



DAYCARE AT DAYSPRING



Parent Handbook



www.dayspringag.org



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Philosophy

Daycare at Dayspring provides a safe and loving environment where children can learn and grow through play and nurturing relationships. We provide a balance between structured routines and activities that encourage individual choice and expression. We view each child as special and are committed to meeting their individual needs through the attention of and interactions with our experienced and resolute staff.

Our daycare is devoted to nurturing and encouraging the development of our students as

Daycare at Dayspring does not discriminate in providing services to children and their families based on race, religion, cultural or national heritage, political belief, marital status, or disability.

Goals

- Help each child develop their fine motor skills through play in a variety of ways
- Develop a set routine
- Provide a loving environment that meets each student physical and emotional needs
- Help each student learn to develop self-control
- Prepare our students for Pre-k grades
- Assist the parents and students in potty Training
- Help each student develop their language through reading
- Help the students develop a creative imagination through organized play and song
- Help the students learn about God and His truth through Bible time, circle time
- Help the students develop positive social skills through organized play with their peers

Pre-K Objectives

Fully Potty Trained

3 years old By August 31st

4 years old by August 31st

5 By August 31st for Kindergarten- State Law

child-Based Curriculum

Curriculum at Daycare at Dayspring is centered around the child. We recognize the universal patterns and milestones of child development. Our approach is consequently based upon age-appropriate practices. We value the fundamental premise of early education, however, that curriculum be created around each child as an individual, tailored to unique developmental capabilities, temperamental characteristics and learning styles. Our approach surpasses textbook developmental guidelines and is built anew each day to be individually appropriate to the changing interests, abilities and needs of children in our programs. We do use ABC Jesus Loves Me Curriculum.

the bond between teacher and student

Trust is the first condition for effective learning. It promotes a sense of well-being and emotional security in young children, creating a solid foundation for future learning. Without the support of early trust relationships with caring adults, children are ill-equipped to take the kinds of risk essential to the learning process.

Our teachers' primary goal is to establish a relationship with children in their care based upon trust. Trust develops when children come to anticipate positive experiences in the childcare settings. Responsive interactions with caring teachers reassure the children that they can rely upon their caretakers and nurture the child's feelings of self-worth.

learning Styles

Learning is an interactive process for young children. Research shows they learn best through active exploration and interaction with adults, other children, and materials. We share the view of many prominent child development thinkers that children learn and develop significantly in the early years. Consequently, we encourage our students' active involvement by providing opportunities to choose from a variety of activities, materials, and equipment, as well as time to explore.

learning Environment

Learning is facilitated by neat, clean, and orderly environments. Our classrooms are organized into activity areas, or learning centers, equipped to entice the children's involvement in activities. The environment's structure allows and encourages children to explore and learn through play. A diversity of activities and accessible materials increase the likelihood of their enjoyment and prolonged attention to selected activities. Additionally, this environment supports the children's growing independence by encouraging active decision-making.

Language

Daycare at Dayspring welcomes all children regardless of their language abilities. Some of our students begin speaking English for the first time when they join us. This arrangement is most successful when parents are comfortable with an English immersion program and can work with the child at home to address any concerns.

English is spoken to the children primarily; however, some of our teachers are bilingual. Spanish is incorporated within our curriculum through music and daily activities to provide students with a rich linguistic experience and engage their developing language skills.

Behavior Management

In keeping with the school's commitment to provide high quality childcare, we recognize the importance of discipline and its effect upon a child. All Daycare at Dayspring's disciplinary guidelines, therefore, are mindful of the school's philosophy.

disciplinary guidelines for Daycare for Dayspring staff are as follows:

- Refrain from the use of physical punishment in any form.
- Do not associate punishment with food, naps, or bathroom procedures.
- Maintain consistent discipline with the goal of helping the child rather than forcing compliance to adult standards.
- Employ discipline that considers a child's age, intelligence, emotional make-up, and experience.
- Use patience and understanding to help children establish good social habits.

