

## Beach Babies Learning Center

"Designed with our own children in mind."

#### **Enrollment Handbook**

Our goal is to provide a fun, safe, learning environment for your children but most importantly to encourage them to be strong, self-confident individuals.

#### **Enrollment:**

Beach Babies wants to ensure that you are comfortable with our facility and that we get to know your child as well as your family. Please read the following information and answer any questions so that we can do our best to make your child feel comfortable. Please return this enrollment packet along with the first weeks non-refundable tuition and we will determine the best class for your child and a space will be held.

#### **Parent Communication:**

Beach Babies now uses leading-edge technology to keep parents connected to their children. We believe that if families and teachers work together as a team our children will be happier and much more successful while at Beach Babies. We also feel that there is so much more that we can share with you about your child's day.

#### **Tuition:**

Please see our Tuition Information Sheet for our current rates.

There is a 5% discount off the oldest child's tuition if you have multiple children. There will be a \$20.00 fee added to your next tuition bill if you have a returned check. Beach Babies reserves the right to add \$20.00 to your tuition bill if you are more than 15 minutes late when picking up your child.

If you are more than 1 week late with your tuition you may be asked not to bring your child to school until you have paid. If you are more than 3 weeks late with your tuition Beach Babies reserves the right to end your enrollment and give your child's place away.

Tuition may be paid weekly or monthly – please specify on the tuition agreement page. Your tuition statement will be send to you via the email you provide to us on the Thursday before your tuition is due. Tuition is due either the Friday before the following week (if paying weekly) or the Friday before the beginning of the month (if paying monthly).

Payment can be made by check and placed in the tuition box at the entrance the main building or by credit card by visiting our website at <a href="www.beachbabiesllc.com">www.beachbabiesllc.com</a> and clinking the pay with credit card link.

#### **Hours of Operation:**

Beach Babies Learning Center is open Monday through Friday 7:00am – 5:30pm. We will be closed New Years Day, Martin Luther King Day, Presidents Day, 1 Professional Development Day to be determined annually, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day and the week between Christmas and New Years, reopening January 2<sup>nd</sup>, as well as one professional development day to be determined each year. Beach Babies realizes that these holidays can be difficult for families to schedule child care, however it is very important to give our staff the appropriate time off.

Parents are still responsible to pay for the above holidays as we pay our staff for the time off as well.

#### Weather or Emergency Closings:

Beach Babies follows the Old Saybrook Public Schools when there are delays, closings or early dismissals due to inclement weather. We will also send an email through tadpoles. We will make every attempt to maintain our normal business hours with ensuring the safety of our teachers and the children.

If Beach Babies is closed due to inclement weather, you are still responsible to pay for the day as we still pay our staff.

#### Nap/Quiet Time:

Nap and Quiet time is essential to your child's development.

Infants are on their own schedule and will nap whenever their little hearts desire. As the children get older and enter the toddler and transition rooms we will work to get them on a consistent nap schedule.

All naptime bedding will remain at Beach Babies. All bedding is stored in individually labeled bags which are provided by Beach Babies and will be laundered at least once a week or if it is soiled.

#### **Front Door Code:**

The front door of both the infant/toddler and preschool buildings have a 4 digit code to enter. If we need to change the code for any reason, we will notify you of the change.

CV - Parents pick up and drop off their children at a specific door depending on the classroom they are in.

#### Signing In:

Your child's teachers will sign them in and out via our Tadpoles account.

#### **Health Policy**

We realize that children get sick and that mom and dad cannot stay home for every sniffle. We do ask that you use caution when your child is not feeling well and remember that there are lots of other children that we need to protect.

The following symptoms REQUIRE that your child stays home. If your child is out sick you are still responsible to pay for that day.

