

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 Flier 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 of your child's building or by credit card if you visit our website at www.beachbabiesllc.com.

Hours of Operation:

Beach Babies Learning Center is open Monday through Friday 7:00am – 5:30pm. We will be closed New Years Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day and New Years Eve Day 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:

When there is inclement weather, we will notify you of any school delays, closings or early dismissals on News Channel 3 – WFSB (if you go to channel 3 news you can sign up for a text message if Beach Babies is closed or delayed) and Facebook so please “like” us! You will also receive an alert from 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 be sent home each week to be laundered.

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.

Signing In:

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

Health:

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. This requirement is a State of Connecticut daycare licensing requirement. 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
- Is showing any signs of a communicable disease
- Has a bad cold with includes heavy nasal drainage, consistent, dry or mucousy cough
- Has pink eye or conjunctivitis. Child 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. The child may return when all of the sores have crusted over.
- Has lice or nits. The child 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.
- If your child can not take part in the “normal” classroom activities because they are too ill

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 and want to respect the parents who do not want their children to have certain sugary foods.

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: _____

(parent's name)

(parent's signature)

(date)

(parent's name)

(parent's signature)

(date)

Tuition Agreement

Childs Name: _____

Childs Birthday: _____

I _____
(parent/guardian)

And _____
(parent/guardian)

Agree to pay the following tuition _____

(amount to pay)

for _____ to attend Beach Babies Learning Center, LLC.
(child's name)

I/we will put my/our payments in the tuition box at the entrance of the building on the scheduled days. I/we agree that if the payment is 1 week late Beach Babies may not allow my/our child to come to school until payment is made. I/we also agree that Beach Babies reserves the right to give my/our child's space away if payment is more than 3 week late.

(parent/guardian's signature) (date)

(parent/guardian's signature) (date)

Enrollment Agreement

_____ is enrolling in one of the following programs
(child's name)

At Beach Babies Learning Center, LLC.

Start Date: _____

Please circle the days that your child will be attending:

Monday Tuesday Wednesday Thursday Friday

Infant

Toddler

Preschool

School Age

(6 weeks – 1 year) (1 – 3 years old) (3 – 5 years old) (5 – 8 years old)

I would like to enroll my child for _____ days per week.

The hours that my child will most likely attend are from _____ to _____

Tuition amount per week is _____

- ❖ To be paid monthly
- ❖ To be paid biweekly
- ❖ To be paid weekly

(parent/guardian signature)

(date)

(parent/guardian signature)

(date)

- ❖ We will be using Care 4 kids to be paying all of part of our tuition

If we are using Care 4 Kids to pay all or part of our child's tuition we agree that we are responsible to pay our part of the tuition each week.

(parent/guardian signature)

(date)

Family Contact Information

Child's Name: _____

Child's Birthday: _____

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 and Address: _____

Work Phone: _____

Cell Phone: _____

Email Address: _____

Father's Name: _____

Address and Phone Number: (If different from child's) _____

Employer and Address: _____

Work Phone: _____

Cell Phone: _____

Email Address: _____

If we need to contact a parent please list the order in which you would like to be called:

1. _____ Number: _____

2. _____ Number: _____

3. _____ Number: _____

In the case that we cannot reach mom or dad please call:

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. There are combination locks on the front doors so that parents have access to the buildings.

If someone other than mom or dad is picking up your child they must be on the following list. Parents must notify Beach Babies, either by phone, 860-388-3737, email Allison at amccarthy@beachbabiesllc.com, or by telling your child's teacher at drop off if someone else will be picking up your child. The person who picks up your child must bring a photo ID with them or they will not be allowed to take your child. This is for the safety of your child.

In the case that mom or dad are unable, please list the names of those authorized to pick up your child. This must be signed by both parents or guardians.

Child's Name: _____

Child's Birthday: _____

Name: _____

Relationship to Child: _____

Name: _____

Relationship to Child: _____

Name: _____

Relationship to Child: _____

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

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

Child's Information

Child's Name: _____

Child's Birthday: _____

Parents Marital Status: Not Married Married Divorced Separated

Child Lives With: _____

Are both parents allowed to have contact with the child?

If no, I have provided court documentation

Additional family members living with child:

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Animals living with child:

Name	Type
_____	_____
_____	_____
_____	_____

Child's Doctor: _____

Phone Number: _____

On occasion we may show a movie to the class. Is your child allowed to watch a movie at school?

Yes _____ No _____

All About Me

Child's Name: _____

Birthday: _____

Allergies: _____

Does the child have a special need or requirement? If yes, please explain.

Eating/Bottle Schedule and any special instructions:

Sleeping Schedule and any special instructions:

Does your child use a pacifier?

Yes

No

Looks like: _____

Does your child use a special blanket or snugly?