- Enforce disciplinary actions with fairness and consistency, making every effort to help the child recognize actions as such.
- Avoid scapegoating or singling out any child.
- Encourage and praise good behavior, as this is frequently more effective than discipline.
- Be mindful that a child's ability to accept and profit from disciplinary actions depends upon their feelings of acceptance.
- Ensure that all staff agree with principles of supervision, training, and discipline of children.
- Maintain discipline guidelines set by the Commonwealth of Massachusetts
- Do not use verbal abuse, threats or derogatory remarks about a child or their family.
- Speak with a kind, firm voice.
- Inform the Director in the event of persistent, uncontrollable behavior that becomes disruptive and/or harmful to other children and advise the child's parents.
- Do not allow another child, group of children or other parents to discipline another child.
- We do have the children take a break in a chair when it is appropriate. We only have them sit for the age-appropriate time. Then we talked about what the reason for taking the break.

NOTE – Daycare at Dayspring reserves the right to terminate an enrollment immediately if it is believed it to be in the best interest of other children enrolled in the school and/or staff members. Please see terminations policies and procedure

Schedule

Hours of Operation

Daycare at Dayspring is open from 7:00 am to 6:00 pm, except for holiday closings and early dismissal days.

Daily Schedule TTR, Toddler, & PTR (varies between each classroom)

- 7–8 am Breakfast and free play
- 8–8:30 am Educational/Christian Program
- 8:30–9 am diapers, then worship
- 9:15 am The child is in the classroom at 9:15 am. This deadline is to maintain the classroom routines.
- 9–9:15 am Morning snack: If a child is not here by 9:15 am, they do not have a morning snack and are only allowed in if accompanied by a doctor's note.
- 9:15–9:45 am Circle time/story time/Worship
- 9:45–10:15 am diapers, then free play
- 10:15–11 am Playground/walk

- 11–11:15 am diapering
- 11:15–11:30 am Educational program/transition to Lunch
- 11:30 am-12 pm Lunch
- 12–2 pm Nap/Rest time
- 2–3 pm Cleanup/diapers/snack
- 4–4:15 pm Diapering
- 4:15–6 pm Reading/T.V. programming/ free play.
- All T.V. programming is age-appropriate and educational.

Schedule is subject to change. Schedule varies by each classroom.

rest period

Children are required to rest after lunch. Sleep is not mandatory, but children are expected to remain quietly in their pack and play or on a sleeping mat during rest period.

Holidays

The Daycare at Dayspring observes the following holidays listed below. A weekday holiday is observed for holidays that fall on a weekend as indicated.

Tuition reimbursements are NOT available for holiday closings, professional days, or severe weather days

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Summer Break
- Labor Day
- Columbus Day
- Thanksgiving Day & Day after Thanksgiving
- Christmas Day
- Professional Days

School Closings

- Should closing the school become necessary in the event of weather, local or national emergency, an announcement will be made prior to 6:00 am on local television and radio stations. Parents should always check the school website at www.dayspringag.org school closure or delayed opening. School Reach phone calls will also notify parents as well.

- Should worsening weather conditions force an early school closing, parents will be notified. For this reason, it is **imperative that accurate** emergency contact information is on file with the school.

Procedures & Policies

Absences/Tardiness

Parents must inform the school of an impending absence and notify us of its duration. The daycare does not give Tuition reimbursement for planned absences. If your child has an appointment and will be coming to the daycare late because of it, advance notice is required so the teacher can plan on your child being in the class for that or if they will be out.

Authorized Adults

Children will be released into the care of adults listed on their Authorized pickup list unless the school staff has been notified in writing of a change. Please update your pickup list. All adults picking up children are required to present identification. *Any restrictions on parental pick-up must be in the form of a court document.*

Communication

From the School

Electronic communication is the official means of communicating information to parents. The daycare director or assistant director will send all notices regarding any change. The calendar and monthly newsletters will be emailed in a timely manner. The Calendar is also available via the Dayspring website (www.dayspringag.org).

Parents play a crucial role in their child's daycare experience. You are responsible for checking and reading all distributed materials, ensuring you are well-informed and involved in the daycare's operations.

From Parents

For the safety and security of all children, written notification is required to inform the school of emergency contact information changes, custody changes, authorized adults changes, medical information/prescription changes, tuition issues, withdrawals, planned absences and vacations. This procedure is in place to ensure all necessary information is accurately recorded and acted upon.

Parents with Urgent concerns about pickup, late drop-off, or medical questions should convey them directly to their child's teacher or the Director in person or by phone and follow up in writing.

Email is appropriate if the matter is not urgent or sensitive.

