do at home to support what is occurring at the facility. Parent-Teacher conferences also allow the teacher and the parents to form a more personal relationship to ensure the facility is meeting the family's standards and so that the teacher can understand the family setting the child has outside of the facility's doors.

Parents will be aware of their scheduled Parent-Teacher Conference time one month before the scheduled meeting.

Emergency Preparedness

Emergency Consent Forms

Emergency consent forms are completed by the parents or guardians upon enrolling their child(ren) at the center. A copy of these forms is in every classroom and always available on the Facility app. They are to be reviewed by the enrolling parent every 6 months and updated, if needed.

Emergency Handbook Onsite

Little Bible Buddies has an emergency procedure handbook to define policies and protocols in emergencies. This handbook is reviewed often, and all staff will be trained on these policies upon hire.

Emergency Procedures

Immediate Medical Attention

If a child or a staff member receives an injury while at the facility, an accident report will be completed. The report includes information regarding the time and date of the injury, what happened, how it was treated, and the signature of the witnessing teacher. This report is provided to parents before the child leaves the center and is also recorded in the center's medical logbook.

Fire

Fire drills will be practiced at random times of the day. The drills will occur once a month. Evacuation maps are posted throughout the facility and are easy to access during a drill so that all parties are prepared! It is important that all staff and students remain calm during any emergency drill!

- The director or owner will inform the staff in advance that a drill will occur later in the week.
- The staff will talk to their students about the alarm as well as the rules and procedures to follow while evacuating the building.
- The director or owner will sound the alarm, and the facility will perform the evacuation procedure.
- Children will proceed immediately to their designated outside facility meeting spot.
- If possible, one staff member should try to grab the attendance sheets, emergency contact list, and cell phones to carry with them.
- The staff will take attendance of the students and check off their attendance sheets or communication app.
- If safe, the director or owner will quickly check hiding spaces in the facility for any lost children. They will also check for any sources of smoke or fire during a real emergency fire situation.
- The director or owner will then meet the rest of the students and employees at the designated area outside the building.
- The director or owner will review attendance by checking the sign-in and sign-out sheets, or other documentation for student attendance (the facility's communication app).
- The director or owner will time the drill to see how long it took to evacuate the building.
- The director or owner will confirm with local law officials when it is safe to return to the building.
- The director or owner will assist with children who may need support to return to the building.
- The director or owner will complete the first drill log with the following information: date and time of the drill, number of students, number of teachers, and the length of time it took for the students and teachers to evacuate the building.

- Parents will be notified that a fire drill occurred on this day.

Tornado

Tornado drills will occur once per year, most times during the spring and summer as tornados occur during the warmer months. Evacuation maps are posted throughout the facility and are kept easy to access. All Little Bible Buddies employees and students will be prepared for the drills, and review what happens during a drill often so that all are prepared! It is important that all staff and students remain calm during any emergency drill!

- The director or owner will inform the staff in advance that a drill will occur later in the week.
- The staff will talk to their students about the alarm as well as the rules and procedures to follow while evacuating the building.
- The director or owner will sound the alarm, and the facility will follow the shelter in place/lockdown procedure.
- Children will proceed immediately to the designated lockdown site/shelter in place spot.
- If possible, one staff member should try to grab the attendance sheets, emergency contact list, and cell phones to carry with them.
- Students will take the safety position by kneeling on their knees and elbows with their foreheads on the floor and covering their heads with their hands.
- The staff will take attendance of the students and check off their attendance sheets or communication app while helping students to take the proper safety position.
- If safe, the director or owner will quickly check hiding spaces in the facility for any lost children.
- The director or owner will meet at the shelter in place designated spot to review attendance by checking the sign in and sign out sheets, or other documentation for student's attendance (the facility's communication app).
- The director or owner will time the drill to see how long it took for the students to take shelter.
- The director or owner will confirm when it is safe to leave the shelter in place designated spot.
- The director or owner will assist children who may need support to enter back into the program's main area.
- The director or owner will complete the first drill log with the following information: date and time of the drill, number of students, number of teachers, and the length of time it took for the students and teachers to evacuate the building.
- Parents will be notified that a drill occurred on this day.