Yes

No

Looks like: _____

****Please note children under age 1 are not allowed to have any blankets or other items in their pack and play per NAEYC 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 updated medical forms in the folder at the entrance of your child's building marked "ALLISON".

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

Permission

Childs Name: _____

Childs Birthday: _____

Parent/Guardians Name: _____

Photograph and Video Tape:

I give permission to the Beach Babies staff to take pictures and short video's of my child to send to me via Tadpoles as well as to use for assessments and classroom projects and parent gifts. These pictures will NEVER be used as marketing tools or shared with anyone other than parents.

(parent's signature)

(date)

Walks:

I give permission for my child to go for walks outside of the fenced in areas as long as the proper teacher/child ratios are maintained.

(parent's signature)

(date)

Medical Emergency:

I give permission to the Beach Babies Staff to accompany my child to a hospital or medical facility in the case of an emergency. I give Beach Babies Learning Center permission to make medical decisions in emergency situations until I can get to my child. I give Beach Babies Learning Center staff permission to use first aid or perform CPR on my child in the case of an emergency.

(parent's signature)

(date)

Playground:

I give permission for my child to play on all indoor and outdoor playground equipment at Beach Babies Learning Center.

(parent's signature)

(date)

Nurse Consultation:

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)

Sunscreen:

I give the staff at Beach Babies Learning Center permission to apply the provided sunscreen to my child when they feel necessary.

(parent's signature)

(date)

Enrollment Checklist

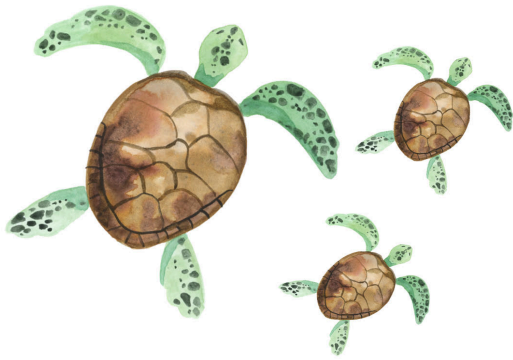
- ❖ Enrollment Agreement
- ❖ Family Contact Information
- ❖ Pick Up and Drop Off Form
- ❖ Child Information Form
- ❖ All About Me
- ❖ Any allergies?
- ❖ Any special medical needs/requests?
- ❖ Diaper Cream/Topical Medication Form
- ❖ Individual Care Plan Form
- ❖ Disciplinary Policy

- ❖ Health Form
 - 1st pages completed and signed by parent
 - 2nd page completed and signed by Doctor

- ❖ Permission for:
 - Photograph and Video Tape
 - Walks
 - Medical Emergency
 - Playground
 - Nurse Consultation
 - Sunscreen
 - Tick Removal

(signature of staff who reviewed enrollment packed)

(date)



Beach Babies Learning Center

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Dear Prospective Family,

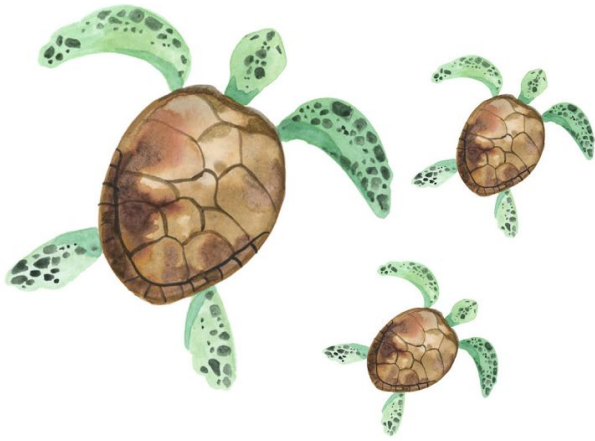
Thank you for visiting our premiere child care facility located in Old Saybrook, Connecticut.

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 or Assistant Director, Jessica Ziolk.



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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 – 2 years)

- ❖ Lunch cut into bite size pieces ❖ 2 Morning snacks ❖ 2 Afternoon snacks ❖ 2 prefilled sippy cups labeled with name ❖ 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 snacks ❖ 2 prefilled sippy cups or water bottles
- labeled with child's name ❖ 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