Celebrations

Birthday Party

Birthday celebrations at the school are welcome and encouraged. Please email at least two days prior to the celebration to get parent permission for their child to partake in the food. Also, let the class teacher know of the time you are planning to arrive.

Please use the following guidelines when planning your child's in-school celebration:

- Parents and siblings are welcome to attend, but the school is not equipped to host non-family members or non-students.
- Balloons, 'silly string,' confetti, lit candles, clowns, or other entertainment is not allowed.
- Bring enough cake or snack food for the entire class.
- Adhere to our **approved food party list**.
- **Popcorn, plain applesauce, animal crackers, rice crispy treats, fruit snacks, pretzels, Allergen free cupcakes from A&J Bakery in Cranston.**
- Parents are asked to supply plates, napkins, and paper goods.
- 'Goodie bags' are welcome, but not mandatory. Please select only safe, non-toxic, age-appropriate items for goodie bags and avoid candy or toy weapons that may be unacceptable for some families. Goodie bags must be labeled with the giver's name and are to be opened at home after parental inspection.

If you wish to distribute party invitations at school, please give them to your child's teacher in a sealed envelope labeled with the invited child's name. Parents are under no obligation to host an all-class birthday party, but to lessen any hurt feelings, please indicate somewhere on the invitation that the party is not for the entire class.

Balloons

No balloons are permitted at the daycare or on field trips. They pose a significant safety risk to small children and are not allowed under any circumstances.

Religious & Cultural Celebrations

Our program includes the study or celebration of certain religious and cultural holidays. Seasonal holidays often become focal points for the children as they mark specific times of the year. Valentine's Day is marked with an exchange of cards and discussion about love and friendship. **Halloween is not celebrated.**

We encourage families who observe religious or cultural holidays to contact their child's teacher about incorporating the celebration into our program. This provides a wonderful opportunity for our students to learn about diverse cultures, customs, and celebrations. It also helps us build a welcoming environment where all children feel included in our celebrations.

Food

The school does not supply food; parents must provide food for their children's time at school. The familiarity of food from home is a source of comfort for children. It can also provide a cultural lesson and promote more adventurous eating in older children as their interest expands in food brought in by friends. Please keep in mind food allergies that are in the daycare when packing your child/ren lunches and snacks for the day. We want to

keep everyone safe. Also, if your child develops a food allergy, please let us know immediately so we can add it to the list.

Children may have a morning snack, lunch, and an afternoon snack. If your child arrives before 8:00AM, they may have breakfast at the school as well. Parents are asked to send enough food, based upon their child's eating habits.

Refrigeration is not available; parents are encouraged to pack an insulated container with an ice pack. Teachers can warm food in the microwave, if needed. Two drinks are usually enough for most toddlers and preschoolers. Water is always available, and children are encouraged to drink.

Allergy list:

No NUTS, SEAFOOD, BLACK BEANS, or EGGS of any kind. **Serve allergies to these food items.**

Consent Forms

Unless the school has been informed in writing that more than one signature is required, it is assumed that the signature of one parent or guardian means all parents or guardians give consent on a permission slip.

All custodial parents and guardians, however, are required to sign off on each adult listed on the Authorized Adult form.

This is all required at the time of your child/ren enrollment.

photographs

Daycare at Dayspring does not use identifiable photographs in any promotional materials, advertising, or our website without written consent. We do take pictures for select usage, accessible only to current or prospective families, such as bulletin boards, newsletters, and in-school projects, however. Please notify us in writing if you do not wish a photograph of your child to be used for this purpose.

Parents who visit the school for birthday parties, graduations and other events are permitted to take photographs for family albums.

Dropping off & picking up

To ensure uninterrupted care for each child, parents **must** exchange a brief greeting with a teacher at drop-off and pick-up times. This exchange is solely to acknowledge a transition in responsibility for your child's care. We are happy to schedule a meeting should you desire a more detailed conversation with your child's teacher.

Please notify your teacher if your child will be dropped off later than 9:15 am. The deadline for all drop-offs is 9:15 am in the classroom at this time, unless your child has a doctor's appointment. To minimize distractions, and class interruptions.

Children picked up after 12:00 pm cannot return to school.

The school opens at 7:00AM and closes promptly at 6:00PM. To ensure staff are on hand to provide care for your child, please drop off no earlier than 7:00 am and pick up your child at your chosen time slot or before we close at 6:00 pm. Please allow adequate time for your child's transition needs or conversations with teachers prior to the school's closing.

