



# Family Handbook 2020

**The Little Bean**  
**60 Senexet Village Road**  
**Woodstock, CT 06281**  
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**401.641.6659**

Dear Parent/Guardian:

Welcome to The Little Bean! I believe that quality early care and education is a partnership between parents and provider. At The Little Bean, it is my mission to partner with parents, and to provide Infants and Toddlers with age and developmentally appropriate activities and materials in a safe, loving environment where they are free to explore and learn.

The Little Bean is a child led, discovery based program. I believe that at this developmental stage, it is not 'teachers' children need to help them learn, but loving, responsive relationships with caregivers, based on respect for the child and his or her family. At The Little Bean, your child will have the opportunity to explore and grow, create and discover, build relationships with his or her peers, and become confident learners.

As you know, in the first years of your child's life, s/he will go through some incredible developmental stages. Observing a child's journey through these stages never ceases to fill me with awe. I'm looking forward to joining you on your child's amazing journey!

*Joanna Sargent*

BA, Education, Family Child Care Owner, Infant, Toddler and Child Care Provider

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**For clarification purposes:**

Regarding all statements in this policy book directed to the parent, the word parent shall mean parent or guardian or adult person responsible for the child's physical and financial well-being.

Infant—any child 24 months or younger

Preschool - any child 25 months to kindergarten

The Provider- Joanna Sargent

All policies shall remain in effect as stated herein unless, The Provider gives notice of change of any said policy in writing. The Provider retains the right to enforce these policies at will. Lack of enforcement or a certain policy at any time does not indicate that the particular policy is no longer in effect.

The following is a list of rules and regulations governing our child care agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification please ask. The Provider can change and update this handbook at any time with 30 days notice.

## **ENROLLMENT PROCEDURES**

All necessary forms must be completed and returned to me before I will assume the responsibility of caring for your child. NO EXCEPTIONS! Please inform me immediately of any changes (address or contact information, medical information, etc.). Listed below you will find the list of forms that you need to return before your child's 1st day.

- **Policy Agreement**
- **Enrollment Form**
- **Health Assessment and Immunization Record**

## **DAYS AND HOURS OF OPERATION**

The Little Bean is open Monday 7:30 a.m. to 4:15 p.m., and Tuesday through Friday 7:30 a.m. to 4:30 p.m.

## **SIGN-IN SHEET**

Parents/guardians will be required to sign-in and sign-out each child on the sheet provided each morning and evening.

## **TUITION AND FEES**

2 Days: \$90

3 Days: \$135

4 Days: \$180

5 Days: \$220

Additional Single Day Care: \$55

Hourly Drop-Off Rate: \$10 an hour (please call to inquire about availability)

Payments are due Monday morning at drop off. If childcare is closed on Monday than payment is due on the next day of childcare. A late fee of \$10.00 per day will be charged for payment not received by 5:30 p.m. on Monday. A fee of \$30.00 will be charged for any returned checks along with any bank fees. Children may not attend childcare unless all fees are current. In the event that a court date is necessary for collection; the Parent/Guardian will be responsible for all associated fees. This includes but is not limited to late fees, loss of wages and court costs.

Late pickups will be charged at \$10 for every 15 minutes.

## **ENROLLMENT FEE/HOLDING FEE/TAXES**

Before your child is admitted into child care a non-refundable enrollment fee must be paid which is equal to 2 weeks tuition. This fee covers supplies and can be applied to the FINAL week of child care.

To hold a spot (ie. When expecting a new baby!) there is a fee of \$250.00 per month until the child begins care. In the event your child does not start care by the agreed upon date, your position will be forfeited and your deposit to hold the position becomes non-refundable. A year-end statement of all child care fees paid during the year will be given to you in January of the next year for tax purposes. You may request a receipt at any time.

## **PARENT/CAREGIVER COMMUNICATION**

Communication is so important! Please know that we can share openly any concerns or questions that may arise. I welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for your child. Sensitive issues will be discussed in private outside of regular child care hours either by telephone or conference. If you have questions or concerns during off hours (After 8:00 PM on weekdays, or on the weekend) please know that all emails or calls will be answered the following day during business hours.

