

Berryhill Childcare
Berryhill Afterschool & Summer Camp
Parent Handbook
(With policies and Procedures)



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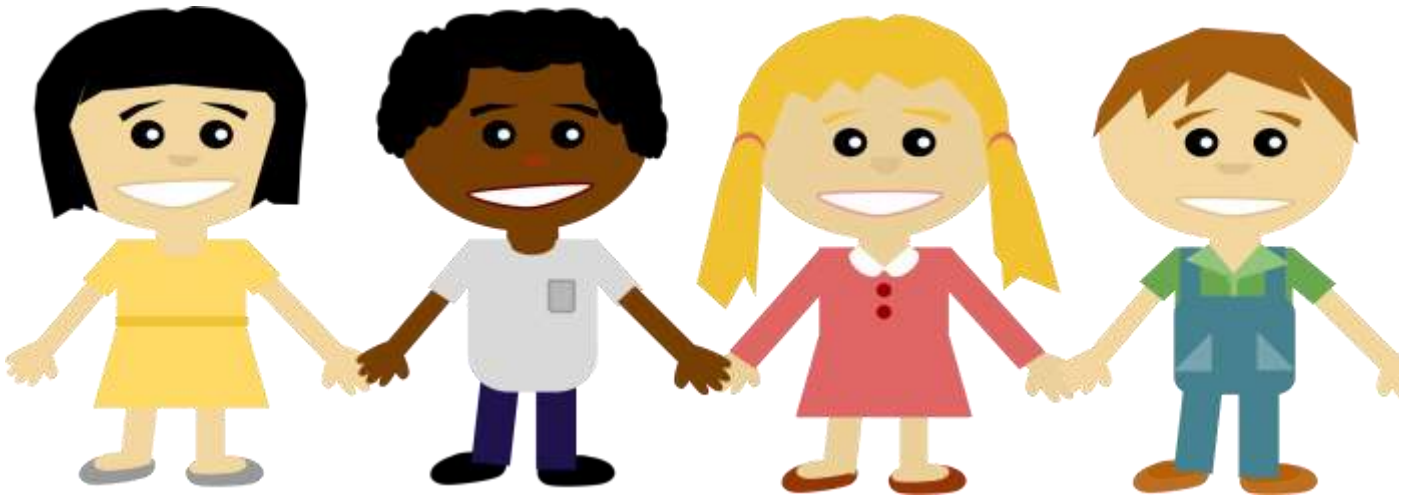
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Welcome

We want to thank you for choosing Berryhill Childcare and or Berryhill Afterschool and Summer Camp to provide your child with an educational learning environment that is safe, loving, friendly and fun. Each employee is working here because he/she loves children and enjoys being around them. When you bring your child to us, we know that we are entrusted with the most precious thing in your life. We want to work with you, the child's parent, to give your child every tool possible to grow into a well-adjusted, happy adult with a thirst for knowledge, a love for learning and a well-balanced, strong character.

We provide quality child care for children ages 1-12. Our staff is highly trained in early childhood education and child development, which makes our center stand out. We offer state of the art security at both locations including complete video surveillance monitoring in all of the rooms, as well as a fingerprint security access system for all families. Our Playground at our child care center is one of the largest you will find in this area with plenty of space to run and play and our after-school location is equipped with a Rock wall and many other amazing amenities. Our policy is to provide you with piece of mind, knowing your child is loved and well cared for while you are away.

We know Communication is key in child care. Please feel free to openly discuss with us any concerns you may have at any time. An open and honest relationship is important to a happy childcare experience. We strive to operate in a professional manner so we ask that you carefully read this parent handbook and fill out completely all the necessary forms. It is very important that you are aware of all our policies.

Thank you again for choosing Berryhill. We look forward to providing you child with the best possible care.

Regards

Jessie Moulder
Owner/Director

About us

We provide quality child care for children ages 1-12. Our staff is highly trained in early childhood education and child development, which makes our centers stand out. We offer state of the art security at both locations including complete video surveillance monitoring in all of the rooms, as well as a fingerprint security access system for all families. Our Playground at our child care center is one of the largest you will find in this area with plenty of space to run and play and our after-school location is equipped with an indoor rock-wall as well as many other amazing amenities. Our policy is to provide you with piece of mind, knowing your child is loved and well cared for while you are away.