Emergencies

Weather

In case of inclement weather, families will receive a phone message announcing a closure via text message and or email.

Fire

Daycare at Dayspring's fire evacuation plan is posted next to our building's primary egress. Classrooms are designed in accordance with Massachusetts Fire and Safety codes.

In the event of fire, staff will gather students, attendance sheets and the emergency bag containing parental contact information and evacuate the building. The designated teacher in each classroom is responsible for taking attendance prior to and immediately after evacuation to account for all children in our care. The Director will check each classroom to confirm full evacuation of the building before exiting the building.

Staff and children will return to their regular schedule in the event of a fire drill or false alarm. Parents will be contacted with pick-up instructions in the event of an actual fire emergency.

Other Emergencies

In the event of emergencies that do not affect our building directly - local or national emergencies, for example - children will remain at the school under the care of our staff until a parent, guardian or authorized adult arrives.

Hygiene

Staff and children will wash their hands before meals. Hand washing is also required after diapering, toileting, contact with bodily fluids, handling animals and administration of medication.

Diapering

Parents are responsible for providing the school with the appropriate amount and type of diapers, as well as wipes, for their child. Teachers will advise parents when supplies are running low.

In the event of a low supply or field trip, staff may use a standard brand of wipes during diapering. Please advise us if your child is prone to reactions to a certain type of wipe.

Diapers are checked every two to three hours and changed as needed.

The utmost attention is paid to hygiene issues during diapering:

- Staff wash their hands before and after diapering.
- Staff wear disposable gloves throughout diapering.
- Wipes are used to clean the child, and cream or ointment, if provided in a labeled container, is applied.
- Soiled diapers, wipes, changing table paper and gloves are secured in a plastic bag and deposited in the adjacent garbage bucket.
- Soiled clothing is placed in a sealed plastic bag and returned to parents for laundering at home.
- Extra clothing from the child's cubby is used to re-dress the child if any clothing was soiled by a leaking diaper.
- The child's hands are washed prior to returning to the play area.
- The changing table is sterilized with a cleaning solution and re-papered after each diaper change.
- Bowel movements are charted daily in a note sent home to parents.

Toileting

Toilet training is incorporated as part of the diaper-changing routine. Children are given the option of using the potty or toilet at each diaper change. Successful attempts are rewarded with clapping, cheers, stickers, stars, or happy faces. 'Accidents' are considered 'normal' and treated as such.

Teachers use proper anatomical names for body parts when necessary, during toilet training. The children, however, are free to use terms used at home.

Teachers supervise children during toilet training to promote good hygiene. The children use toilet paper and girls are encouraged to wipe from front to back to reduce the risk of infection.

Admission Policy and Procedures

An appointment is scheduled for parents seeking childcare to schedule a shadow and meet with your child/ren teacher to see their potential classroom. Once this is completed and all goes well, an [enrollment packet, a crucial step in our process, is given to the parents, and once that is completed, all documents are brought in, and your FACTS Family portal has been set up, your child/ren will be able to join us.

To set up a shadow day, a shadow day application must be completed, and a non-refundable fee of \$45.00 is due upon submission.

An enrollment fee of \$150.00 is required when the enrollment packet is turned in.

Please note that as our fee structure is based upon the provision of care on a weekly basis, it is recommended that new students start attending school on a Monday rather than the first day of the month.

Deposits are determined by the chosen schedule that best fits your family. This is determined by whether it is full time, part time and the time slot you chose that best fits your family needs.

Withdrawal Exceptions are if a parent is in the Military has a change in duty station, company transfers to maintain employment, loss of employment. A letter documenting such a required move will be sufficient proof to waive the full 30-day payment. Exemption requests need to be submitted to the administrator in writing and may be delivered to the school office any time.

Pets

No pets may be brought into the school without obtaining prior written consent from the Lead Teacher.

Medical Policies

Must read Health Policy in Enrollment Packet or on Dayspringag.org

Accidents and Injuries

In the event of a medical emergency, care will be sought immediately for the child. The Director or staff member will stay with and care for the injured/sick child as they are transported to a medical facility by ambulance. The child's medical records and permission form will accompany the child to the nearest facility. A second staff member will be responsible for contacting an ambulance and the child's parents immediately. Staff will continue attempts to notify parents until contact is made.

