Best
Childcare Centers

Parent/Guardian
Handbook & Enrollment Forms

Best Childcare Centers LLC

Cyn's Play Place

The Eli Center

the Canaan CENTER

The Kareem CENTER

BEST CHILDCARE CENTERS

PARENT HANDBOOK & FORMS – 2026

Welcome to Best Childcare Centers LLC. We are happy that you have chosen our program for your child. We look forward to working with you and your family.

This handbook has been prepared to acquaint parents with our policies and procedures. Please read it carefully. If you have any questions, feel free to ask. Your understanding and cooperation are essential for the success of your child while enrolled in our program.

Best Childcare Centers LLC operates multiple programs, including Cyn's Play Place, The Eli Center, The Canaan Center, and The Kareem Center. While each program may serve a different purpose, all families are governed by the policies outlined in this handbook unless otherwise required by state licensing regulations.

HONESTY AND TRUST

Best Childcare Centers LLC

Parents are expected to communicate openly with staff regarding their child's needs, progress, concerns, and any changes that may affect their child's care. Please explain your wishes and expectations regarding how your child is cared for and provide updates on any problems or progress your child may be experiencing.

Parents are expected to fully understand the terms of enrollment and all policies and procedures outlined in this handbook. While parents must remain vigilant in safeguarding their child, they are also expected to trust Best Childcare Centers LLC staff to act in the child's best interest. Parents should ask questions rather than jump to conclusions when issues arise.

While enrolled, children will participate in a wide variety of activities designed to promote development in all areas. Children are provided with a sense of belonging and consistency in a learning-focused environment.

RESPECT

The staff at Best Childcare Centers LLC are professionals and take their responsibilities seriously. Parents are expected to show respect for staff, policies, schedules, and program operations.

Please arrive on time for drop-off and pick-up. Understand that caring for children is demanding and requires consistency. Staff members are not babysitters. Staff will treat your child with care and respect and expect the same in return.

Parents should not expect staff to do anything they themselves would not reasonably do. Mutual respect is required for a successful partnership.

GOALS

The goal of Best Childcare Centers LLC is to provide a safe, nurturing, and structured environment that supports children socially, emotionally, physically, and cognitively.

SERVICES AND ENROLLMENT

Best Childcare Centers LLC does not discriminate against enrollment of any child based on race, creed, color, religion, sex, or national origin. However, not every program is a good fit for every child.

Best Childcare Centers LLC

Each new enrollment is subject to a paid two-week trial period. During this trial period, either the parent or Best Childcare Centers LLC may terminate services with one (1) day notice if the arrangement is determined not to be a good fit.

After the trial period, a two (2) week notice is required by either party to terminate enrollment.

The parent(s) and/or legal guardian enrolling a child assumes full responsibility for payment of the rate quoted at the time of enrollment.

Children ages six (6) weeks through twelve (12) years are served unless otherwise specified by program design. Evidence of age-appropriate immunizations or a signed affidavit exempting immunizations must be provided within thirty (30) days of enrollment.

REGISTRATION FEES

There is a one-time, non-refundable registration fee of $225 per family. This fee is required prior to enrollment and secures your child’s space in the program.

RATES

Rates are based on the hours needed and the number of children enrolled. Full-time rates are based on a standard 40-hour work week.

Infants

- Full-Time: $300 per week
- Part-Time: $250 per week

Toddlers

- Full-Time: $250 per week
- Part-Time: $185 per week

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School-Age Children

- Full-Time: $165 per week
- Part-Time: $140 per week

Daily / Drop-In Rate

- 1 child- $40 per day
- 2 children- $65 per day
- 3+ children- $80 per day
- 12 Hrs Overnight Care - $150
- 24 Hrs Overnight Care- $250
- 48 Hrs Overnight Care- $350

Drop-in care is accepted only if space is available and is not guaranteed.

TRANSPORTATION FEES

Before and after school transportation is available.

