



**Blossom**  
**LEARNING CENTER**  
*where the learning begins*

## **Parent Handbook**

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**1. Welcome to BLOSSOM LEARNING CENTER and Great Start Readiness Pre-K Program. We are pleased that you have chosen our program to be part of your child's growth and development. GSRP: "Developed under a grant awarded by the Michigan Department of Education."**

This Program Handbook contains the policies and procedures of Blossom Learning Center in outline form. Please take the time to read the Handbook and keep it in a convenient location for reference. The Handbook is meant to serve as a reference guide. It is not meant to cover every aspect of the development center program or every situation that may arise. Parent should feel free to contact the Director with questions concerning the contents of the Handbook.

Throughout the Handbook, the term “Parent” will be used to refer to the parent(s) or guardian(s) of the child in care. The term “Provider” will be used to refer to Blossom Learning Center.

## **2. Changes to Handbook**

The Provider reserves the unilateral right to add, delete, modify to amend the policies and procedures described in the Handbook upon thirty (30) days’ written notice to Parent.

Changes to policies and/or procedures contained in the Handbook are effective only if set forth in writing signed by the Provider.

## **3. Handbook is Property of Program**

The Handbook is the exclusive property of Blossom Learning Center and is intended for the exclusive use of the parents/guardians of enrolled children. The Handbook may not be copied or distributed to any third party without the express written permission of Provider. The Handbook must be returned to Provider upon termination of childcare services.

## **4. Blossom Learning Center Program**

### **Mission Statement:**

At Blossom Learning Center, we believe in the values and uniqueness of each child we serve. Our childcare experience is designed to promote each child’s own individual social, emotional, physical, and cognitive development. As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child’s natural desire to explore, discover, create, and become lifelong learners.

### **Philosophy:**

Our program is built around the concept that children are born ready to learn. As caregivers, we strive to create a learning environment that is safe, stimulating and encouraging. The following principles are excerpted from the *Michigan Early Learning Standards* and serve as the foundation for our curriculum.

- Children develop knowledge of their world through active interactions with caregivers, peers, materials, and events.
- Learning is sequential, building on prior understandings and experiences.
- Learning proceeds at different rates in each area and each child; children will show a range of skills and understandings in any one area of development. Learning in each area is interconnected. Young children learn best through experiences, which incorporate several areas of development.
- Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.
- Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance.
- All children have the potential to achieve the Michigan Learning Standards with appropriate supports and instruction.

## **5. Nondiscrimination Policy**

The Provider will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of child care services provided in a manner which does not discriminate against any child, parent or family on the basis of race, color, religion, national origin, sex, or handicap.

#### **6. Admission Requirement/Care Schedule**

The Program is open to all children ages six weeks through school age children.

Children may attend on a full-time or part-time basis. On admission, Parents will be required to establish a set weekly schedule for care. Additional care or schedule changes will be accepted on a space available basis.

#### **7. Daily Activities and Program Schedule**

6:00 am – 8:00 am	Early Morning Activities
8:00am – 8:30 am	Breakfast/Self Initiated Activities
8:30 am – 9:00 am	<b>Outdoor Play/Gross Motor #1 (30 minutes)</b>
9:00 am – 11:30 am	Group time, center choice, child initiated activities/projects,
11:30 am -12:15 pm	Lunch/toileting getting ready for Nap Time
12:15 pm – 1:30 pm	Nap Time
1:30 pm – 1:45 pm	Self Initiated Activities (Drop Off for afternoon care)
1:45 pm – 3:00pm	Group time, center choice, child initiated activities/projects
3:00 pm – 3:30 pm	Dinner
3:30 pm – 4:00pm	<b>Outdoor time #2 (30 minutes)</b>
5:00 pm – 5:30pm	Group time, center choice
5:30 pm - 6:00pm	Self-initiated activities (snack)

(Schedule may change according to age group)

***No drop off is permitted during naptime. (12:00 1:30)***

#### **8. Hours of Operation**

The facility operates Monday – Friday, 6:00 a.m to 6:00 p.m., subject to the holiday schedule listed below. No child may arrive before 6:00 a.m. or stay after 6:00 p.m. There is a charge for late pick-up.