- \* Has or has had a fever of 100 degrees or more. *The child may return to school when the fever is gone for at least 24 hours without medication.*
- ❖ Is vomiting or has diarrhea. *The child may return when they have not vomited or had diarrhea for at least 24 hours without medication and their appetite is back to normal.*
- ❖ Is showing any signs of a communicable disease. The child can return when they are 100% symptom free for at least 24 hours without medications or with a Dr's note.

  Beach Babies reserves the right not to allow a child to return with a Dr's note if they feel
- a child is still contagious or will not be able to fully participate in the daily program.
   Has blisters or fever from Hand, Foot and Mouth. The child can not return until they have been fever free for at least 24 hours without medication, have not had any new blisters in at least 24 hours and their blisters have scabbed over. If the child has blisters in their mouth they must be popped and the child must

be able to eat/drink before they can return.

Beach Babies reserves the right not to allow a child to return with a Dr's note if they feel a child is still contagious or will not be able to fully participate in the daily program.

- \* Has a bad cold with includes heavy nasal drainage, consistent, dry or mucusy cough. Children can return when their nasal drainage is clear and their cough is not consistent without medication for at least 24 hours.
- \* **Has pink eye or conjunctivitis**. Children may return to school after being in an antibiotic for 24 hours, as long as the eye/s is no longer runny and crusty.
- \* **Has the chicken pox.** Children may return when all of the sores have crusted over as long as they have been fever free for at least 24 hours without medication and are comfortable enough to participate in our daily activities.
- \* Has lice or nits. Children may return to school when they are completely lice and nit free for 24 hours. The child will be checked by their teacher each day for 14 days after they have had lice or nits and will be sent home if any lice or nits are present.
- **Covid.** Please follow current CDC guidelines at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html#positive-test-result.
- \* If your child can not take part in the "normal" classroom activities because they are too ill or tired we ask that you please keep them home. Please remember that although we love and care for your child we do not have the ability to provide a child one on one attention when they are not able to participate in the normal schedule and activities of their class.
- \* Overall health request. We ask you to remember that when it comes to being part of an early childhood community there are things to respect and consider. Young children in close contact will and do spread illnesses. Staff who are constantly in close contact with young children are exposed to every illness, usually before there are any symptoms. Childcare centers must maintain a proper child to staff ratio and if that ratio can not be maintained we are forced by the Office of Early Childhood to close classrooms so that we can be in compliance. As a community we are still cautious of those who can be more severely affected by any cold or virus and it is the responsibility of all of us to do our best not to spread illness. Please keep your child home if they are ill. Please do not cover up symptoms with medication and send them to school. If your child lives with someone who has covid, the stomach bug, or any contagious illness think about what happens when they come to school and spread that illness. If your child is diagnosed with an illness let them recover fully before they return. Just because they seem "back to themselves" 12 hours after being sick doesn't mean they are and doesn't mean they are no longer contagious. Thank you for helping to keep us all healthy!

## **Health Policy Agreement**

We have read and discussed the Beach Babies Learning Center health policy and acknowledge and will follow its contents.

Child's Name:			
Child's Birthday:			
(parent/guardian name)	(parent/guardian signature)	(date)	

Revised: September, 2023

#### **Meals and Snacks:**

Parents provide all meals and snacks for their child. Please label everything. We will work with parents when you are introducing new foods, sippy cups and new textures to your little ones. Please make sure that your child tries everything for the first time at home in case of an allergic reaction. Classrooms are equipped with refrigerators and microwaves. If your child needs something warmed up please make sure that it is already prepared as your teachers have several other children that they are serving meals too. For example, if your child is having soup from a can, please put the soup in a microwavable bowl to send to school.

Please understand that if your child is in a classroom with a child who has a severe food allergy you may be asked to limit what your child can bring to school.

Beach Babies asks that you please save soda, candy and gum for home.

If it is your child's birthday, you are welcome to bring in a special treat for them to share with their classmates. Please let your child's teacher know if you will be bringing something in so that they can get permission for the other children in the class. We have lots of food restrictions as well as severe food allergies there can be certain treats that are not allowed in a classroom.

#### **Discipline Policy:**

The goal of discipline at Beach Babies is to help children learn self control as well as ensure the safety of each child in the classroom. In each disciplinary situation, the teachers will follow the steps below:

- **❖** Assessment of the situation
- Ensure children are safe
- ❖ Get down to the child/children's level
- \* Explain the rules of the classroom and the reason for them
- Redirect the children
- Write about the incident in the "incident notebook in your classroom"
- ❖ Fill out an incident/accident report if necessary

When an issue arises between two children the staff member will assess the situation. Making sure that neither child has been injured and that everyone is safe. The teacher will get down to the child's eye level and discuss the situation with them. They will listen to the children and speak with them in an understanding, sympathetic tone so that the children really feel as though the teacher is relating to their frustration. The teacher will discuss the rules and limits in a kind, understanding way. The teacher will never raise their voice, demean or humiliate the child. The teacher will show the child the "classroom rules" that are posted in every classroom and remind them how we are supposed to act while at school. The teacher will then use positive redirection to get the child interested in something else. If the behavior continues the teacher will separate the aggressive child from the group and try some one on one time with them. During this disciplinary issue the teacher/child ratio will be maintained. If the issue requires an additional staff member to join the classroom, one will be called immediately.

Beach Babies Learning Center teachers will NEVER use aggressive, humiliating, frightening or forceful punishment under ANY circumstances. Children will Never be physically restrained unless absolutely necessary to ensure their safety or the safety of the other children in the classroom.

Time outs will only be implemented if all other disciplinary actions have failed. One minute per year of age. For example, if the child is 1 ½ years old, their time out will be for 1 ½ minutes. The time out will be given in the classroom and a teacher shall sit near the child.

Beach Babies understands that no child is perfect and that there will be disciplinary issues from time to time. All children will be treated fairly and with a loving heart. If a teacher must take disciplinary action with a child, the parents will be notified with an Incident Report which they must sign confirming that the teacher spoke with them regarding the issue.

If a child continues to have disciplinary problems including, biting, hitting, or any aggression toward their friends, the staff will discuss the problems with the parents. If this continues, the head teacher, supervisor and/or director will meet with the parents so that we can insure the safety of all of the children in the classroom as well as that all parties are "on the same page" so that the disciplinary issue is being dealt with consistently.

Beach Babies will always try to help children get through these disciplinary issues as we appreciate that children go through stages and that often they are short lived. We will however always be aware of the best interest and safety of the other children in the class. If at any time the staff at Beach Babies feels that other children are in danger or that they can not continue working with a child on disciplinary issues for any reason, we reserve the right to terminate the child's enrollment

## **Disciplinary Agreement**

We have read and discussed the Beach Babies Learning Center disciplinary policy and acknowledge

its contents.

Child's Name:

Child's Birthday:

(parent's name) (parent's signature) (date)

(parent's name) (parent's signature) (date)

## **Tuition Agreement**

Childs Name:	
Childs Birthday:	
I(parent/guardian)	
(parent/guardian)	
And	
(parent/guardian)	
Agree to pay the following tuition	
(amount to pay)	
forto attend Beach Babies Learning (child's name)	ng Center, LLC.
I/we will put my/our payments in the tuition box at the ent	rance of the building on the scheduled
days. I/we agree that it the payment is 1 week late Beach Ba	
come to school until payment is made. I/we also agree that	
give my/our child's space away if payment is more than 3 w	reek late.
(parent/guardian's signature)	(date)
(parent/guardian's signature)	(date)

## **Enrollment Agreement**

(child's name)	is en	rolling in one of	the following	programs
At Beach Babies Learning	Center, LLC.			
Start Date:				
I would like to enroll my cl	nild for	d	lays per week.	
Ple	ease circle the da	ys that your child	l will be atten	ding:
Monda	ny Tuesday	Wednesday	Thursday	Friday
Infant	Т	oddler		Preschool
(6 weeks–1 year)	(1-	-3 years old)		(3 – 5 years old)
Γhe hours that my child wi	ll most likely atte	end are from	to	
Tuition amount <sub>J</sub>	per week is			
❖ To be paid m	onthly			
To be paid big	weekly			
❖ To be paid we	eekly			
(parent/guardian s	ignature)		(date)	
(parent/guardian s	ignature)		(date)	
❖ We will be using Car	e 4 kids to be pa	ying all of part o	f our tuition	
If we are using Care 4 l responsible to pay our	- ·	-	's tuition we a	agree that we are
(parent/guardian s	ignature)		(date	

## **Family Contact Information**

Child's Name:		_
		_
Child's Address:		_
Child's Home Phone Number:	:	_
Child's Start Date:		=
Mother's Name:		_
Address and Phone Number:	(If different from child's)	-
		-
Employer Address:		_or
☐ I work from home		
Work Phone:		_or
☐ My cell phone and w	ork phone are the same.	
Cell Phone:		_
Email Address:		_
T (1 / N)		
	(TC 1'CC	-
	(If different from child's)	_
		_
Employer Address:		_or
I work from home		
Work Phone:		_or
☐ My cell phone and w	ork phone are the same.	
Cell Phone:		_
Email Address:		=
In the case that we cannot rea	ch mom or dad please contact the following:	
We are required to	have at least 1 emergency contact that is NOT mom/dad/primary	y caregiver.
Name:	Relationship to Child:	-
Phone Number:		-
Name:	Relationship to Child:	=
Phone Number:		=
Name:	Relationship to Child:	-
Phone Number:		

## **Pick Up and Drop Off Information:**

The safety of your child is of the utmost importance to Beach Babies Learning Center. For this reason our doors will remain locked at all times. Children can be picked up and dropped off at the entrance of their building and classrooms.

If someone other than mom or dad will be picking up parents can notify Beach Babies, either by phone, 860-388-3737, in their tadpoles drop off notes, or by telling their child's teacher at drop off if someone else will be picking up your child. Please remember that any person other than the parents or guardians must be on the below pick up list and must bring a photo id.

Please list the names of those authorized to pick up your child.

We must have at least 1 approved person other than mom, dad or primary guardians who can pick up your child.

Child's Name:		
Name:		
Name:		
Name:		
Relationship to Child:		
(parent's name)	(parent's signature)	(date)
(narent's name)	(narent's signature)	(date

## **Child's Information**

Child's Name:			
Child's Birthday:			
Parents Marital Status: Not M	Married Married	Divorced	Separated
Child Lives With:			
Are both parents allowed to ha	ave contact with the cl	nild?	
If no, I have provided court do	ocumentation		
Additional family members liv	ving with child:		
Name	Relationship		Age
Animals living with child:			
Name	Туре		
		_	
Child's Doctor:			
Phone Number:			
On occasion we may show a m	novie to the class. Is yo	our child allow	ed to watch a mo
Yes	No		

## **All About Me**

Child's Name:			_
Birthday:			<del>_</del>
Allergies:			_
Does the child have a special need or r		_	
Eating/Bottle Schedule and any specia			
Sleeping Schedule and any special inst	tructions:		
Does your child use a pacifier?	Yes	No	
Looks like:			_
Does your child use a special blanket of Looks like:		No	_

<sup>\*\*</sup>Please note children under age 1 are not allowed to have any blankets or other items in their pack and play per NAEYC and The Office of Early Childhood requirements \*\*

When I am sad I like to:
Diaper changing or potty training specifics:
I usually get dropped off around:
I usually get picked up around:
Any additional information you think would be helpful for us to care for your child:
Parent Name:
Parent Signature:
Date:

#### **Medical Release**

The following medical release MUST be completed before your child can attend Beach Babies. Nurse Carla will review your medical form and contact you if and when it needs to be updated. Please put all medical forms in the WHITE MAILBOX AT THE ENTRANCE OF THE MAIN BUILDING. You can also email completed forms to Allison at allison.beachbabies@gmail.com. The following is required to be completed before a child can begin.

The 1<sup>st</sup> pages is to be completed and signed by the parent or guardian, the 2<sup>nd</sup> page is to be completed by the child's DR and the 3<sup>rd</sup> is their list of immunizations.

You can also have your pediatrician fax your form to 860-388-1400.

## Permission

Childs Name:	
Childs Birthday:	
Parent/Guardians Name:	
	to take pictures and short video's of my child to send to me its and classroom projects and parent gifts. These pictures hared with anyone other than parents.
(parent's signature)	(date)
<b>Walks:</b> I give permission for my child to go for walk teacher/child ratios are maintained.	ks outside of the fenced in areas as long as the proper
(parent's signature)	(date)
the case of an emergency. I give Beach Babi	to accompany my child to a hospital or medical facility in es Learning Center permission to make medical decisions y child. I give Beach Babies Learning Center staff on my child in the case of an emergency.
(parent's signature)	(date)
<b>Playground:</b> I give permission for my child to play on all Babies Learning Center.	indoor and outdoor playground equipment at Beach
(parent's signature)	(date)

<b>Nurse Consultation:</b> I give permission for the nurse at Beach Babies Learning Center to review my child's medical form and consult with the staff on any medical situation regarding my child.			
(parent's signature)	(date)		
<b>Sunscreen:</b> I give the staff at Beach Babies Learning Center child when they feel necessary.	r permission to apply the provided sunscreen to my		
(parent's signature)	(date)		
<b>Tick Removal:</b> I give the staff at Beach Babies Learning Center attendance.	r permission to remove a tick from my child while in		

(date)

(parent's signature)



## Beach Babies Learning Center

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Dear Prospective Family,

Thank you for visiting our premiere child care facility located in Old Saybrook, Connecticut.

Beach Babies first opened its doors in 2006 and has been providing children 6 weeks to 5 years with quality care and education for over 11 years. As both the owner and director Allison has created a unique child care program that fosters the growth and development of each child through a caring and nurturing environment.

At Beach Babies we strive to care for your children the same way we would care for our own. Beach Babies is like no other childcare facility as the teachers and staff are really one big family who support each other and the children every day.

We love to watch each child in our program grow and progress through our unique play based curriculum designed by our own teachers with years of experience.

We hope to have your child or children become a part of our family here at Beach Babies. If you have any questions or would like to enroll please feel free contact the Director, Allison McCarthy.



# Beach Babies Learning Center

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## **What Your Child Needs to Bring**

## **Infant**

(6 weeks -1 year)

- ❖ Pre-made bottles labeled with child's name
- ❖ Food/snacks labeled with child's name
- Lunch box
- Crib sheet
- Sleep sack (if used)
- ❖ Picture of your child's family
- Diapers
- Wipes
- ❖ Diaper rash cream
- Sunscreen
- Pacifier (if used)
- Extra clothes (2-3 outfits)

❖ Bag or Backpack for extra clothes/nap

## **Toddler**

(1 – 3 years)

- Lunch cut into bite size pieces
- ❖ 2 Morning snacks
- ❖ 2 Afternoon snacks
- ❖ 1 or 2 prefilled sippy cups labeled with name we will refill with water
- Lunch box
- Crib sheet
- **❖** Thin blanket
- Diapers
- Wipes
- ❖ Diaper rash cream
- Sunscreen
- ❖ Pacifier (if used)
- ❖ Extra Clothes (including swim suit in the summer and snow gear in the winter)
- ❖ Bag or Backpack for extra clothes/nap items

## Preschool/Pre-K

(3 - 5 years)

- Lunch
- ❖ 2 Morning snacks
- ❖ 2 Afternoon snacks2 Afternoon snacks
- ❖ 1 or 2 prefilled sippy cups labeled with name we will refill with water

- Lunch box
- Crib sheet
- **❖** Blanket
- Sunscreen
- ❖ Extra Clothes (including swim suit in the summer and snow gear in the winter)
- ❖ Bag or Backpack for extra clothes/nap items

\*\*Please Label All Items\*\* \*\*With Child's Name\*\*



## Holidays - 2023

January 2<sup>nd</sup>, Monday – New Year's Day Observed

January 16<sup>th</sup>, Monday – Martin Luther King Day

February 20th, Monday – Presidents Day

April 7th - Friday - Easter Weekend

May 29th, Monday – Memorial Day

July 3rd, Monday- Closed for professional development

July 4<sup>th</sup>, Tuesday – **Independence Day** 

September 4th, Monday – Labor Day

October 9th, Monday – Columbus Day

November 23<sup>rd</sup>, Thursday - Thanksgiving Day

November 24th, Friday - The Day After Thanksgiving

December 25<sup>th</sup>, Monday – **Christmas Day** 

December 26th, Tuesday – December 29th, Friday – Winter Break

Reopening Tuesday January 2, 2024



# Beach Babies Learning Center

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# Communication is Key!

Beach Babies utilizes a unique program called Tadpoles to keep an open line of communication between teachers and parents.

Every classroom at Beach Babies is equipped with an I-Pad, which enables teachers to create daily reports for each child. These reports will be emailed directly to you at the end of the day or can we found by downloading the Tadpoles app for your phone!

Tadpoles is a safe and private way for teachers and parents to communicate.

## **How Teachers and Staff use Tadpoles:**

- ❖ Teachers and staff create reports of your child's day including meals, diaper changes, potty training, and curriculum activities complete with pictures.
- ❖ Teachers can send notes about upcoming activities or to inform parents to send in a particular item.
- ❖ Our current curricular themes are posted and teachers will describe daily activities that correspond to each week's theme.
- ❖ Program announcements and information will also be emailed to you.
- ❖ Teachers can also track your child's educational achievements, developmental milestones and goals so they can track their progress.

### **How Parents use Tadpoles:**

- ❖ First check your email daily for your Tadpoles report or download the Tadpoles app on your phone
- \* Read messages from your child's teacher or leave one of your own, which is delivered straight to the director.
- ❖ Track your child's milestones and see what they are learning.
- ❖ Access supplemental learning materials and activities, for examples after reading your child's daily report you could ask them about specific activities from that day.
- ❖ Share pictures from Tadpoles with family and friends.



## **Tuition**

Full Time - 5 Days Per Week

	Infant 6 weeks – 1 yr	Toddler 1 yr – 3 yrs	Preschool/Pre-K 3 yrs – 5 yrs
Enrollment Fee	Waived	Waived	Waived
Weekly	\$330.00	\$330.00	\$330.00
Monthly	\$1430.00	\$1430.00	\$1430.00

Part Time - 4 Days Per Week

	Infant 6 weeks – 1 yr	Toddler 1 yr – 3 yrs	Preschool/Pre-K 3 yrs – 5 yrs
Enrollment Fee	Waived	Waived	Waived
Weekly	\$264.00	\$264.00	\$264.00
Monthly	\$1144.00	\$1144.00	\$1144.00

Part Time – 3 Days Per Week

Ţ	Infant 6 weeks – 1 yr	Toddler 1 yr – 3 yrs	Preschool/Pre-K 3 yrs – 5 yrs
Enrollment Fee	Waived	Waived	Waived
Weekly	\$198.00	\$198.00	\$198.00
Monthly	\$858.00	\$858.00	\$858.00

Part Time – 2 Days Per Week

J	Infant 6 weeks – 1 yr	Toddler 1 yr – 3 yrs	Preschool/Pre-K 3 yrs - 5 yrs
Enrollment Fee	Waived	Waived	Waived
Weekly	\$132.00	\$132.00	\$132.00
Monthly	\$572.00	\$572.00	\$572.00