- $60 per day (round trip)
- $30 per day (one way)

Any day that school is not in session will be billed as a full-day rate.

ENROLLMENT CATEGORIES

Full-Time Enrollment

Full-time care consists of four (4) or more hours per day or four (4) to five (5) days per week, totaling forty (40) hours or more.

Best Childcare Centers LLC

Part-Time Enrollment

Part-time care consists of fewer than four (4) hours per day or three (3) days per week or less. Please note that part-time enrollment occupies a full-time position. If a full-time position is needed, part-time enrollment may be terminated unless the parent elects to pay the full-time rate.

Before and After School Care

Care will not begin before 5:30 AM or end later than 7:00 PM, unless arrangements are made in advance.

ATTENDANCE / ABSENCES / NO-SHOW POLICY

Parents are expected to adhere to their contracted schedule.

If your child will not attend or care will not be needed on a scheduled day, a minimum of one (1) hour notice is required. Notification may be provided verbally, in writing, or electronically.

If notice is not received, the regular fee for the day will still be assessed. There are no refunds for absences.

Late arrivals are permitted; however, parents remain responsible for all fees due in full, unless otherwise communicated and approved.

OPEN DOOR POLICY

Parents are welcome to visit their child's program at any time during operating hours while their child is present. Parents are asked to avoid visiting during rest periods whenever possible, as this may disrupt other children.

Parents are free to call at any time. If staff are unable to answer immediately, messages should be left and calls will be returned as soon as possible.

PHILOSOPHY

Best Childcare Centers LLC believes that children should have fun while learning. Research shows that children learn best through play and hands-on experiences. The early years of life are critical, and our programs are designed to support development in all areas.

Best Childcare Centers LLC

Throughout the month, children will participate in activities that promote:

- Letter recognition
- Number recognition
- Color recognition
- Shape recognition
- Large and small motor skill development

Activities are planned based on the developmental level of each child.

INDOOR PLAY

Indoor play is an important part of the daily schedule throughout the year. A variety of toys and learning materials are available. Due to the range of ages served, all materials are chosen with safety in mind.

Parents are discouraged from sending toys from home. Best Childcare Centers LLC is not responsible for lost or damaged personal items.

OUTDOOR PLAY

Children will participate in outdoor play when weather permits. Outdoor activities may include walks, free play, and structured activities.

Parents are responsible for ensuring their child is dressed appropriately for outdoor play. Proper footwear is required.

MEALS

Best Childcare Centers LLC

Breakfast, lunch, and snacks are provided unless otherwise specified by program design.

Children are expected to eat what is served. If a child does not wish to eat a particular item, they will be encouraged to try it; however, alternative meals will not be provided.

If a child arrives after a scheduled mealtime and parents wish for the child to eat, prior notice is required. Outside restaurant food is not permitted after meal times.

REST / NAPS

All children under the age of five (5) are required by state regulations to participate in a rest period.

Best Childcare Centers LLC provides a safe, quiet, and comfortable environment for rest. Children two (2) years and older will rest on a cot, mat, or sleeping bag. Children under two (2) years of age will rest in a crib or other approved sleep space.

Children who wake early will be allowed to engage in quiet activities that do not disturb other children. Children will not be awakened during rest periods unless necessary.

No loose items or toys are permitted in cribs or sleep areas.

TOILET TRAINING

When parents feel their child is ready for toilet training, training should begin at home first. Best Childcare Centers LLC staff will support and reinforce toilet training while the child is in care.

Parents should understand that children may become distracted in a group setting. Children will continue to use diapers or pull-ups until they are able to verbally announce the need to use the restroom and demonstrate control of bladder and bowel functions for a short period beyond the announcement.

Once accidents occur no more than once every other week, training pants may be worn without plastic pants.

Children should not be brought in underwear until they have established nap-time and bedtime control.

During toilet training, children should wear clothing that is easy to manage, such as elastic-waist pants. Avoid clothing with snaps, buttons, or overalls.