#### **9. Holidays**

The program is closed on the following Holidays: Account's will be credited for following days.

New Year's Day	
New Year's Eve	Day After Thanksgiving
Memorial Day	Christmas Eve
Independence Day (4th of July)	Christmas Day
Labor Day	1 Snow Day or Emergency Closing
Thanksgiving	

When a holiday falls on a Saturday or Sunday, the program reserves the right to close to observe the holiday either the preceding Friday or the following Monday. The program will provide thirty days advance written notice of a Friday or Monday closure due to a weekend holiday.

The fixed child- care rate described in Section 15 will not be adjusted for holiday closures. If a holiday falls on a child's regularly scheduled day of care fees must be paid for the holiday.

#### **10. Confidential Information**

Each child has a right to confidentiality. All information pertaining to the children in the program, including all reports and data are confidential and used for internal purposes only. Information pertaining to children enrolled in the program will not be released to third parties without the express written permission of Parents, unless required by statute, court order or licensing mandate.

## 11. Parent Participation and Communication

Parents are welcome at the program any time to observe or spend time with their child. Parents who wish to volunteer at the center must provide documentation from the Family Independence Agency that he or she not been named in a central registry case as the perpetrator of child abuse or child neglect.

We encourage ongoing communication between the staff and parents. Parents should feel free to ask questions about the program or their child's care. Information about daily and weekly activities and special events will be posted on the Parent Communication Board located near the office. Additional notes and notices will be placed in each child's cubby box.

## 12. Required Forms

The forms listed below must be fully completed before the child can be enrolled in the program. Parent is solely responsible for ensuring the accuracy of the information contained within those forms and for keeping all such information current. Provider assumes no responsibility for keeping forms updated. Parents will be required to review the forms to ensure accuracy in September of each year.

- a. Child information care;
- b. Child care contract;
- c. Parent's written permission for Provider to seek emergency medical care;
- d. Immunization certificates;
- e. Sunscreen permission slips
- f. Photo permission slip
- g. Video release form permission-Authorizes provider video monitoring for children.

### Rule 112

1. At the time of a child's initial attendance, the parent shall provide the following documents to be kept on file in the center.

- a. A child information card using a form.
- b. Signed written permission to seek emergency care, unless the parent objects on the basis of religious grounds.
- c. If the parent objects to a physical evaluation or medical treatment on religious grounds, then the parent shall submit a signed statement that the child is in good health and that the parent assumes responsibility for the child's state of health while at the center.

2. Not later than the first day following initial attendance, the parent shall provide a certificate of immunization showing a minimum of at least 1 dose of each immunizing agent specified by the Department of Community Health. These certificates shall be kept on file in the center. If a child has been in attendance for 4 months, then an updated certificate showing the completion of all additional immunization requirements as specified by the Department of Community Health shall be on file in the center unless is a signed statement by a licensed physical or his or her designee stating immunizations are in progress.

3. Within 30 days of initial attendance, one of the following documents shall be provided to the center by the parent and kept on file in the center.

- a. Parents of children birth through 2 ½ years shall provide one of the following.
  - A document signed by a licensed physician or a designee that a physical evaluation has been made within the preceding 3 months. Activity restrictions shall be noted.
  - In lieu of subsequent medical evaluations, a written report from a periodic screening program approved by the department of community health may be used.
- b. Parents of children 2 ½ years to school age shall provide one of the following:
  - A document signed by a licensed physician or his or her designee that a physical evaluation has been made within the preceding 1 year. Activity restriction shall be noted.

- A written statement from the parent that the child has completed, or has an appointment to take part in, a health care program approved by the Department or Community Health.
    - c. Parents of school age children shall provide a signed statement that the child is in good health. Activity restriction shall be noted.
4. Documents provided under this rule shall be kept on file at the center and updated as needed, but not less than once a year.

**13. Registration Fee**

Upon enrollment, Parent is required to submit a nonrefundable enrollment fee of \$50.00 per child. The enrollment fee is used to offset the administrative expenses incurred in processing enrollment applications. This registration fee may not be used to offset child care fees.

**14. Security Deposit**

Upon enrollment, Parent is required to submit a security deposit in an amount equal to two weeks of childcare fees. While the child care contract is in effect, the security deposit may not be used to offset the cost of childcare fees. The security deposit is non-refundable. The security deposit will be applied towards the final two weeks of child care.

**15. Child Care Fee Schedule**

See Attached Registration fees

Childcare fees listed in fee schedule include daily breakfast, lunch, dinner and snacks. No adjustments will be made where Parents elects to provide the child’s food from home.

**16. Fee Changes**

Provider expressly reserves the right to change the childcare fee schedule or other fees (i.e. late pickup fee) upon thirty days’ written notice to Parents.

**17. No Fee Adjustment for Absences**

The full fixed rate as listed above is due regardless of absences, including sick days, vacation days, and personal days.

**18. Due Dates for Fees**

Childcare fees must be paid in full on the first day of attendance of the week in which services are rendered. A failure to pay child care fees when due will result in the late payment penalties of \$20.00 as described in section 21 of this Handbook.

**19. Types of Payment Accepted**

Parents may pay childcare fees with a cash, check or money order.

Where a check is returned to the provider for insufficient funds or for the reason that there is no account, the provider will issue a written demand to the parent for immediate payment of the check, plus the applicable processing fee, civil damages and costs, allowed by Michigan law, as outlined below.

Parent, in addition to possible criminal prosecution, will be responsible for the following, as provided by Michigan law:

- If the full amount of the check is paid within 7 days (excluding weekends and holidays) after the date the demand for payment was mailed, Parent will pay the full amount of the check plus a processing fee of \$35.00.

- If the full amount of the check is paid more than 7 but less than 30 days (excluding weekends and holidays) after the date the demand was mailed, Parent will pay the full amount of the check plus a processing fee of \$55.00.

If the amount is not paid in either manner described above, the parent will be liable for all of the following:

- The full amount of the check.
- Civil damages of two times the amount of the check, or \$100.00, whichever is greater, and
- Costs of \$250.00.

Following a dishonored check, all payments must be made by a certified check or money order.

## **20. Billing Procedures**

At the end of each week, Provider will issue an invoice to Parents stating the amount due for the following week if needed

## **21. Late Payment Penalties**

If payment is not received on or before the first day of attendance, a \$20.00 late fee will be added to the outstanding balance. If payment is not received on the day of care immediately following the due date, admission will be denied until full payment, including the late payment fee, is made. The child's space in the program will not be held and may be given to another family during this time.

## **22. Late Drop-Off or Late Pick-Up**

Parent is expected to abide by the care schedule, including drop-off and pick-up times, set forth in the Child Care Contract.

Where Parent will be late in dropping the child off, Parent is required to notify Provider as soon as it becomes apparent that the child will be dropped off late.

Where Parent will pick up the child after the scheduled pick-up time, Parent is required to notify the Provider as soon as it becomes apparent that Parent (or other authorized individual) will pick up the child late.

A late pick-up fee of \$10.00 will be charged for first 15 minutes late, and \$1.00 for each additional minute. The late pick-up fee is payable immediately when the child is picked up.

No child may remain at day care after 6:00 p.m. If a child remains at the center past 6:00 p.m. and Parent has not called or notified the Provider that he or she will be late, Provider will attempt to contact persons listed on the child information card to pick up the child. If Provider is not able to arrange for an authorized person to pick the child up by 7:00 p.m., Provider will contact the police department for further instruction.

Provider reserves the right to terminate the agreement where Parent is excessively late (more than 3 times) in picking up the child.

## **23. Absences**

Parent is required to pay, which the child is regularly scheduled to attend the program, regardless of whether the child actually did attend. This policy includes days missed for illness, funerals, doctor appointments, or any other reason.

## **24. Family Independence Agency Assistance**

Parents who receive assistance from the Family Independence Agency (DHS) are responsible for the payment of all fees not paid by DHS.

#### **25. Vacation Policy**

Parent may use their two week deposit when taking the child out for vacation, the center **can not guarantee** that the child will have a place when they return from vacation unless they continue to pay regular tuition fees.

#### **26. Provider's Personal Emergency**

If Provider or one of Provider's care-giving staff is unable to personally fulfill his/her responsibilities at a particular time, due to illness, bereavement, jury duty, continuing education or seminars, Provider will call upon substitute.

#### **27. Business Interruption**

The childcare program will be closed for district snow emergencies. The childcare program may also be closed due to loss of electricity, fire damage, communicable disease outbreaks, etc. Parent agrees to arrange alternate emergency childcare for these situations. In the event the childcare program is closed for more than two consecutive business days, the Parent is relieved of any financial obligation to pay for those days in excess of two business days. Parent further agrees to resume use of the childcare program as soon as it resumes operation. Nothing in this provision alters the contractual provision relating to the required length for termination of the child care contract.

#### **28. When to Keep A Child Home**

Provider requires that Parent keep the child home when he or she is ill for a number of reasons. A sick child may rest more comfortably in his or her own home. More importantly, however, keeping a sick child home helps prevent the spread of contagious illnesses to other children in the program. If your child exhibits any of the following symptoms, please keep child home.

**FEVER, DIARRHEA, VOMITING, DISCHARGE OF THE EYES OR THE EARS, HEAVY NASAL DISCHARGE, PERSISTENT COUGH OR UNIDENTIFIED RASHES.**

#### **29. When a Child Becomes Sick at the Program**

Provider will report to Parent any accidents, suspected illnesses, or other changes observed in the health of a child. Provider will notify Parent where the child is exposed to a communicable disease while in care, so that Parent may monitor the child for symptoms. Where child becomes ill while at the program, Provider and/or staff will comfortably isolate the child in an area where the child can be supervised and will immediately contact Parent, who will be required to pick the child up within one hour of notification.

Bedding, toys, utensils, toilet, and lavatory used by an ill individual shall be appropriately cleaned before being used by another child.

#### **30. Contagious Illnesses and Diseases**

Provider will take the necessary precautions to contain and prevent the spread of contagious illnesses or diseases. However, the Provider cannot guarantee that contagious illnesses or disease will be completely contained or will not be spread to other children. Parent must recognize that while in care, it is possible that the child may be exposed to a contagious illness or disease.

#### **31. Medication Policy**

When Parent request that the center administer medication, the following provisions shall apply:

- a. Medication, including prescription drugs, over the counter drugs, or individual special medical procedures, will be given or applied only with prior written permission from Parent. Prescription medication shall have the pharmacy label indication the physician's name, child's name, instructions, and name and strength of the medication and shall be given in accordance with those instructions. Provider will not honor any instruction from a parent which contradicts the



- instruction of the physician (for prescription drugs) or the instructions on the label (for over the counter drugs).
- b. Provider/caregiver will maintain a record as to the time and the amount of any medication given or applied.
  - c. The medication shall be in the original container, stored according to the instructions, and clearly labeled for the specific child. The Provider/caregiver will keep the medication out of the reach of children, and will return the medication to Parent or destroy it when no longer needed.

### **32. Sunscreen**

The Program strives to take the children outdoors for play on a daily basis. Overtime, exposure to the sun increases the risk of skin cancer. Children are particularly sensitive to sun exposure. Use of sunscreen can protect skin from damage caused by exposure to the sun. Parents are asked to consider the affects of sun on their child's health and must either: I) provide sunscreen to the Provider and consent to the Provider's application of sunscreen to the child; or II) sign a written election authorizing their child to play outdoors without sunscreen.

### **33. Emergency Medical Care**

Parent gives permission to Provider to call 911 in the event of a serious emergency. Any costs or charges incurred for 911 emergencies are the sole responsibility of the Parent.

### **34. Special Needs Care**

Provider will accept and care for special needs children if the program needs can reasonably accommodate the child's. Each child's needs will be evaluated individually.

### **35. Child Abuse Reporting**

As a licensed childcare provider, Provider and its employees are required by law to report any instances of child abuse or neglect to the appropriate authorities. They must also report any instances in which there is a "reasonable suspicion" that abuse or neglect may have occurred. Provider takes these responsibilities seriously and will report any actual or reasonable suspicions of abuse.

### **36. Guidance Policy**

The following are methods staff uses to guide children to the appropriate behavior:

- (a) Use developmentally appropriate, positive methods of guidance and discipline at all times, which encourage self-control, self-esteem, and cooperation.
- (b) If required, non-severe and developmentally appropriate discipline (such as "thinking time") may be used when reasonably necessary to prevent a child from harming him or herself or to prevent a child from harming others or property.
- (c) Model and use positive reinforcement for appropriate behavior during daily activities.
- (d) Redirect inappropriate behavior with positive, acceptable choices to encourage children to self-direct to goal-oriented behavior, and support their decision.
- (e) Emphasize what the child should do rather than what the child should not do by making positive statements and making sure directions are clear and firm enough for children to know they are expected to follow them.
- (f) Provide a "peace place" for appropriate age groups. This is a designated quiet area where children can choose to go to for self-control or a quiet place to relax or reflect before regrouping.
- (g) Encourage children to settle disputes themselves with the teacher as the mediator.
- (h) Provide parents with daily behavior status by verbal communication, happy grams or conferences.

### **37. Disruptive Behavior**

When a child's behavior is disruptive (i.e. biting, throwing objects or using "bad" language), parents will be notified. If the child continues a disruptive behavior, a parent conference will be held to discuss reasonable solutions to the situation. The discussion will include a consideration of any disability, which affects the child's behavior and reasonable accommodations to meet the child's needs and ameliorate the disruptive behavior.

If a reasonable solution and/or accommodation cannot be reached, the child will be dis-enrolled from the program with notice to allow parents an opportunity to find alternate childcare. The child will be dis-enrolled without notice if the child's continued participation in the program creates a direct threat to the safety of the child, other children or the Provider's staff.

Employees shall not:

(a) Hit, spank, shake, bite, pinch, or inflict other forms of corporal punishment.

Restrict a child's movement by binding or tying him or her.

(b) Restrict a child's movement by binding or tying him or her.

(c) Inflict mental or emotional punishment, such as humiliating, shaming, or threatening a child.

(d) Deprive a child of meals, snacks, rest, or necessary toilet use.

Confine a child in an enclosed area, such as a closet, locked room, box or similar cubicle.

### **38. Food**

Provider will serve breakfast, lunch, mid-afternoon snack and dinner. The cost of food is not included in the childcare fees. The center is on the Child and Adult Food Program (CACFP). This program helps fund the cost of the kitchen. Where Parent elects to supply food from home, no fee adjustment will be made. Provider will provide Parent with a full menu for the month. Where Parent requests a food substitution, Provider will try to accommodate the request, but cannot promise that Provider will be able to fulfill all special food requests.

**In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer**

### **39. No Private Duty by Employees**

Employees of the program are prohibited from accepting offers for private duty (e.g. "babysitting", serving as a "nanny", etc.) for any of the children enrolled in the program. Employees who violate this rule are subject to disciplinary action and/or termination.

The program asks that Parent refrain from requesting that any employee of the program engages in private childcare duties for any of the children in the program. Provider reserves that right to terminate the child care contract where Parent violates this policy.

### **40. No Transportation Services by Employees**

Provider asks that Parents refrain from asking employees to transport children either before or after the child's attendance at the program, as employees are prohibited from doing so and may be subject to discipline up to and including termination if they do so. Provider reserves the right to terminate either before or after the child's attendance at the program.

### **41. Field Trips**

The program will occasionally take the children on field trips. Prior to each field trip, Parents will be required to fill out a permission form giving the child permission to go the field trip. Where Parent does not give permission for the child to go on the field trip, child may stay at the center with another class if there is availability. If there is no availability parent will need to make other arrangements.

### **42. Personal Items from Home**

Provider discourages Parent from allowing children to bring personal items from home to the program, with the exception of a small naptime blanket and cuddle toy, if necessary. Where a child does bring personal items from home, Provider is not responsible for loss or any damage to that item.

### **43. Clothing**

Due to nature of some of the activities the program offers for children, Parent must recognize that children's clothing may occasionally become soiled or damaged, although Provider takes all appropriate steps to prevent this from occurring. Parents should therefore bring children to the program dressed in "play" clothes, and not "good" clothes. Provider assumes no responsibility for damage to a child's clothing.

The program strives to bring the children outdoors for play on a daily basis. As such, Parent must be certain that the child is dressed appropriately according to the weather conditions. This may include, but is not limited to: rain gear, jacket, sweater, long pants, hat, mittens, boots, snow pants, etc. If a child arrives at the program and does not have the appropriate outerwear for outdoor activity, Provider reserves the right to call Parent and ask that the appropriate clothing be brought. Where a child is inappropriately dressed, the child cannot go outdoors. The program does not always have staff that can stay inside with the child while the others are outdoors.

#### **44. Supplies**

Parents are responsible for providing the following items

- Diapers and wipes for diapering children
- Infant Formula for Parents opting to provide their own.
- A change of clothing on site for children.
- Nap time Belongings

#### **45. Withdrawal/Termination**

Either Parent or Provider may terminate the child care agreement upon two weeks written notice to the other party. Where Parent does not provide two-week notice, Parent is still required to pay for the final two weeks of care, following the notice of termination, whether or not the child attends the program.

Provider reserves the right to terminate this agreement immediately, without notice to Parent, if: a) child care fees and/or other fees are not paid when due; b) the child's continued participation in the program creates a direct threat of harm to the child, other children, or the Provider's staff; c). Parent engages in inappropriate parent conduct as defined below.

#### **46. Inappropriate Parent conduct**

Parents must be aware that adults serve as role models for children. Additionally, Provider is responsible for protecting the children in Provider's care, and for providing a safe workplace for staff members. Therefore, it is critical that, while on program property, Parent conducts himself or herself in a professional and rational behavior at all times. Provider reserves the right to immediately terminate the child agreement if Parent behaves inappropriately.

The following actions are grounds for immediate dismissal (please note, however, that this is not an exhaustive list of inappropriate behaviors).

- Acts of violence, including assault and battery;
- Harassment of or threats against the staff, other parents or children;
- Possession of illegal substances or firearms;
- Verbal or physical abuse of any child;
- Profanity; or Indecent exposure.

#### **47. Arrivals and Departure Procedure**

All children must be brought into the building and signed in by Parent (or other authorized person) upon the Sign-In/Sign-Out log located at the reception area.

After signing in, the child must be taken to his or her classroom. Children should never be left unattended. At pick-up, Parent (or other authorized person) must enter the building, notify the child's teacher that they are picking up the child and sign the child out on the Sign-In/Sign-Out log.

#### **48. Child Release Policy**

As a condition of providing child care services, Parent must supply the names of at least three individuals to whom Provider may release the child in the event of an emergency.

Provider will not release the child to any individual whose name is not on the list.

Before Provider releases the child, if the individual is unknown to Provider or any one of the Provider's staff, the Provider/staff will require that the individual show positive identification in the form of a valid Michigan Driver's License. Other forms of identification, such as work identification, are not acceptable.

Parents must be aware that Provider and staff are not properly trained to make assessments relating to intoxication or other impairment and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up the child.

Should Parent wish to have a one-time special exception to allow an individual not listed on the card to pick the child up, Parent must leave a signed, dated, written note with the Provider the morning of the release. Parents are not allowed to change any release instructions orally.

Provider assumes no responsibility for any injury or harm to the child who has been released to a person on the child release card or identified in the written exception request process.

Provider and Provider's staff respect the family's privacy. However, where other questionable child release situations occur, the provider has a duty to maintain its role as the child's advocate.

With respect to child custody disputes, until custody has been established by a court order, neither parent may limit the other parent from picking up the child, and the provider will release the child to a known identifiable parent.

An alternative care program should be sought if Provider's child release protocol places a child at risk.

#### **49. Emergency Policy**

Provider has developed an Emergency Management Plan to be implemented in the event of an emergency situation. In developing this plan, we have worked with the State Fire Department Agencies. The plan has been designed to provide a plan of action in the event of natural or man-made disaster. If an emergency should occur, Provider will follow the instructions of the local authorities. The instructions may be to stay at the facility and shelter-in-place, or to evacuate. If we are instructed by authorities to evacuate to a specific location, the children will be taken to the location identified by the authorities. If we are instructed by authorities to evacuate but not directed to a specific location, the children will be taken to the Doctors office, community center, large play ground, depending on the circumstances.

We understand that parents and family members will be concerned about the safety of their children and will want to pick them up as soon as possible. If we are sheltering-in-place, we ask that you wait until the authorities issue an all clear before coming to pick up your children. This request is made for the safety of all of the children.

If we evacuate the facility, children will be released to parents or authorized persons as they arrive. If the authorities designate an evacuation shelter, the location will be disseminated through local radio and television stations. If the authorities do not designate an evacuation shelter, the children will be taken to one of the locations listed above. We will take emergency contact information with us to the shelter sites.

As part of our emergency plan, we ask that you update the information on your child information and child release forms to ensure that we have current telephone numbers (home, work and cellular) for all emergency contact persons.

**50. Photographs**

Provider will take photographs of the children participating in program activities or field trips. The photographs will be posted in the classrooms for parents and visitors to enjoy. If a parent wishes that photographs not be taken of their child, a written notice must be delivered to the Director.

**51. Transitions between center and school**

When children are registered at the center, staff will assess the child using the Ages and Stages Screening (with parents' permission). Each classroom will keep a portfolio of the child's sampling of work along with assessments that can be used when the child leaves the program. Preschool children will have a compile of samples of work that their Kindergarten teacher can review to see where the child left off on their educational journey.

**52. Parent/Teacher Conference**

Staff will meet with parents at least twice per year to go over children's records. Scheduled times will occur the first week in November and first week in May of each year. Parents are welcome to schedule time with teachers if they have any questions or concerns at any time. Appointments can be made with either the teacher or the front staff.

**53. Assessments/Screening**

Blossom Learning Center participates with Ages and Stages Screening. This is one of the best developmental and social-emotional screening for children from one month to 5 ½ years. Highly reliable and valid, ASQ looks at strengths and trouble spots, educates parents about developmental milestones, and incorporates parents' expert knowledge about their children. Staff will do assessment/screening on children 2 -3 times per year. At the end of each assessment/screening, parents will receive a copy of the ASQ along with activities and a response letter. This will be one of the items discussed during conferences.

**54. Teacher/Child Ratio**

Our center demonstrates that it has smaller group size and enhances learning for a basic common sense reason. It helps teachers know their kids better by giving them more attention. Benefits of having smaller class sizes demonstrates better student participation and engagement, mastery of basic skills, increased student achievement, effective teaching methods and more. Our center offers a healthy and safe learning environment that allows children get as much one on one care with the teachers.

Ratio:

Ages 6 weeks through 29 months: 1 to 4

Ages 30 months through 36 months: 1 to 8

Ages 3-4 years of age: 1 to 10

Ages 4- 5 years of age: 1 to 12

**55. Outdoor times**

Our center dedicates at least 1 hour of active outdoor time each day. If weather does not permit us to go out other appropriate indoor physical activities will be available when weather prohibits outdoor play. A scheduled time is located in each classroom and is posted on our outdoor board.

**56. Resting/Nap Time/Quiet Time**

Our center provides Nap time from 12:00- 1:30pm. Infants are provided cribs. Toddlers, preschoolers, and pre-k are provided cots. No child is forced to sleep. If a child cannot sleep he/she may do something quiet such as read a book.