## **HOLIDAYS**

Holidays are described as days in which the Daycare is closed but payment is still due.

- New Year's Day
- Good Friday
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving (Thursday & Friday)
- Christmas Eve
- Christmas Day
- Day after Christmas

If the holiday falls on a Saturday or Sunday; the preceding Friday or proceeding Monday will be used in observance of the Holiday. Example: Christmas Eve falls on a Saturday and Christmas Day Falls on a Sunday; then we will be closed the Friday before Christmas Eve and the Monday After Christmas Day.

## **VACATION, PERSONAL, BEREAVEMENT, JURY DUTY**

The Provider will take 2 weeks (10 days) paid vacation per calendar year. Typically these are taken at Christmas and July 4<sup>th</sup>. In the event you want to schedule your vacation for the same time frame, I will give as much advance notice on my vacation time as possible. The Provider can take up to 5 paid personal days/sick days. In the event of a death of an immediate family member The Provider is entitled up to five days off. Immediate family members are defined as The Provider's parents, spouse/partner, children, siblings, in-laws, grandparents, nieces, and nephews.

## **TRANSPORTATION**

Your child will be taken on ordinary and customary car trips and on preapproved field trips such as carpooling, school transportation, local shopping, library, parks and other events. The parent is giving The Provider permission to transport or walk their child/children and releases The Provider from responsibility in the event of an accident.

## **MEDICATION**

Medications of any kind will not be administered at day care. If prescription medications are required during care hours, the child must be kept home until the prescription duration is completed.

## **DIAPERING**

After use, the changing pad is cleaned for disinfecting. Hands of the child and care giver are washed thoroughly. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used.

## **PROPER ATTIRE**

Child's play is messy work! Your child will be painting, playing outside in the yard/garden, in the sandbox, drawing with chalk and other messy activities. Please do not expect your child's clothes to remain clean and free from stains. The children will participate in all activities regardless of their dress.

Please dress children for the weather! In winter, bring a heavy coat, snowpants, gloves, boots, and a hat for outdoor play. In summer, sundresses or short sleeves and shorts, swimsuits and swim diapers as needed. Children should have properly fitting, comfortable shoes for running and playing. Please keep in mind that children will learn dressing/undressing independently at age appropriate levels. Anything to help them along is appreciated (ie. velcro instead of tie shoes for toddlers).

A spare outfit must be kept here for your child at all times. Please routinely check clothes and shoes for fit assuring your children can run and jump without having to worry about their clothing getting in the way. Please also make sure your children's clothes fit properly to keep their stomach/back and behind covered.

### **ITEMS PROVIDED BY THE PARENT**

- Diapers
- Swim Diapers
- Bottles and Formula/Breast Milk
- Pacifiers
- One complete weather appropriate change of clothing and shoes
- Sunscreen with name written on bottle

### **TOYS AND PERSONAL ITEMS**

Toys, books, and jewelry may not be brought from home. Soothing blankets/lovies will be allowed for naptime.

### **LEARNING EXPERENCES AND PLAYTIME**

While at child care your child will be exposed to many kinds of learning experiences including:

**Active play:** running, jumping, climbing, riding, and other use of large muscles.

**Quiet play:** reading, stringing, coloring, etc.

**Cooperative or social play:** games and activities that involve more than one person.

**Solitary play:** drawing, dreaming, or any activity that involves only one person.

**Manipulative play:** putting together puzzles, building with blocks, cutting and pasting, or any activity that involves eye-hand coordination or fine motor skills.

**Creative play:** painting, molding, solving problems, making music, telling stories, or any activity that involves a child's imagination.