In the event of non-emergency injuries or illness requiring medical attention, a staff member will notify parents or the emergency contact person. The responsible adult will be

asked to transport the child for treatment. The staff member will care for the child until the parent's arrival. If a responsible adult cannot be reached and treatment is required, the child will be transported by ambulance to the nearest medical facility.

Minor injuries not requiring medical intervention will be treated at the school by a staff member. An accident report will be completed, and the incident noted in the accident log. A note will be sent home that day detailing what happened and the resulting treatment that was administered.

Preferred Facilities

The closest medical facility will be used during field trips, otherwise, medical attention will be sought at the Hasbro Children's Hospital or Sturdy Memorial Hospital.

Hasbro Children's Hospital

593 Eddy Street

Providence, RI

401-444-4000

Sturdy Memorial Hospital

211 Park Street

Attleboro, MA

508-222-5200

Required Records

Current medical and immunization records are required prior to enrollment. Records should include a complete physical examination, lead screening, HIB immunization, chicken pox vaccination, tuberculin test and any others required by the Commonwealth of Massachusetts at enrollment time. Also required is a copy of the child's birth certificate.

These records must be updated yearly, and an official copy be supplied to the school.

The school will keep a confidential health report on file for each child that includes:

- Contact information for parents/guardians.
- Contact information for two alternate adults to be contacted in the event of an emergency.
- A complete immunization records.
- A list of any allergies
- An Authorized Adult form specifying which adults may pick up the child from school.

- A signed permission slip for emergency treatment in the event a parent or guardian **CANNOT** be reached.
- Teacher observations
- Early intervention referral records
- Medication authorization slips

Contact Information

It is imperative that the school is notified of any changes to emergency contact information for parents, guardians, and alternate emergency contacts. Notification should be made in writing.

Illness

To curtail the spread of illness and hasten recovery, it is imperative that sick children remain at home. Please keep your child home if they are not well enough for regularly scheduled outdoor play or any of the following symptoms apply:

- General lethargy
- Child feels or appears visibly unwell.
- Fevers of 100.4 or higher
- Severe cold symptoms or nose drainage
- Sore throat or swollen glands
- Undiagnosed rash or skin eruption
- Vomiting
- Diarrhea (2 or more in a day the child gets sent home)
- Untreated head lice
- Inflammation or oozing from the eyes.

Parents will be asked to pick up their child early should any of the above symptoms appear during school hours. To minimize our students' exposure to illness, unwell children will be supervised in an isolation area until a parent arrives.

Should your child require antibiotics, we ask that they not return to school for twenty-four hours after treatment begins. A note from the child's pediatrician stating the date upon which the child is no longer at risk for spreading communicable illness is required.

Please inform the school by 9:00 am if your child will be out sick. The school must be notified if your child has contracted any contagious diseases so that we may take the necessary steps to curtail an outbreak of the illness.

Returning After Illness

It is imperative that children feel well enough to return to school. **Even if they are no longer contagious, please do not send your child to the school if additional rest and recuperation time at home is to their benefit.**

Children may return to the school **with** a physician's release if they are feeling well and meet the following criteria:

- complete clearing of contagious rashes or parasitic diseases
- passing of an illness' contagious stage (confer with your doctor for unlisted conditions)
- Chicken Pox- Once they have been crusted or scabbed over.
 - Measles – five days after rash begins.
 - German measles – after rash disappears.
 - Mumps – nine days
 - Lice and scabies – after treatment completion

Children may return without a physician's releases if they feel well enough and meet the following criteria (confer with your doctor for unlisted conditions):

- fever – no fever for 24-hours -NO Fever-Reducing medication can be administered during this time.
- Diarrhea – solid stools have returned.
- Vomiting – vomiting stops completely, and child can digest food- after 24 hours.
- Pink Eye/Conjunctivitis – 24 hours after treatment is first Administered.24 hours on an antibiotic before returning to the daycare.

- Strep and other bacterial illnesses Must be on antibiotic 24 hours before returning to the daycare.
- COXSACKIEVIRUS virus and other viral illnesses – when child is no longer contagious.
- Cuts & sores – bandages must cover all open cuts or sores until they have scabbed over.

Medication Administration

Parents must supply written authorization on a day-to-day basis permitting school staff to administer medication to their child. A record of medication administration is placed in the child's file specifying the time and date of medication as well as the name and signature of the administering staff member.