Philosophy

The most important goal of our early childhood is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, and inquisitive. We are teaching them how to learn, not just in preschool, but all through their lives. We are allowing them to learn at their own pace and in the ways that are best for them. We are giving those good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Mission Statement

Our Mission at Berryhill Childcare is to create a learning environment for children 1 year to 12 years of age, this environment will be fun and exciting so they look forward to attending every day. We will offer a safe secure environment for parents, by including state of the art for safety and security, to give them the peace of mind, knowing their child is well cared for while they are away.

Our Mission at Berryhill Afterschool and Summer Camp is:

- To offer a safe and positive learning environment with emphasis on social, emotional, and physical growth.**
- To offer a wide range of activities that give children the opportunity to follow their interests.**
- To help children develop social and problem-solving skills and teamwork.**
- To develop a program that sparks children's curiosity.**
- To develop teachers, and to encourage them to engage children and to use direction as a teaching tool.**

(Unless specified, policies are applicable for Berryhill Childcare and Berryhill Afterschool.)

Hours of Operation

Berryhill Childcare

Hours of operation: Monday – Friday 6:15 am to 6pm

Berryhill Childcare is closed on the Following Days:

- **New Year's Day**
- **Martin Luther King Day**
- **Memorial Day**
- **Labor Day**
- **Independence Day**
- **Veterans Day**
- **Thanksgiving and the day after**
- **Christmas Eve and Christmas Day**

Berryhill Afterschool and Summer Camp

Hours of operation: Monday – Friday **1:30 pm- 6pm on school days**
6:15am to 6pm during holidays, teacher planning days, and summer camp.
Adjustments are made for early release days.

Berryhill Afterschool and Summer Camp is closed on the Following Days:

- **New Year's Day**
- **Marting Luther King Day**
- **Memorial Day**
- **Labor Day**
- **Independence Day**
- **Veterans Day**
- **Thanksgiving and the day after**
- **Christmas Eve and Christmas Day**

Children who will be eating morning snack must be at the center no later than 15 minutes prior to their scheduled breakfast time.

All children must be at the center no later than 9am, (This does not pertain to students who are Pre-K only.) We ask that parents to call before 9am to let us know if their child will be late. This does not guarantee that we will accept the child that day. Parents who do not call can be denied access to care for that day. There are several important reasons for this; all of which involve the welfare and happiness of all the children.

- **Many of the most important activities of each day take place during the morning hours starting at 9:00 am. Children who skip some of these activities because of their late arrival often "miss out" on a favorite play period, circle time, story time, or art project.**
- **When children arrive late, it is disruption for the other kids that are focused on a project or in the middle of circle time.**
- **It is difficult for our teachers to properly plan and conduct their classes if children are allowed to "drop-in" at any time.**
- **These morning hours usually include planned group activities, which are important in helping children develop social skills and abilities involving interaction with their peers as well as self-discipline.**
- **We schedule teachers for a full group of children when the numbers are lower teachers go home and there may not be enough teachers to manage the day if children show up late.**

Emergency Preparedness Plan

In the case of inclement weather, we will make every effort to remain open. If we feel the weather or any other uncontrollable situation jeopardizes the safety of the children and staff make it necessary to close our doors during Normal operating hours we will make every effort to contact you before doing so. Contact will be made by one or more of these methods:

- Telephone
- Email
- Text Message
- Notice posted on the front door and or on marquee sign placed in foyer.

We generally follow the Santa Rosa County School District for closures for weather or other emergencies. In the case of an emergency makes it necessary to evacuate for an extended period while children are present, we will make our way to Berryhill Manor. This facility has been designated as our (Safe House) in case of an emergency. Berryhill Manor is located at 5544 Swanner Rd, Milton, FL 32570 This is just east and across the street from Berryhill Childcare. They can be contacted at (850) 623-6550.

See individual in house plans for how and when we conduct emergency drills.