**Dramatic play:** dress-up, make-believe, or any play that involves pretending.

### **PRESCHOOL PROGRAM**

The Little Bean is proud to offer a Preschool Program September to June of each year. This program targets children ages 2 to 4 yrs. Based on the Montessori method, my goals for preschool children are:

1. To foster a life-long love of learning through teaching which demonstrates the interconnection of all life; and to foster the individual's understanding of his/her role within the whole, through the development of individual potential.
2. To structure hands-on learning environments which foster student-initiated inquiry/research and projects which develop understanding and appreciation of the world beyond the classroom.
3. To support each student – through individualized instruction based on observation and understanding of learning styles and abilities – to become an independent, responsible, self-disciplined and self-motivated learner who works to potential and loves it!

Children are provided time each day to: **create, move, sing, discuss, observe, read and play**. These seven things create the foundation that supports the house of academics.

### **A TYPICAL DAY:**

7:30 – 8:00 children arriving, breakfast  
8:00 – 8:45 free play  
8:45 – 10:00 group play, outdoor play or outing.  
10:00 – A.M. snack  
10:30 – arts, music, exploratory learning  
12:00 – lunch time  
12:30 - 2:45 nap time  
3:00 - 4:30 free play, outdoor play, and large muscle play

This is just a general idea of the flow of our days! The actual times will vary daily depending on the needs and ideas of the group. Children are provided with periods of uninterrupted free time for exploration and interaction within our space. Our routine is predictable, realistic, and flexible.

### **OPEN DOOR POLICY**

You can always be assured that the door is open to you. Please keep in mind there may be times when it is not convenient for me to run to the phone (i.e. diaper changing, bottle feeding, etc.). If the phone goes unanswered, please do not be alarmed, simply leave me a voice mail and I will call as soon as I am able. You may also communicate with me via text. There may be those times when something comes to you at work that you don't want to forget to relay to me. Feel free to text any time during operating hours and I will be able to respond in full at nap time. If you have questions or concerns during off hours (After 8:00 PM on weekdays, or on the weekend) please know that all emails or calls will be answered the following day during business hours.

### **OUTDOOR ACTIVITIES**

Our outdoor activities include using the playground equipment in the backyard, riding toys, walks to the field/playground at the top of the road, and playing organized games. During the summer most of the day is spent outside. During the winter children will go outside if the temperature is above 32 degrees. We play outside in snow and rain thanks to proper attire! If your child is too sick to play outside, s/he is **too** sick to attend child care. If your child is not appropriately dressed for the weather, you will be required to return with the correct attire. Please be sure your child is prepared to start the day.

### **INCLEMENT WEATHER**

We are all aware of how unpredictable New England winters can be! I know that weather and driving conditions can cause late drop offs and pick-ups. Please just be sure to stay in communication with me when inclement weather will affect your hours. The Little Bean follows the Woodstock School Dept. for weather related closings.

### **ALCOHOL AND DRUGS**

Alcohol and tobacco is not allowed to be used in a childcare home during the hours of operation. Please do not smoke anywhere on the property, as this is a CT state licensing violation. Parents/guardians are not allowed to pick up children if alcohol or drug use is indicated by behavior or smell. In that event I will not allow the child to leave with the person or persons under the influence and I will call the names

listed on your emergency form to come pick up the child. You will then be charged \$1 a minute until they arrive if it is after 4:30 p.m. or your designated time.

### **ILLNESS AND SICK POLICY**

The health and well-being of all of the children here are of the utmost importance. In some cases, if your child needs to be seen by a doctor due to serious illness, you will be required to submit a signed report from your doctor before your child can return to child care. This is to ensure that a child does not return to child care when he or she may be in danger of exposing someone else to an illness.

Children with minor illness may attend childcare at the provider's discretion. It is important to realize that if your child is unable to participate in the normal routine or needs more care than I can provide without neglecting the others in my care, your child must stay home. I know we both agree there are times a child needs to be with the parent for both physical and emotional comfort.

There are also some illnesses that by law exclude the child from attending child care.