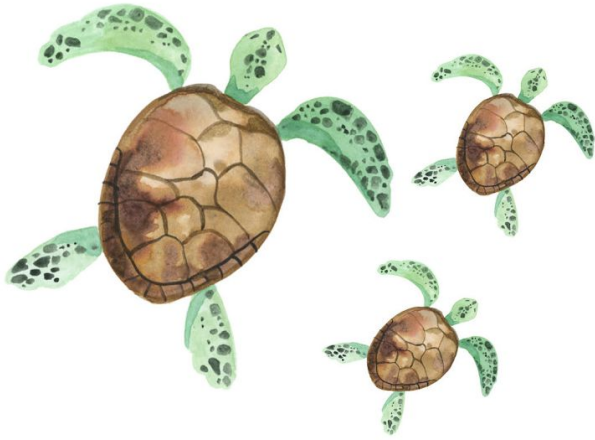
****Please Label All Items** **With Child's Name****

items

- ❖ Lunch cut into bite size pieces
- ❖ 2 Morning snacks
- ❖ 2 Afternoon snacks
- ❖ 2 prefilled sippy cups labeled with child's name
- ❖ Lunch box
- ❖ Crib sheet
- ❖ Blanket
- ❖ Diapers
- ❖ Wipes
- ❖ Diaper rash cream
- ❖ Sunscreen
- ❖ Extra Clothes (including swim suit in the summer and snow gear in the winter)
- ❖ Bag or Backpack for extra clothes/nap items

Transition

(2 – 3 years)



Beach Babies Learning Center

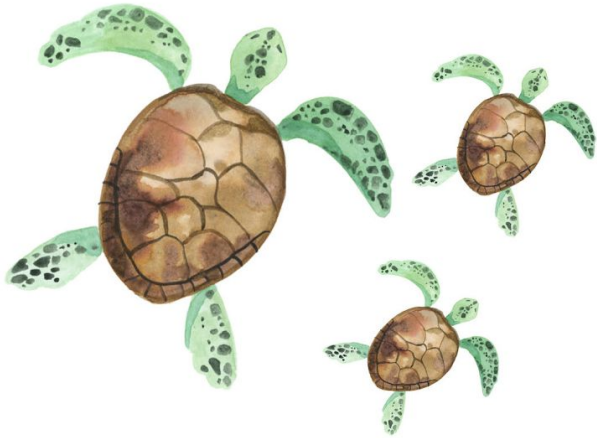
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Holidays - 2019

❖ January 1st, Tuesday – New Year's Day ❖ April 19th,
Friday – Easter Weekend ❖ May 27th, Monday – Memorial
Day ❖ July 4th, Thursday – Independence Day ❖ July 5th,
Friday – Professional Development –

closed for children, staff working ❖ September 2nd, Monday
– Labor Day

❖ November 28th, Thursday - Thanksgiving Day
❖ November 29th, Friday - The Day After Thanksgiving
❖ December 24th – Tuesday – Christmas Eve ❖ December
25th – Wednesday – Christmas Day ❖ December 31st –
Tuesday – New Years Eve ❖ January 1st, 2020 –
Wednesday – New Years Day



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 be 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:**

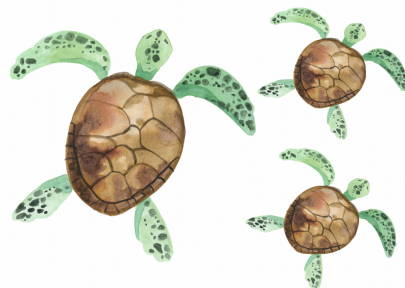
- ❖ First check your email daily for your Tadpoles report or download the Tadpoles app on your phone

- ❖ 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.



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Full Time – 5 Days Per Week

	Infant – 6 weeks – 1 yr	Toddler – 1 yr – 3 yrs	Preschool – 3 yrs – 5 yrs
Enrollment Fee	\$295.00 1 st weeks tuition	\$295.00 1 st weeks tuition	\$295.00 1 st weeks tuition
Weekly	\$295.00	\$295.00	\$295.00
Monthly	\$1278.00	\$1278.00	\$1278.00

Part Time – 4 Days Per Week

	Infant – 6 weeks – 1 yr	Toddler – 1 yr – 3 yrs	Preschool – 3 yrs – 5 yrs
Enrollment Fee	\$236 1 st weeks tuition	\$236 1 st weeks tuition	\$236 1 st weeks tuition
Weekly	\$236.00	\$236.00	\$236.00
Monthly	\$1023.00	\$1023.00	\$1023.00

Part Time – 3 Days Per Week

	Infant – 6 weeks – 1 yr	Toddler – 1 yr – 3 yrs	Preschool – 3 yrs – 5 yrs
Enrollment Fee	\$177 1 st weeks tuition	\$177 1 st weeks tuition	\$177 1 st weeks tuition
Weekly	\$177.00	\$177.00	\$177.00
Monthly	\$767.00	\$767.00	\$767.00

Part Time – 2 Days Per Week

	Infant – 6 weeks – 1 yr	Toddler – 1 yr – 3 yrs	Preschool – 3 yrs – 5 yrs
Enrollment Fee	\$118 1 st weeks tuition	\$118 1 st weeks tuition	\$118 1 st weeks tuition
Weekly	\$118.00	\$118.00	\$118.00
Monthly	\$511.00	\$511.00	\$511.00