The remaining medication will be sent home to the parents at the day's end. A second prescription may be advisable for prolonged treatments to avoid the risk of medication mistakenly left behind at the school.

The staff will administer only dated, labeled, prescribed medication in its original, child-proof bottle. **It must be handed directly to a teacher, not placed in your child's bag.** Prescription containers must include the child's name, fill date and expiration date, contents and dosage, directions for administration, physician's name, and pharmacy name.

Non-prescription medication will be administered when accompanied by an authorization note from the child's parent, and physician. The note must state the child's name, name of non-prescription drug, dosage, strength, and duration of use as well as directions for administration.

First Aid

All staff members are certified in first aid and CPR and instructed on usage of supplies maintained at the school. First aid supplies are stored out of the children's reach and checked monthly to ensure adequate inventories. Our first aid inventory is based upon a list supplied by a medical consultant.

Outings

Sunscreen

During the warmer months, parents need to apply sunscreen on their children before bringing them to school and supply a labeled sunscreen bottle so that teachers may re-apply, as necessary. Hats are strongly encouraged to provide additional sun protection.

Field Trips

Field trips provide an engaging opportunity for children to explore and learn more about their world. Trips may be planned around the school's weekly or monthly themes. On occasion additional fees may be required to cover the cost of field trips. Every effort is made to avoid additional costs and to keep the amount nominal whenever fees are unavoidable.

Parents are responsible to arrange alternative childcare arrangements if they do not wish their child to attend a field trip. Tuition refunds for missed field trips are not available.

Parks and Playgrounds

Daycare at Dayspring strives to provide as much outdoor activity as possible. To this end, we often take the children on walking excursions around the campus and neighborhood.

A special rope equipped with 'bracelets' for the children is used during walking excursions. One teacher leads the group, holding the rope, while the other walks at the end to ensure the children stay together. Teachers take a head count before leaving and upon arrival.

Parents are asked to provide the necessary weather-appropriate gear for outdoor play – from snow boots to sunscreen (see 'Supply List').

Parental Involvement

Daycare at Dayspring encourages parental involvement in the classroom and in school events. Parental input regarding activities and curriculum is also most welcome.

Parents can play a key role in easing their child's transition between home and school time. The presence of a parent for a few extra minutes prior to drop-off and pick-up time can prove to be very reassuring.

To foster the link between our families and their child's caregivers, we also encourage parents to discuss the day's activities during transition time.

Visits to the school are always welcome. Parents are invited to join their child's activities, lunch, and field trips. Visits from non-parents or non-guardians, however, must be authorized by parents and scheduled with the school.?

Background checks are required should you desire to come in and visit.

Parent/Teacher Meetings

Parent/teacher meetings are scheduled twice a year; however, additional private meetings can be scheduled with your child's teacher on an as needed basis. Appointments can be made at a mutually acceptable time during the week between 7:30 am and 5:30 pm.

A meeting will also be scheduled should our staff suspect that a child requires early-intervention screening. Staff will present parents with available options and work with their chosen specialist to implement a treatment plan.

Special school events, such as potluck dinners, provide another opportunity for parents to interact with teachers. Such events are announced in the school newsletter and other "Save the Date" flyers.

Security

The security of all children in our care is our priority. Only staff members are authorized to admit parents and visitors into the school. Upon entering the facility, we ask parents to aid our efforts by checking that all doors and gates are closed securely. Everyone must be able to supply ID and wear a visitor/parent tag.

Terminations

If termination of a child's enrollment becomes a consideration, parents will be provided with written notice of staff concerns before any action is taken. Staff will meet with parents to address these concerns and attempt to find a solution jointly.

Supply List

Two sets of seasonally appropriate clothing must be kept at the school for TTR students' toddlers, and PTR Students always. Extra clothing supplies must be replenished as it is used. Pants, shirts, underwear, and socks should be included in each change of clothing.

Your child's clothing and possessions MUST be labeled with an indelible marker.

Daycare at Dayspring is not responsible for lost clothing or belongings, but we do provide a 'Lost and Found' area that parents are encouraged to check.

Children should be dressed in seasonally appropriate, washable play clothes when sent to school. They may not walk barefoot or in socks in or outside the school. Shoes must be securely attached to the child's foot. Slippers are acceptable if they have traction on the sole and cover the entire foot. Flip-flops may not be worn at school. No open toed sandals are allowed on children.