Some of those illnesses are but not limited to:

- Infectious Conjunctivitis
- Impetigo
- Infectious Diarrhea
- Chicken Pox
- Scarlet Fever
- Hepatitis A
- Scabies
- Ringworm
- Strep Throat
- Lice

When a child has symptoms, the child should be kept home.

### **FEVER**

A fever is a sign that the body is fighting infection. The importance of a raised temperature depends on what is causing the fever. A temperature of 100.0 degrees or higher means a child should stay home. In the event of this type of temperature, the child should not come to child care until the temperature has been down for 24 hours without the aid of a fever reducing medication such as Tylenol. If your child wakes with a high temperature and you administer a fever reducer, this generally only lasts a few hours and I will have to call you to come pick up your child if the fever returns.

### **VOMITING OR UPSET STOMACH**

A child who has been vomiting can easily spread germs. If your child vomits while at child care, you will be expected to come immediately to remove your child. If you are not able to come as soon as you are called, please arrange for someone else to come pick up your child. The child must stay home 24 hours after the last episode.

### **DIARRHEA**

When your child has a single loose stool, he or she does not need to be at home. However, if a child has very runny stools twice while in daycare or at home this child must remain at home. The stool can contaminate the child care setting; please use your discretion with this. If the child has diarrhea that's not contained or two times in a day you will be called to come pick your child up from child care. Your child must stay home for 24 hours after the last episode of loose stool.

## **HEALTH AND SAFETY**

If your child becomes ill while at child care, he/she will be isolated from the other children and one parent will be called immediately. If I am unable to contact a parent, I will call the designated emergency contact person. Your child will be unable to remain in child care if ill and I will expect them to be picked up within the hour. Should your child require a modified diet due to recovery from an illness or injury, please inform me. You may be requested to supply the necessary foods required.

Some of the features that help to insure your child's health and safety are:

- NO SMOKING ON THE PREMISES
- The health policy is strictly adhered to
- Good hygiene is stressed at all times
- Every attempt is made to keep toys and play areas sanitized
- Napping is done on individual nap mats/cribs
- Food preparation is done in a safe and hygienic manner
- Menus follow Federal Nutritional Guidelines
- Hand washing before eating, after diapering, use of toilet, outside play, messy crafts or projects

## **EMERGENCY**

In case of an EMERGENCY, I will administer necessary first aid. A Paramedic Unit will be called (911) and your child will be transported to the hospital. YOU WILL BE NOTIFIED IMMEDIATELY. If an ambulance is called to transport your child, the cost of the ambulance will be covered by the parent or guardian.

## **DAYCARE RULES**

We have one overarching rule: *People are not for hurting.*

All children will be expected to behave in a manner that is *developmentally appropriate*, and we will also focus on reinforcing and repeating the basic expectations: *I am kind, I am safe, I am respectful, I am responsible.*

## **POSITIVE DISCIPLINE**

The Little Bean focuses on positivity, redirection and caring guidance, not punishment as a means of discipline. Please keep in mind that there WILL be disagreements between children. Young children especially, who are not adept at communication and may have a hard time expressing their feelings, sometimes bite, hit, or throw toys. Although teaching children appropriate behavior is our goal, remember that this behavior is normal in most cases. When a problematic behavior occurs we use it as a teachable moment to discuss our basic expectations. "Are you being\_\_\_" and then brainstorm how we can change the behavior to meet the expectation.

For example: "Is it safe to climb on the shelf?" or "Is it respectful to draw on the wall?" "Is it kind to take that toy from your friend?"

Good behavior is also praised using the same language. "It is so kind to share that with your friend." Or "Thank you for being responsible and clearing your dishes."

If I feel there is a chronic behavioral issue that needs attention I will let you know so that you and I are handling it in the same way and your child has continuity between our homes. These types of behavior might include such things as biting, use of bad words, chronic hitting, etc.

As a child care provider, I have a responsibility by law to recognize and report any evidence of child abuse—physical or emotional—or neglect. This is strictly for the benefit of your child.

### **NAP AND QUIET TIME**

Infants under 1 year will be provided naps as their specific schedules require. Toddlers and preschoolers will have nap/quiet time after lunch. Older children who do not nap will be given quiet activities to help them rest while others sleep. Please avoid picking up during nap time if at all possible, as it is disruptive to the sleep patterns of our little ones!

### **FIRE DRILL PROCEDURES**

We have monthly fire drills. The children are instructed to go outside in front of the mailbox until everyone is outside. If there is a fire the children will be moved to safety and the fire department will be called. During a storm or tornado warning all children will be taken to the basement and they will be provided a blanket to cover with. We will all remain there until it is safe to return to the child care area. We have 2 Emergency Disasters Drills per year.

### **MEALS**

To meet the nutritional needs of your child, I serve well-balanced meals and snacks. We include as much organic and home-grown food as possible, and children will be asked to help plan, grow and prepare meals (as age permits). Outside food is not permitted. An exception is made for birthdays should parents choose to provide a treat for all children in care (please let me know before sending birthday treats to account for any possible allergies).

Breakfast is served at 7:30, AM Snack is served at 10:00, Lunch is served at 12:00, and PM snack is served after naps. If I child arrives after a meal has been served (ie. child arrives at 8:30 and breakfast has been completed) they will not be served food until the next meal time. Meal time should be a pleasant time; therefore, children are always offered food but are not forced to eat it. Children who choose not to eat will not be served food until the next meal or snack.

### **PHOTOGRAPHS**

Photographs of the children participating in our programs may be taken from time to time and may appear on the Facebook page, brochures or other materials. Please initial the Policy Agreement at the end of this packet to give permission for photographs to be taken including your child.

### **TRIAL PERIOD AND WITHDRAWAL**

A two-week trial period will be given, upon enrollment, to determine the suitability of the arrangements. If at any time during the two weeks you or I feel the arrangement has not proven positive, then either party can terminate during the trial period. However, if you are happy with the care that your child is receiving we will enter into a permanent contract.

In the event of termination after the probationary period, either party must give 2 weeks notice. Payment is required for those 2 weeks even if you choose not to bring your child. The Daycare Provider can terminate services without notice if daycare fees become delinquent or if the contract is broken.

The Provider can change and update this contract at any time with 30 days notice. If for any reason, I the provider have to take you to court you are responsible for all legal fees and court cost.



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## Policy Agreement

Please carefully read, sign, and return the following form before the start of care:

I have read the 2020 Handbook and agree to abide by all the policies and procedures therein. I agree to pay the following tuition amount and understand that these may change depending on schedule and rate adjustments.

Child's full name: \_\_\_\_\_

Weekly Tuition due each Monday: \_\_\_\_\_

Enrollment/Holding Fee: \_\_\_\_\_

Approved Start Date: \_\_\_\_\_

I grant permission/do not grant permission for my child to be photographed. I understand that photos may be used on the Facebook page and website. (circle one)

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Provider Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

Thank you for choosing The Little Bean!

## COVID 19 Addendum – Effective July 2020

- Drop off and pickup will be done at the gate/door, and no parents or siblings will be allowed to enter the premises.
- Temperatures will be taken and no child with a temperature over 100.0 F will be allowed to attend for the day. He/she can return to care after 24 hours without a fever.
- Children will be visually inspected for signs of illness which could include cough, flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If there are signs of illness, the child will not be allowed to attend for the day. He/she can return to care after 24 hours without symptoms.
- Hands will be sprayed with sanitizer before entering, no bags or other personal belongings will be allowed.
- Caregiver will wear a mask. Children will NOT be required to wear a mask!
- We will practice social distancing as much as possible with small children (ie. no more family style meals) and hope that families continue to do the same outside of care.
- If any family members in the home travel out of the state (excluding MA and RI), you are asked to quarantine for 14 days upon arrival. Children may return to care at the end of the 14 days.
- If a child or family member becomes ill and tests positive for COVID 19, we must inform the health department and close for 14 days.

I understand and agree to these terms:

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_