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ACTIVITIES

Age-appropriate activities are planned daily and adjusted as needed based on the needs of the children.

Activities may include:

- Outdoor play
- Arts and crafts
- Story time
- Instructional learning
- Rest periods

Arts and crafts focus on the process rather than the product. Free play is an important part of development and allows children to practice social skills.

DAILY SCHEDULE

Daily schedules are designed to provide structure while remaining flexible. Children develop at different rates, and adjustments will be made as needed to meet individual needs.

Toddlers and young children may require additional rest periods or breaks from group activities.

PERSONAL ITEMS

Parents are encouraged to provide:

- A complete change of clothing labeled with the child's name
- Diapers or pull-ups for children who are not toilet trained
- Any required medications with proper authorization

Best Childcare Centers LLC

Best Childcare Centers LLC is not responsible for lost or damaged personal items.

INFANT CARE

Parents of infants are required to complete an infant care instruction form.

Parents are responsible for providing:

- Formula or breast milk
- Bottles
- Diapers
- Medications

- Ointments
- Extra clothing
- Any additional supplies necessary for infant care

SPECIAL NEEDS

Best Childcare Centers LLC provides accommodations for children with special needs when possible. Parents must complete a detailed care instruction form outlining any medical, developmental, or behavioral considerations.

ABSENCES

Best Childcare Centers LLC

If your child will be absent or will not need care on a scheduled day, at least one (1) day notice is requested for record-keeping purposes.

Late arrivals are permitted; however, full fees remain due.

ILLNESS POLICY

If a child becomes ill during the day, parents will be notified immediately.

Children must not attend if they have experienced any of the following within the past twelve (12) hours:

- Fever of 101°F or higher
- Vomiting
- Diarrhea
- Contagious rash (excluding diaper rash or heat rash)

Children may not return for twenty-four (24) hours without a doctor's note.

Parents must notify Best Childcare Centers LLC if a child has been exposed to or diagnosed with a contagious illness.

MEDICATION POLICY

Medication will be administered only when absolutely necessary and only with written authorization from the parent or guardian.

All medication must:

- Be in the original container
- Be clearly labeled with the child's name
- Include the physician's name (if applicable)
- Include dosage instructions and administration times

Best Childcare Centers LLC

Parents must complete and sign a medication authorization form. All medication administration will be documented.

INJURIES & EMERGENCIES

Minor injuries will be treated appropriately and documented. Parents will be notified of all injuries.

If a child requires emergency medical attention, parents will be contacted immediately. If parents cannot be reached and the situation is urgent, emergency medical services will be contacted and the child will be transported to the nearest medical facility.

Emergency contact information will be used if parents cannot be reached.

Best Childcare Centers LLC does not provide medical insurance.

SIGN-IN / SIGN-OUT PROCEDURES

Children must be signed in and signed out daily using the designated system.

This record is used to verify attendance, authorized pick-up, and hours of care. Failure to properly sign in or out may result in corrective action.

RELEASING A CHILD

Children will be released only to parents or individuals listed on the child's enrollment form.

Anyone picking up a child must present a valid government-issued photo ID. Children will not be released to unauthorized individuals under any circumstances.

If an individual arrives who is not authorized or appears impaired, the child will not be released.

Court orders affecting custody or pick-up must be provided in writing and kept on file.

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RELIGIOUS PRACTICES

Religious instruction is the responsibility of the parent or guardian. Any restrictions or special considerations should be communicated to staff in writing.

DISCIPLINE POLICY

Best Childcare Centers LLC uses positive discipline techniques to guide behavior.

Discipline methods may include:

- Redirection
- Clear expectations
- Reminders
- Guidance

Physical punishment, emotional punishment, humiliation, or threats are strictly prohibited and are grounds for immediate termination of employment.

SMOKING POLICY

Smoking is not permitted on program property at any time. Parents, staff, and visitors may not smoke on or near the premises or extinguish cigarettes in parking areas.

SAFETY

Fire and emergency evacuation plans are posted and practiced monthly.

Staff members are trained in CPR and First Aid. Children are supervised at all times.

Best Childcare Centers LLC

CHILD ABUSE & NEGLECT

Best Childcare Centers LLC is legally required to report any suspected child abuse or neglect to the appropriate authorities.

Requests by parents to use physical punishment will be documented and refused.

DROP-OFF / PICK-UP RESPONSIBILITIES

Parents are responsible for supervising children during drop-off and pick-up times.

Children must be physically handed to staff upon arrival. Children may not be dropped off unattended.

TRANSPORTATION

Transportation services are provided only with written parental permission.

All safety laws and regulations are followed. Children will never be left unattended in vehicles.

Parents reserve the right to refuse transportation services.

CONFIDENTIALITY

All information regarding children and families is kept confidential. Information will only be released with written authorization or as required by law.

POLICY CHANGES

Best Childcare Centers LLC reserves the right to update policies as needed. Parents will be notified of significant changes.

TERMINATION OF SERVICES

Best Childcare Centers LLC

A two (2) week notice is required to terminate services after the trial period.

Immediate termination may occur for:

- Non-payment of fees
- Repeated policy violations
- Dangerous or disruptive behavior
- Failure to comply with state regulations

Failure to provide proper notice results in responsibility for payment of the final two weeks of care.

FEES & PAYMENTS

Payments are due every Friday by 7:00 PM or on the 1st of the month for monthly arrangements.

- Late pickup fee: $3 per minute
- Late payment fee: $30 per day
- Returned payment fee: $50

No refunds are provided for any reason.

ENROLLMENT & PAYMENT FORMS

Best Childcare Centers LLC

FINAL NOTICE

By signing this agreement, you acknowledge that you have read, understand, and agree to comply with all policies, procedures, fees, and requirements outlined in the Best Childcare Centers LLC Parent Handbook.

Removal of a child from services prior to the end of a contracted period does not eliminate financial responsibility for balances owed.

PROGRAM ENROLLMENT FORM

Parent / Guardian Information

Home Telephone Number: _____

Parent(s) / Guardian(s) Name(s): _____

Email Address: _____

I have read and understand the agreement between Best Childcare Centers LLC and the undersigned parent(s) / guardian(s).

☐ In-Home Services (where applicable)

☐ Learning Program / Center-Based Services

Child Information

Child's Name: _____

Date of Birth: _____

Child's Name: _____

Date of Birth: _____

Child's Name: _____

Date of Birth: _____

Child's Name: _____

Date of Birth: _____

Home Address: _____

Mother / Guardian Cell Number: _____

Mother / Guardian Work Number: _____

Father / Guardian Cell Number: _____

Father / Guardian Work Number: _____

Schedule & Services

Requested Schedule (circle):

M T W Th F Sa Su

Hours Per Week: _____

Best Childcare Centers LLC

Contracted Arrival Time: _____

Contracted Departure Time: _____

My rate for care will be:

$_____ per week ☐

$_____ per day ☐

Program services will begin on: _____

By signing below, I agree to abide by all policies outlined in the Parent Handbook and acknowledge that failure to do so may result in termination of services.

Parent / Guardian Signature: _____

Date: _____

Staff / Administration Signature: _____

Date: _____

Best Childcare Centers LLC

PARENT PAYMENT AGREEMENT

This agreement contains the financial terms for services provided by Best Childcare Centers LLC for the following child(ren):

_____

_____

_____

_____

Parent(s) / Guardian(s): _____

_____

Payment Terms

Payment Type (check one):

☐ Weekly

☐ Monthly

Payment Amount: $_____

Payments are due:

☐ Every Friday by 7:00 PM

☐ On the 1st of each month

Payment Method (check one):

☐ Debit Card

☐ Credit Card

☐ Invoice

☐ Other: _____

Best Childcare Centers LLC

Schedule Changes

Permanent schedule changes require a two (2) week written notice and are subject to availability and rate adjustment.

Late Fees & Penalties

Late Payment Fee: $30 per day

Late Pickup Fee: $3 per minute

Returned Payment Fee: $50

Failure to make payment may result in immediate suspension or termination of services.

Parent / Guardian Signature: _____

Date: _____

Administrative Signature: _____

Date: _____

WEEKLY SCHEDULE

Day	From	To
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

Best Childcare Centers LLC

MEDICAL, EMERGENCY & PROGRAM FORMS

EMERGENCY CONTACT & MEDICAL INFORMATION

Child's Full Name: _____

Date of Birth: _____ Sex: _____

Parent / Guardian Name: _____

Primary Phone Number: _____

Secondary Phone Number: _____

Home Address: _____

Primary Emergency Contact

Name: _____

Relationship to Child: _____

Phone Number: _____

Best Childcare Centers LLC

Secondary Emergency Contact

Name: _____

Relationship to Child: _____

Phone Number: _____

Physician & Insurance Information

Physician's Name: _____

Physician's Phone Number: _____

Insurance Company: _____

Policy Number: _____

Allergies / Medical Conditions

Please list all allergies, medical conditions, or special health considerations:

_____
_____
_____
_____
_____

MEDICATION AUTHORIZATION FORM

Child's Name: _____

Medication Name: _____

Dosage: _____

Time(s) to be Administered: _____

Special Instructions: _____

Best Childcare Centers LLC

Medication must be in the original container and clearly labeled with the child's name.

I authorize Best Childcare Centers LLC to administer the medication listed above as directed.

Parent / Guardian Signature: _____

Date: _____

GETTING TO KNOW YOUR INFANT

(Ages 0–18 Months)

Child's Name: _____

Date of Birth: _____

Was your child born full term or premature?

☐ Full Term ☐ Premature

Birth Weight: _____

☐ Home Birth ☐ Hospital Birth

Infant Care Information

Child's general mood (happy, fussy, colicky, etc.):

Has your child stayed with anyone other than parents? ☐ Yes ☐ No

If yes, please explain:

Is your child bottle-fed or breast-fed? _____

If both, please explain when each is used:

Best Childcare Centers LLC

Bottle temperature preference:

☐ Warm ☐ Room Temperature ☐ Cold

Does your child hold their own bottle? ☐ Yes ☐ No

Type of formula or milk used: _____

Is your child eating baby cereal? ☐ Yes ☐ No

If yes, please specify types:

Is your child eating strained or solid foods? ☐ Yes ☐ No

If yes, please list foods:

Feeding Schedule

Breakfast: _____

Lunch: _____

Snack: _____

Sleep Habits

Does your child sleep through the night? ☐ Yes ☐ No

What time does your child wake in the morning? _____

Nap Times:

Morning: _____ Afternoon: _____

Does your child use a pacifier? ☐ Yes ☐ No

If yes, when? _____

Does your child use a comfort item? ☐ Yes ☐ No

If yes, what? _____

Best Childcare Centers LLC

Additional Infant Care Notes

Parent / Guardian Signature: _____

Date: _____

GETTING TO KNOW YOUR TODDLER

(18 Months and Older)

Child's Name: _____

Date of Birth: _____

General Information

Favorite foods: _____

Foods your child dislikes: _____

What time does your child go to bed? _____

What time does your child wake in the morning? _____

Does your child eat breakfast at home? ☐ Yes ☐ No

Sleep & Rest

Does your child take naps? ☐ Yes ☐ No

If yes, how long? _____

Nap time(s): _____

Best Childcare Centers LLC

Behavior & Development

Does your child have any fears or sensitivities?

Does your child have any habits or mannerisms?

What methods are used at home to reassure or reward your child?

What methods are used at home to respond to negative behavior?

Home Environment

Types of pets at home: _____

Has your child stayed with any adults other than parents? ☐ Yes ☐ No

If yes, please explain:

_____

Favorite toys, books, or activities:

_____

Activities your child spends most time doing at home:

_____

_____

Daily Meals

Breakfast: _____

Lunch: _____

Snack: _____

Dinner: _____

_____

Additional Notes / Concerns

_____

_____

_____

_____

Parent / Guardian Signature: _____

Date: _____

_____

WAIVERS & CONSENTS

Best Childcare Centers LLC

PHOTO, VOICE, WEBSITE & VIDEO PERMISSION

I/we hereby grant permission for Best Childcare Centers LLC to photograph, audio record, and/or video record my child for educational, promotional, or operational purposes.

This permission includes, but is not limited to, use in:

- Printed materials
- Flyers
- Newsletters
- Websites
- Social media platforms
- Video or audio presentations
- Digital communications

Best Childcare Centers LLC

I/we understand that my child's name will not be used without additional permission and that no compensation will be provided for the use of photographs, recordings, or likeness.

This authorization remains in effect unless revoked in writing.

Child's Full Name: _____

Parent / Guardian Signature: _____

Printed Name: _____

Date: _____

TRANSPORTATION & FIELD TRIP PERMISSION

I/we hereby grant permission for Best Childcare Centers LLC and its employees to transport my child in licensed and insured vehicles using federally approved child safety restraints, when applicable, and in accordance with all state and federal laws.

This permission applies to transportation for:

- School pick-up and drop-off
- Field trips
- Program-related activities

I understand that my child will be under the supervision of Best Childcare Centers LLC staff at all times during transportation and activities.

Child's Full Name: _____

Reason for Transportation / Field Trip:

_____

_____

Best Childcare Centers LLC

Date(s) of Transportation / Field Trip: _____

Departure Time: _____

Return Time: _____

Parent / Guardian Signature: _____

Printed Name: _____

Date: _____

Staff / Provider Signature: _____

Date: _____

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received, read, and understand the Best Childcare Centers LLC Parent Handbook & Enrollment Packet. I agree to comply with all policies, procedures, fees, and requirements outlined within this document.

Parent / Guardian Signature: _____

Printed Name: _____

Date: _____

Best Childcare Centers LLC

Parental Agreements with Child Care Facility

The (Name of Facility) agrees to provide child care for _____ (Name of Child) on _____ (Days of Week) a.m. to _____ p.m. from (Month) to (Month).

My child will participate in the following meal plan (circle applicable meals and snacks):

Breakfast
Morning Snack
Lunch
Afternoon Snack
Evening Snack
Dinner
Bedtime Snack

Before any medication is dispensed to my child, I will provide a written authorization, which includes: date; name of child; name of medication; prescription number; if any; dosages; date and time of day medication is to be given. Medicine will be in the original container with my child's name marked on it.

My child will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent (s), or facility personnel.

I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc.

The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc., which include my child.

The _____ agrees to obtain written authorization from me before my child participates in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than two (2) feet deep.

I authorize the child care facility to obtain emergency medical care for my child when I am not available.

I have received a copy and agree to abide by the policies and procedures for _____.
(Name of Facility)

I understand that the facility will advise me of my child’s progress and issues relating to my child’s care as well as any individual practices concerning my child’s special needs. I also understand that my participation is encouraged in facility activities.

Signed: _____ Date:
(Parent/Guardian)

Signed: _____ Date:
(Facility Administrator/Person-In-Charge)

INFANT FEEDING PLAN

Child's Full Name _____ Date _____

Date of Birth _____

Does the child take a bottle?	Yes [ ]	No [ ]
Is the bottle warmed?	Yes [ ]	No [ ]
Does the child hold own bottle?	Yes [ ]	No [ ]
Can the child feed self?	Yes [ ]	No [ ]

Does the child eat: (check all that apply)

Strained Foods	[ ]	Whole Milk	[ ]
Baby Foods	[ ]	Table Food	[ ]
Formula	[ ]	Other	[ ]

What type formula used, if applicable?_____
Amount and time of formula/breast milk to be given?_____ Date _____

UPDATED AMOUNTS OF FORMULA/BREAST MILK TO BE GIVEN			
DATE	TIME	AMOUNT	TYPE

Does the child take a pacifier? Yes [ ] No [ ] If yes, when? _____

INTRODUCTION OF SOLID FOODS

The introduction of age-appropriate solid foods should preferably occur at six months of age, but no sooner than four months. Has the parent discussed with the child's primary caregiver that the child has met appropriate developmental skills for the introduction of solid foods? Yes [ ] No [ ] Parent Initials: _____

The child has reached the following developmental skills:

Can hold his/her head steady?	Yes [ ]	No [ ]
Opens mouth/leans forward in anticipation of food offered?	Yes [ ]	No [ ]
Closes lips around a spoon?	Yes [ ]	No [ ]
Transfers food from front of the tongue to the back and swallows?	Yes [ ]	No [ ]

Instructions for the introduction of solid foods _____
_____

Food likes _____

Food dislikes _____

Allergies? (including any premixed formula)_____

UPDATED AMOUNTS/TYPE OF FOOD TO BE GIVEN		
TIME	AMOUNT	TYPE

Any updated instructions regarding adding new foods or other dietary changes, please list as needed. _____
_____

PARENT'S SIGNATURE: _____ Date: _____

DECAL SAMPLE

Safe Sleep Practices Policy

Child's name:_____ Date of birth:_____

Parent/Guardian name:_____

Safe Sleep Practices/Policies:

1) Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.

2) Cribs shall be in compliance with CPCS and ASTM safety standards. They will be maintained in good repair and free from hazards.

3) No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.

4) No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles.

5) Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.

6) Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots/mats will be laundered daily or marked for individual use. If marked for individual use, the sheets/covers must be laundered weekly or more frequently if needed. This facility will adhere to the following practice:

_____

7) Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will moved to a safety-approved crib for sleep.

8) Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.

9) Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.

I acknowledge that the director or designee has advised me of the safe sleep practices followed by the facility.

Signature_____ Date_____

Child Care Learning Center

PARENT HANDBOOK

Bright from the Start: Georgia Department of Early Care and Learning

Important Information for Parents and Guardians

Dear Parent:

This child care learning center (CCLC) is licensed with the Georgia Department of Early Care and Learning, to provide child care for 7+ children for pay.

This CCLC is required to keep certain information on file in the interest and for the protection of the children enrolled. You can help by providing the following in the CCLC:

1. The information requested on the Child Enrollment Record including Emergency & Illness Contact Information, Medical Emergency Statement, Travel Permission, Child Schedule & Interest Information.

2. A copy of your child's current immunization record.

3. Written permission from you at any time that the CCLC is asked to administer medicine to your child.

4. A formula and feeding schedule for your child if he/she is under one year of age

What does it mean to be licensed as a child care licensing center?

Georgia law requires any place operated by an individual or any business entity recognized under Georgia law wherein are received for pay for group care, for fewer than 24 hours per day without transfer of legal custody, seven or more children under 18 years of age and which is required to be licensed. Child Care Learning Center also includes any day care center previously licensed by the Department of Human Resources and transferred pursuant to Code Section 20-1A-1 et seq. The Georgia Department of Early Care and Learning licenses and monitors child care learning centers under the Rules and Regulations for Child Care Learning Centers Chapter 591-1-1.

A licensing system that has been established by Georgia's Department of Early Care and Learning (DECAL) enables child care learning centers (CCLC) to come into compliance with the Child Care Learning Centers Rules and Regulations. A CCLC continuously monitors for rule compliance and certifies that the CCLC will maintain compliance with the Rules and Regulations for Child Care Learning Centers.

The CCLC director, all staff and provisional staff, and any other adult who assists in the care of children must obtain satisfactory comprehensive records check determinations.

All Licenses are issued by Bright from the Start: Georgia Department of Early Care and Learning. The CCLC is required to renew its' license annually by paying a licensing fee which is determined by the number of children the CCLC is licensed to house.

What are the rules for child care learning centers?

The rules and regulations cover such areas as the staff's training and qualifications, admission of the children to the program, health and safety, nutrition and food service, activities, safe sleeping and resting, building hazards, playgrounds, transportation, and equipment. The child care learning center will have a copy of the Rules and Regulations for Child Care Learning Centers for you to view upon request. The child care learning center will have a copy of the Rules and Regulations for Child Care Learning Centers for you to view upon request. You may also view the Child Care Learning Center Rules and Regulations by visiting our website at: www.decal.ga.gov.

SELECTING A CHILD CARE LEARNING CENTER FOR YOUR CHILD

Choosing child care is one of the most important decisions a family will make. Families can make informed decisions by visiting programs and obtaining current information.

Study after study has highlighted the importance of early quality care and its effects on a child's health, development, and education. Questions about finding quality child care? Call 1-877-ALL GA Kids (1-877-255-4254). To search for child care, look at monitoring visits, and view additional information about child care programs, go to families.decal.ga.gov/ChildCare/Search.

Other important things to consider are:

- You have talked personally with the Director, and you are satisfied that the way the center staff cares for children fits in with your beliefs about child care.
- You have physically visited the center on multiple occasions during different times of the day to get a feel for the staff/child interactions and atmosphere.
- The center is a pleasant place where spending the day would be comfortable and fun.

- The center has clean, safe places that are in good repair for the children to play, both inside and outdoors.
- There are enough toys and equipment for children to have choices and activities are provided for the children to have an opportunity to learn from a variety of items.
- Well-balanced meals and snacks are served.
- The center environment appears to be free from hazards that could prove dangerous to the child. For example:
  - Cleansers and medicines are out of reach
  - Extension cords are not in use
  - Outdoor play area is fenced or protected from the street and water hazards
- Discipline techniques are not harmful, injurious or humiliating to the child.
- There is a comfortable, clean place for naps.
- Infants are taken out of their cribs during the day, are held and cuddled, and given opportunities for age-appropriate activities are provided.
- Children are encouraged to learn self-help skills in dressing, feeding, and toileting.
- Plans for each day include indoor and outdoor time, quiet and active games and a variety of different activities.
- The center readily supplies parents with information about menus, the daily schedule, and recent Child Care Services monitoring visits.
- Staff show interest in each child and their professional development.

Are child care learning centers visited by the Department of Early Care and Learning?

All child care learning centers are inspected by Child Care Services (CCS) of the Georgia Department of Early Care and Learning (DECAL) a minimum of two times per year for a licensing study and a monitoring visit. Additional visits are made, if necessary, with all complaints being investigated. It is extremely important that you, as a parent, be aware of the quality of care being provided for your child. Parents have the right to go into any area of the center used by their child for child care any time during the center's operating hours when their child is present. Parents are also encouraged to ask centers to share documentation from their most recent visit completed by a CCS consultant. Parents can also go online to view facility visits at our website, www.decal.ga.gov.

Bright from the Start: Georgia Department of Early Care and Learning contact information for concerns or complaints:

Please visit our website at: Child Care Services
General Information or Report a Complaint (404) 657-5562 or ChildCareServices@decal.ga.gov

Mailing addressing:
Bright from the Start:
Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE
670 East Tower
Atlanta, GA 30334

Child Enrollment Record

On the following pages you will find the Child Enrollment Record. You must complete an individual Child Enrollment Record for each child enrolled in the child care learning center. The parent/guardian of the child is to provide current and complete information on the form as requested, ensuring that the program is notified when changes are made. Included with the form is an Infant Feeding Plan, which should be completed in addition to the Child Enrollment Record if you are enrolling a child under the age of 1 year.