Shoes are required to be closed toe.

Seasonally appropriate outdoor clothes are also required. During the winter, children must have boots, mittens, and hats for outdoor play. Bathing suits are required for summertime water play, and we ask that parents provide one durable suit to be kept at school. For reasons of hygiene, we will send home suits and water shoes for you to launder at the end of each week. We recommend parents make clothing selections that can withstand daily use and laundering, as the school cannot be responsible for damage.

Personal Toys in the Daycare

Except for items for Show and Tell, toys and personal belongings **must** be left at home. Your child is welcome to bring a small, soft toy for naptime soothing if it stays in your child's cubby beforehand and afterwards. All toys from home must be labeled. The daycare is not responsible for lost toys/soft toys.

Classroom supplies

- diapers
- wipes
- diaper ointment or cream (optional)
- two changes of clothing (more during potty training)
- seasonally appropriate hat
- extra mittens - seasonal
- sunscreen, bathing suit and water shoes – seasonal
- shoes (extra pair to wear indoors during the winter)
- blanket & toddler sheet (sent home weekly for laundering)
- lunch box with ice pack for food storage (returned home daily)

Tuition

Please be advised that if you wish to change from full-time to part-time, part-time to full-time or even withdraw we require 30-day notice. If you leave prior to 30 days' notice you are financially responsible for the next 30 days.

Parents are responsible to set up a FACTS tuition account. The link is.

<https://online.factsmgt.com>

District CODE: DA-MA, Create new family portal. You must use the same email you provided the school. A link will be sent to that email (IT IS ONLY GOOD FOR 6HOURS. BE SURE TO CREATE THE PORTAL WITHIN THE 6 HOUR TIME FRAME)

If the parent/parents'/ guardian chose to withdraw before the 30days is the family/parents/parents/guardian, you will be held responsible for the rest of the month.

Toddler & TTR: FT \$330.00 per week @ 10 1/2 Hours

-- \$310.00 per week @ 8 1/2 hours

Daily Rates

\$75.00 @ 10 1/2 Hours

\$70.00 @ 8 1/2 hours

PTR: FT \$315.00 per week @ 10 1/2 hours

PT \$290.00 per week @ 8 1/2 hours

Daily Rates

\$70.00 @ 10 1/2 hours

\$65.00 @ 8 1/2 hours

Early Fees/Late Fee

If your child/ren need to be dropped off earlier than their scheduled time a 24 notice is required and a \$10.00 fee for the 1st hour. A \$10.00 charge for every 15 minutes after that 1st hour.

If your child(ren) are picked up after their chosen time slot there is a \$10.00 per 15 minutes late (any portion). Example 3:30pm is the pick the chosen pick time you pick up at 3:35pm a \$10.00 charge will be added to your account

After 6pm the fee will be \$10.00 every 15 minutes, per child. (any portion) Please allow enough time at the end of the day to arrive at the Center at 5:50 when picking up your child(ren) to allow enough time to leave by 6:00.

Fees will be added to your FACTs account weekly.

Please allow enough time at the end of the day to arrive at the Center at 5:50 when picking up your child(ren) to allow enough time to leave by 6:00.

We reserve the right to change the rates. We will do this with 30 days' notice in writing.

If you have any questions, please contact the billing department. 508-761-5552 ext. 1135

Withdrawals

With a written notification provided a **minimum of thirty days in advance** is required prior to a child's withdrawal. Advance notice is critical so that staff, your child, and his/her peers may prepare for the change. Failure to provide adequate notification of withdrawal will result in a charge of 30 Days.

NOTE – Daycare at Dayspring reserves the right to terminate an enrollment immediately if it is believed it to be in the best interest of other children enrolled in the school and/or staff members.

Exceptions on the payment of a full semester's tuition are granted for company/military transfers required to maintain one's employment or relocation because of the loss of employment. A letter documenting such a required move will be sufficient proof to waive the payment of a full semester's tuition. Exemption requests need to be submitted to the administrator in writing and may be delivered to the school office at any time.

Parent Agreement

I have read the Parent Handbook Provided by Daycare at Dayspring and agree to follow and adhere to the policies and procedures provided therein.

(Please sign and return this form to your child's teacher)

Parent/Guardian(s) Signature:

Date:
