

# Family Information Guide

Here you will find answers to commonly asked questions

Website: [www.earlybeginningsforyounglearners.com](http://www.earlybeginningsforyounglearners.com)

## **Curriculum and Learning:**

- Each classroom is required to write a curriculum that follows the ASQ recommendations and the New Hampshire childcare guidelines. Teachers are focused on social and emotional development and hands on learning. We believe children learn best through play. That means children are exposed to different projects, hands on science, as well turning dramatic play into a vet's office or other fun exploration center. The cars and blocks can be turned into a space station or cars can be driven on the letter "E". Children are learning so much throughout the day and do not even realize it.
  - o Infants: Written monthly and each student has their own goals to work on
  - o Waddlers: Written bi-weekly and each student has their only goals to work on
  - o Toddlers: Written weekly
  - o Preschool-School age: written weekly
- Assessments are done in:
  - o September for a base line of learning. This allows us to gear our curriculum toward the children
  - o January for parent teacher meetings
  - o June for end of the year assessments

## **Drop off and Pick-up:**

- Children must be dropped off and picked up at consistent times. If you normally drop off at 9:00am, you then cannot change this time without 1 weeks' notice. Same for picking up. If you normally pick up at 4:30, you cannot then pick up at 5:45 the next day without 1 weeks' notice. This is due to staffing reasons. We base our staff scheduling off the average time your child attends. Fee's will be charged to the account for not following the rules of drop off and pick up. These rules and fees are outlined in your parent contract.
- No one may pick up your child who is not approved by you!
- Do not give out the door code to anyone that does not drop off or pick up on a consistent basis.

## **Teacher to Child Ratios:**

- Infants: 1 to 4 or 2 to 7 (lower than state requirements)
- Waddlers: 1 to 5 or 2 to 9 (lower than state requirements)
- Toddlers: 1 to 6 or 2 to 10 (lower than state requirements)
- Pre-School/PreK 1 to 8 or 2 to 15 (lower than state requirements)
- School age main building 1 to 15 (follow state requirements)
- School age studio building 1 to 15 or 2 to 24 (lower than state requirements)

## **Daily Items:**

- Each classroom has a list of items that are required. You can find this list on our website.
- Children must arrive by 9:30am for them to attend childcare. If children are not here by 9:30am, they may not attend care as we will send staff home if they are not needed for ratio purpose. The only exception to this rule is for medical appointments. Children who have medical appointments must arrive by 11:30 and be able to eat lunch then nap/rest. Children not here by 11:30 must be excluded from care.
- Children who have appointments mid-day, may not be brought back to school. This is extremely hard for children and they often become stressed and very confused.
- When items are sent home, such as dirty clothing, we ask that you please send a replacement set back to school
- Please follow the sheet guidelines for your child's classroom.
- Infants who are unable to roll over can have a sleep sack or swaddle with a doctor note. If your child can roll over, they may not have a swaddle, sleep sack or blanket in their crib. We follow all SIDS guidelines. Please review the SIDS guidelines at <https://www.dhhs.nh.gov/dphs/bchs/mch/sids.htm>.
- Children MUST bring in 2 sippy cups. One for water and one for milk. We are unable to wash bottle and cups here. This is since we cannot properly sanitize these types of items.
- Your child will also need to bring a lunch daily with an ice pack or in a warm thermos
  - o Lunches are only able to be heated for 30 seconds
  - o We cannot cook items
  - o Easy Mac is NOT allowed unless you cook it ahead of time
  - o We cannot refrigerate any items (other than breast milk or premixed formula)
  - o Peanut butter is allowed, until someone has an allergy.
  - o On Friday's you may bring your child in \$3.00 for pizza Fridays. You should still pack snacks and a drink.
  - o All round fruits/foods must be cut into 4's for children under 3. Please see a full list of requirements on our website. This is a state licensing requirement.
  - o We provide 2 snacks per day and Milk at both snack times
- Infants who are unable to roll over may have a sleep sack or swaddle with a doctor's note only.
- Children will get messy during the day, please do not send kids in "good" clothing.

## **Health and Safety:**

- Sunscreen and Bug spray must be provided from April to October. We do not allow aerosol sprays due to children with asthma.
- Close toed shoes must be worn. We do not allow any sandals where the toes are showing. Crocks are okay.
- Any injury with or without a mark, will receive an injury report.
  - o Head injuries or bites that leave a mark, we will contact you directly via phone
  - o All others will receive a notice via Brightwheels
- If a child has an injury and requires medical attention, your child will be transported to the closest hospital with a staff member riding along. You will be contacted as soon as possible.
- If a child is sick and must go home, you have 1 hour to pick them up.
- Medications may be given with consent. You can get a medication consent form on our website. We will not give over the counted medications without a doctor note. We will not give over the counter medications other than Tylenol and Motrin. We will not give over the counter medication to reduce a

fever. Children should be excluded if they have a fever. Prescription medication MUST be given at home for the first 2 doses.

- Children are offered a rest and naptime daily. Children will rest and nap in their classroom.
- We do not start potty training children until 2 years of age
- Cleaning is done throughout the day. If a child places a toy in their mouth once the child is done mouthing the toy, we place it in a bleach bath. The classrooms are sprayed with Covid cleaner. Every Friday the toys are soaked in a special bleach and water solution. Many other cleaning procedures are done to ensure the health and safety of our students and families.
- All doors are always locked. Parents do get a code they may use once parents are able to drop off and pick up again.
- Children MUST be up to date on immunizations to attend our center
- There is a health and safety handbook located on our website. Please read that carefully.

#### **ProCare and Tuition payments:**

- Tuition is due on Friday for the upcoming week
- Failure to submit payment will result in a late fee
- Failure to submit payment for more than 2 weeks will result in suspension of care until the account is paid in full. Please see the full rules on this in your parent handbook and in your enrollment forms
- Tuition must be paid via ProCare. You may set automatic payments up through ProCare via check or credit/debit cards.
- your child's daily sheet is located, photos of your child having fun, and where you can speak directly to your child's teacher. We will also send out reminders and to ask for items needed for your child.
- Payment is required if your child is out sick, your child does not arrive on time, vacations, holidays, or other missed days of care.

We have an open-door policy. We are open to all suggestions and would love to hear your feedback!

Thank you for picking Early Beginnings for Young Learners for your childcare needs!