Missing Child

If a child is not accounted for at any time, the staff member responsible for the child should:

- Search the premises for the missing child. Each area that a child could potentially hide should be properly searched, as well as the outdoor areas of the facility.
- The staff member should also double-check to confirm the location of the child by checking the sign-in and sign-out log.

- If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the facility director should be notified that the child is missing.
- Begin the lockdown procedure. All exits must be monitored by employees letting no one in or out of the facility.
- The staff member responsible for the child will call 911, since he/she will have the best knowledge of what the child was wearing that day, along with other distinctive features.
- The facility director will notify the child's parents/guardians to make them aware that the child is missing from the facility.
- While the police are en route to the facility, the staff will continue to search for the missing child. The staff should look in every cabinet, closet, cubby, and every other location where a child may hide.
- The facility director will always stay on the facility premises to be the contact person for the police department, as well as the missing child's guardians.
- The facility director should ask the police to activate an Amber Alert.

Poison Procedure

- The Poison Control Center phone number will be posted on the list of emergency numbers by the telephone.
- Poison emergencies or requests for poison information will be made by contacting the Poison Control Center Hotline at 1-800-252-2022 first – unless the person who has been poisoned is unconscious, not breathing, having trouble breathing, or is having convulsions. If any of these conditions are present, we will call 9-1-1 first.
- Chemicals, medications, pesticides, paints, cleaning agents, and other potentially harmful substances will be stored in locked areas that are inaccessible to children.
- Toxic substances will be stored away from food and food preparation areas and all chemical products and medications shall be stored in their original containers with original labels intact.
- Poisonous plants are not permitted in the center.
- Staff must identify plants and determine "safe" prior to bringing them to the facility. If the plant is not on the poisonous plant list, please contact the poison control center (1-800-252-2022 or 1-800-942-5969) for guidance.
- Food-handling staff will be trained in and follow Integrated Pest Management practices for the prevention of pests.
- If additional pest control is necessary, only a licensed exterminator will apply pesticides.
- Pesticides must be EPA approved with natural pesticides that are non-toxic to humans.
- Pesticides and other potentially toxic chemicals will not be applied while children are present. The application shall be in a manner that prevents skin contact and other exposure and minimizes odors. A staff member will observe the application of the chemicals and verify that they are applied according to the instructions on the label.
- The Program Director will notify parents and staff before using pesticides.

- Following the use of pesticides or other potentially toxic chemicals the treated area shall be ventilated for the period recommended on the product label or by a nationally certified poison control center before being reoccupied.
- All staff purses and personal belongings will be securely stored to prevent access by children. Purses and other personal belongings may contain items unsafe for children including medications, lighters, pocketknives, etc.

Illness Policies

Your child should remain home or may be sent home early based on the following criteria:

- a fever of 100 degrees or more
- inflammation of the eyes (excessive redness, glassy or discharge)
- vomiting
- more than one incidence of diarrhea or loose stool that is not contained within the clothing
- communicable disease as defined by the Department of Health Services/Center for Disease Control
- unknown rash
- excessive nasal discharge
- pain

If your child is sent home due to illness, he or she cannot return to the facility until he has been free from symptoms for 24 hours without using a fever reducer. This allows your child time to recover and stop the spread of illness to other children and staff.

After your child has been ill, it is important to adhere to the following guidelines when determining if your child is ready to return to the facility.

- Mood, appetite, behavior, and activity are again normal
- No fever for 24 hours without a fever reducer
- Antibiotics (have been used for a full 24 hours)
- Vomiting cleared for 24 hours
- Diarrhea cleared for 24 hours
- Frequent coughing excessive nasal discharge resolved
- Pain resolved

It is your responsibility to notify the facility if your child has a communicable disease or infestation such as measles, mumps, chickenpox, or head lice. A child may be readmitted without a statement from a physician only if the child has been absent for a period equal to the longest incubation period of the disease as specified by the Department of Health and Social Services. The local Health Department will

immediately be notified of all infectious diseases, and a note will be posted in the parent information center when there has been exposure to a communicable illness in the center.

Children returned to the center with signs of illness, or communicable disease will be refused entry into the facility.

Please consult with your director if you need additional information.

Medication Policies

This policy was written to encourage communication between the parent, the child's healthcare provider, and the childcare provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in childcare.

Important General Notes:

- Whenever possible, medication should be given at home. Dosing of medication can frequently be done so that the child receives medicines before going to childcare and again when returning home and or at bedtime. The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. The parents must notify the childcare provider of the dosage that was given at home and at what time it was administered to the child.
- Medication will only be accepted into the facility if the proper documentation is completed and all policies and procedures for accepting medication are followed.
- Medication will only be used for the student whose name is documented, and the medication has been approved for.
- Medication will not be shared.
- Medication will always be kept in a locked container.
- Medication will be administered in a manner that protects the child's safety.
- Medications given in the Center will be administered by a staff member designated by the Center Director. The designated person will be fully briefed on the child's health needs related to the medication and will have had training in the safe administration of medication.

Communication Agreement Between Parents and Facility Regarding Medication

Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and picked up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

The Director or Director Designee is always authorized to contact the pharmacist or healthcare provider for more information about the medication the child is receiving and if a situation arises that requires immediate attention to the child's health and safety, particularly when the parent/guardian cannot be reached.

Accepting Medication

- All medication will be accepted in its original container. Medication that is not in its original container will not be accepted.
- Medication will not be used beyond the date of expiration.
- Consent forms from parents and doctors will be completed prior to arriving at the facility.
- The child's name must be written on all items.

Storing Medication

- Medications will be safely stored away from children and in a locked container/storage area.
- Medication containers must have child-protection caps.
- Medications will be kept in a well-lit area.
- Medication will not be kept in rooms where food is prepared or stored unless refrigerated in a separate locked container.

Empty/No Longer Needed Medication

- When a child no longer needs the medication, the unused portion or empty bottle will be returned to the parent.
- If a medication is near expiration, the director will notify the parents to bring in new medication prior to the official expiration date.
- If the medication is empty, it will be discarded in a room where children are not present.
- All medication lids will be closed and locked, whether the medication is empty or full.

Prescription Medication

Forms Required to Administer Prescription Medication

- Parents must complete a consent form to allow the facility to administer medication to their children.
- The facility must receive a doctor's note. This can be in the form of a letter, labeled on the container/bottle, or labeled on the packaging.
- Medication administration will be recorded in a log with the date, times administered, dosage given, prescription name, and signature of the person who administered the medication.

Receiving the Prescription Medication:

- Prescription medication will ONLY be accepted in its original container.

- Prescription medications will be labeled with the full pharmacy label. This label must be on the packaging of the medication or attached directly to the medication bottle.

The pharmacy label must clearly state:

- physician's directions for use
- physician's name and phone number
- child's first and last name
- the date the prescription was filled
- the expiration date
- specific instructions for storing the medication

Administering Prescription Medication:

- Only the designated staff member will administer medication
- Prescription medication will be administered as instructed and prescribed by a physician
- Prescription medication will be used only for the child named on the label
- The administration of all medications will be recorded in a medication administration log.

Non- Prescription Medication

Forms Required to Administer Prescription Medication

- Parents must complete a consent form to allow the facility to administer medication to their child.
- The administration of all medications will be recorded in a medication administration log with the date, times administered, dosages, prescription name, and the name and signature of administering the medication.

Receiving Non-Prescription Medication:

- Non-Prescription medication shall be accepted only in its original container. Medication not in its original container will not be accepted into the facility.
- Non-Prescription medication shall be clearly labeled with the child's first and last name.

The container shall be in such condition that the name of the medication and the directions for use are clearly readable.

Administering Non-Prescription Medication:

- Only the designated staff person will administer medication.
- Non-Prescription medication shall be used only for the child who is confirmed to receive it.
- Non-Prescription medication may be dispensed in accordance with the manufacturer's instructions.
- The administration of all medications will be recorded in a medication administration log with the date, times administered, dosages, prescription name, and the name and signature of administering the medication.

ACKNOWLEDGMENT OF RECEIPT OF PARENT HANDBOOK

Today's Date:

- We _____ the parents of _____ have received a copy of the Little Bible Buddies Parent Handbook.
- I agree and understand the policies and procedures listed in this handbook and comply with the Facility's rules and regulations.
- I understand that the policies and procedures listed in this handbook are subject to change to reflect the program's needs.
- I understand I will be made aware of these changes in a timely fashion, and I will always adhere to the most up to handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