Enrollment

Enrollment forms will be provided for each family upon registration. Please give all information requested. This is for the well-being of your child.

Highlighted area is for Berryhill Childcare only

Section 65C-22.006(2). F.A.C... Requires a current Physical examination (Form 3040) and immunization record (Form 680 or 681) within 30 days of enrollment. Failure to produce the documents will result in suspension your child's care.

We ask that you provide current emergency phone numbers. Any time an address or phone number (home / work or cell) is changed, please notify us immediately. We MUST be able to get in touch with you in case of an illness or accident. In the event the parents or guardians cannot be reached we are required by the Department of Children and Families to have on file, the names, addresses, and phone numbers of persons authorized by the parents or guardians to take the child from the center in case of illness, accident, or emergency. The child will not be released to any person other than those listed on the child's enrollment form. Identification will be required when picking up a child if our staff does not know the person. If possible, we would like to have a picture of each person who is authorized to pick up your child. All this is for the safety of your child.

All persons authorized to check out your child will be given access to our biometric scanning system for clocking the child in and out. This system can only be accessed by authorized contacts for your child. Authorized contacts must be at least 16 years of age. Occasionally the biometric scanning system has trouble picking up a contacts print when scanning. After repeated attempts failed attempts to access the system with a finger print, the contact will be given access through two four-digit codes of the contacts choosing. The codes are contact specific and should not be given to any other party. You must come into the center to get your child. No Phone requests will be honored for the release of a child. This also allows us to ensure the safety of your child.

Financial Obligation:

Our tuition and payment information are listed in our Tuition and Price agreement contract signed upon registering your child or children. It is our policy that if a family fails to meet its' financial obligation, that we reserve the right to use all legal means possible to collect the fees due to Berryhill Childcare and or Berryhill Afterschool and Summer Camp. This include but not limited to using attorneys, collections agencies and the court system to collect.

Required Documentation

Each parent is responsible for obtaining a current, complete and properly executed Florida Certification of Immunization, (Shot Record) Form DH 680, and a current, complete and properly executed Student Health examination (Physical) form DH 3034, for each child in care. Florida Statute 65C-22.001. These documents must be provided to the center within 30 days of enrollment. There are no exceptions, and children without this documentation will no-longer be allowed to attend, and tuition must continue to be paid or risk losing their enrollment.

Confidentiality

All information compiled related to children and or parents or guardians of children in our care, or contact information for authorized pickup personnel will be kept confidential, and only released in case of an emergency concerning a child, request by the state licenser, police department, health and social services agencies, or other similar situations. It is the discretion of the director to release information. This authority is not passed on to any other Berryhill Childcare personnel.

Curriculum

We use the age-appropriate volume of The Creative Curriculum in all of our classes. The Creative Curriculum identifies goals in all areas of development:

- **Social:** to help children feel comfortable in school, trust their new environment, make friends, and feel they are part of the group.
- **Emotional:** to help children experience pride and confidence, develop independence and self-control, and have a positive attitude toward life.
- **Cognitive:** to help children become confident learners by letting them try out their ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- **Physical:** to help children increase their large and small muscle skills and feel confident about what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give the children a successful start in school.

Open Door

Berryhill Childcare and Berryhill Afterschool and Summer Camp have an Open Door Policy. This policy ensures that you, the legal guardian, or those persons authorized by the legal guardian, have access to their child by both in person, and by telephone while the child is attending Berryhill Childcare and Berryhill Afterschool and Summer Camp during normal operating hours. Normal operating hours of each center are listed in the Schedule Section of this booklet.

Weapons

For the protection of our staff, children and parents, we will not allow any weapons on the premises unless it is legally part of your uniform. Ex. Police Officer

Parent Information Area

Berryhill Childcare and Berryhill Afterschool will post the following items for parents' review at the front entrance on the parent information board and or on the doors or floor marquee for upcoming events and notices. Our license certificate, a complete copy of the parent handbook, results of our most recent licensing monitoring visit, and a copy of the licensing regulations, are all available upon request.

Registration Tuition and Fees

A registration fee is due at the time of enrollment and annually in January after the first 9 months of continuous enrollment. Parents who register in the months of January, February and March, will be charged Registration again in January of the upcoming year, and each January there-after. Parents who register in all other months will not be charged registration again until January of the following year and each January there-after.

Each parent will be given a copy of our Tuition and Fees Schedule at time of enrollment. Please read over the form carefully. Tuition is due in advance of services no later than Monday Morning of the week in which your child is scheduled to attend. Accounts not paid by that time are subject to a late fee of \$10.00 and possible suspension of child care

services. We are a full-time center only. Tuition is charged by the week, not the day. Your account will be charged for a full week regardless of how many days your child attends.

Each family is authorized 1 week of vacation time per year after one year of continuous enrollment. Vacation cannot be used to close out an account. The child or children cannot be in attendance while using vacation time. Notification must be given in writing one week in advance when my child will be absent due to vacation or other planned long-term absence. The Center agrees to hold my child's space, at cost, one week during the year, providing advance notice has been given. WE accept cash checks and credit cards (MasterCard, Visa, and Discover). A Fee of \$27.50 will be charged on all Returned Checks. After 2 returned checks, the account will be cash only, or automatic account withdraws.

Our hours of operation are included in this booklet and are posted on the front of each location. We close promptly at 6pm each weekday. Parents who are late picking up their children will be charged a fee of no less than \$1.00 per minute after 6pm. Parents of non-extended care children enrolled in our VPK Program are given a schedule of their child's class at time of enrollment. Parents who are more than 10 minutes picking up their child will be charged \$30.00 for the day. Extended care must be requested in advance. When a parent is more than 30 minutes late, we reserve the right to contact the Florida Department of Children and families and or local law enforcement to report child abandonment.

Termination

A written Notice must be given two weeks in advance of withdrawing your child from care. Parents who fail to give this notice will be charged a fee for no less than the child's current tuition rate, plus all applicable fees for collection. In case of non-payment, legal action may be taken, and the parents/guardians will pay all legal fees incurred.

Health and Safety

Listed below are our health policies that are implemented here at our center to ensure that the children are protected from the exposure of other sick children.

Please keep your child home if he/she is sick. According to the Florida Health Department the following are signs of illness in children: severe coughing, breathing trouble, yellowish skin or eyes, pink eye, unusual behavior, diarrhea, fever, gray or white stool, unusually dark, tea-colored urine, sore throat or trouble swallowing, headache, vomiting or loss of appetite. According to the Florida Child Day Care Standards (10m-12.005) we are to report the condition to the parent and the child shall be removed from the center as soon as possible. Such children may not return to the center until the signs and symptoms are no longer present. Your child must be symptom free for 24 hours before returning to daycare. (This means no Tylenol/Motrin etc. to mask the illness, during these 24 hours)

If your child becomes ill while at our centers, we will isolate the child. We will attempt to contact you by the numbers made available by you. In the event the parents or guardians cannot be reached, we are required by the Department of Children and Families to have on file the names, addresses, and phone numbers of persons authorized by the parents or guardians to take the child from the center in case of illness, accident or emergency. The child will not be released to any person other than those listed on the child's enrollment form. Identification will be required when picking up a child if your staff does not know the person. Failure to pick a sick child in a timely manner, can result in termination of care.

Medications

Berryhill Childcare

At Berryhill Childcare, we only administer Emergency prescription medications. Examples of emergency medicine, but not limited to, are EpiPen shots, and inhalers. Emergency prescription medication must be in the original container with the name of the physician, child and dosage written on the label. A written authorization signed by the parent must accompany any type of medication stating the name of the medication, time, and dosage amount, to be given to the child. It is the responsibility of parent or guardian in charge of the child to keep up with the child's medication

Berryhill Afterschool and Summer Camp

At Berryhill Afterschool and Summer Camp we will administer some psychotropic medications and emergency medications including epi pens and inhalers. Emergency prescription medication must be in the original container with the name of the physician, child and dosage written on the label. A written authorization signed by the parent must accompany any type of medication stating the name of the medication, time, and dosage amount, to be given to the child.

Lice

We have a no nit Policy – Children who are recognized as having lice or lice nits will not be allowed to return to the center until they are free of lice and or nits.

Biting

Children biting is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved. No matter what the cause, biting in a group situation causes strong feelings in all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur.

When a child is bitten there are steps to follow for the biter and the victim:

- **The biter is immediately removed with no emotion, using words such as “Stop, that is not okay”**
- **The caring attention is focused on the victim**
- **The biter is not allowed to return to play and is talked to on a level that the child can understand. “I can see that you want that truck, but I can’t let you hurt him to get it. We need to wait for our turn.”**
- **Redirect the child to other play**
- **The child is shadowed by the teacher for the day**
- **Staff will write an incident report for parents to sign at pick up**

For the victim:

- **Separate the victim from the biter**
- **Comfort the child**
- **Administer first aid**
- **Staff will write an incident report for parents to sign at pick up**

If biting becomes severe in nature:

- **Talk to the parents to determine any triggers that may be causing the behavior.**
- **Have staff working in the classroom document the behaviors including time of day, date, what the child was doing prior to the bite, and what the child was doing when the bite happened so that we can identify any possible triggers in the classroom.**
- **If after meeting with the parents and documentation does not eliminate these behaviors, outside sources may be consulted for observation and evaluation.**
- **If the outside agency does not determine that services are warranted, Berryhill Childcare will then meet with the parents to outline that from this point forward a “three strikes and you are out” rule meaning that if we have three separate biting incidents occur the family will be dismissed from the center immediately following the third incident.**

We reserve the right to adjust our policies when we feel the situation is warranted.

Accidents and Incidents

If an accident / Incident occurs at our centers an accident/incident form is completed by the staff member who witnessed the accident providing details. Upon notification of the incident the parent/guardian will sign the form as acknowledgement he/she was notified. This form is not intended to document behavior unless the behavior jeopardizes the health and safety of staff and or other children. It is our discretion to document any behavior by children.

When an accident or incident occurs that results in bodily injury to a child we will document the accident or incident through a written form. This Form will list the date and time of the accident or incident, and will be signed by the teacher or staff member who witnessed the accident or incident. The form, with an explanation will be available to the parent or legal guardian on the day of the accident or incident. Upon notification of the incident the parent/guardian will sign the form as acknowledgement he/she was notified. If an accident or incident occurs, we will take whatever steps may be necessary to obtain emergency medical treatment if warranted. These steps may include, but not limited to the following:

- Call 911
- Attempt to contact a parent or guardian through any of the information available on the enrollment form completed at the time the child was enrolled.
- Attempt to contact the child's physician or medical persons authorized by the child's parent or guardian.

In the event we contact 911 it is the discretion of the emergency medical personnel as to necessary medical treatment. Berryhill Childcare or Berryhill Afterschool and Summer Camp cannot be held liable for anything that is a result of treatment by emergency medical personnel. Berryhill Childcare and Berryhill After School and Summer Camp will not be responsible for anything that may happen as a result of false information given at the time of enrollment.

Covid-19

A copy of our policy for Covid 19 is available upon request.

Communication

Communication is the key to our success at Berryhill Childcare & Berryhill Afterschool & Summer Camp. We encourage staff, guests, parents, volunteers, or anyone at our center to share concerns, suggestions, questions or ideas. Communication with you is crucial to enable us to help develop your child. Berryhill Childcare & Berryhill Afterschool & Summer Camp welcomes changes and suggestions on how to make your time here more enjoyable.

It is important that we communicate daily concerning the needs and interests of each child. If there are issues or concerns that need to be addressed, parents can arrange a convenient time to talk with the Director or Assistant Director either by phone or in person. To foster communication on a regular basis, Berryhill Childcare and Berryhill After School and Summer Camp provides a newsletter posted on our website and parent bulletin boards by the office. Parents of toddlers will be provided with information daily as to diaper changes, eating habits and meals, as well as potty and sleep habits during the day.

Personal items

Berryhill Childcare

Any personal items brought in must be authorized by the director.

Personal items that are allowed are:

- **Mandatory - One or more changes complete changes of clothes but no more than will fit in your child's cubby. We recommend two. These should be in individual zip-lock bags.**
- **Mandatory - Toddlers- Diapers and wipes – should be more than enough to get your child through the day. We recommend at least enough for a week.**
- **Child can bring in a small blanket for nap time. Must be small enough to fit in your child's cubby. (No pillows or stuffed animals)**
- **Backpack - VPK Students only. Non extended care VPK Students should keep a change of clothes inside their backpack daily.**

(Parents who do not have the necessary items available daily for their child, including diapers, wipes, adequate changes of clothes, will not be allowed to drop their child off until the items are made available)

(All items must be labeled with your child's name. We cannot be responsible for lost or stolen items.)

No outside toys, books or stuffed animals etc., are allowed. This is for the health and safety of all the children.

Berryhill Afterschool and Summer Camp

Any personal items brought in must be authorized by the director. Personal items that are allowed are but not mandatory

- **Water bottle – During the summer for field trips and outside time only.**
- **Lunch box – must be kept in your child cubby**
- **One or more changes complete changes of clothes but no more than will fit in your child’s cubby. We recommend two.**
- **Swim suit and towel for swimming only. Not for rest time**
- **Goggles for Swimming**
- **We allow children to bring in their games and toys from home. Must be authorized first. No stuffed animals,**
-

(All items must be labeled with your child’s name. We cannot be responsible for lost or stolen items)

We reserve the right to not allow personal items to be brought into the center.

Nutrition

Berryhill Childcare

At Berryhill Childcare we offer a morning snack, and an afternoon snack daily. Children must bring their own lunch. Children must be in attendance during the snack times to participate. Parents who want their children to participate in Morning snack must be at the center no later than 8am.

Berryhill Afterschool & Summer Camp

During our afterschool care program, we provide a snack, in accordance with the guidelines of the USDA. Children can provide their own snack. We will not allow candy of any kind as a snack. No other meals are provided. On breaks and holidays children must bring in a lunch and have breakfast at home.

During our Summer Camp Program, Children are required to bring a lunch daily. We provide a snack, in accordance with the guidelines of the USDA. Children can provide their own snack. We will not allow candy of any kind as a snack. No other meals are provided. During Summer Camp we strongly encourage parents or guardians to give their child breakfast before they arrive. Most importantly because:

- **Children will not have lunch until 12pm at times**
- **It is our opinion starting a day with a good breakfast helps children have a more positive experience.**

Parties and celebrations

Pursuant to 65C.005 (1)2. F.A.C., licensed child care must obtain written permission from parents/guardians regarding a child’s participation in food related activities. These activities include such things as classroom cooking projects, gardening, school wide celebrations, and birthdays. At the time of enrollment, all families are given a form to document any food related or medical allergies. Food items brought in for parties and celebrations must be store bought and pre-packaged. We cannot accept homemade goods.

Discipline

Here at Berryhill Child Care and Berryhill Afterschool the environment of our program is structured so that children can make choices of play activities and materials. This ability to choose and plan gives the child power and prevents many conflicts during the school day. Children are encouraged to develop language skills that help them to communicate their needs and feelings. Adults and other children model language for them so that they may learn to use language as a problem-solving tool. Guidelines for behavior are clearly explained to the children. Appropriate behavior is modeled and language is continuously encouraged in order to avoid conflict and allow the children opportunities for decision-making and self-direction.

If a child is experiencing difficulty being self-directed and using language to solve problems in one area of play, he/she is offered another play activity. In the event that the child is still unable to control his/her behavior and cannot make appropriate choices for him/herself then he/she is removed from the problem area and given a personal space away from others. Time limits are imposed based on the child’s age. He/she may return to the group or activity whenever the behavior is under control. In the event that the child is still unable to control his/her behavior then he/she will be removed and placed in the office for a time-out in which the Office Personnel would contact a parent.

Our program strives to provide an environment that allows child and adult alike to function to their fullest in solitary and group activities. The goal of the entire program is to support the development of internal control and to provide opportunities for the children to develop physically, emotionally, socially, and intellectually.

Parental Support is needed and appreciated to encourage children to observe school rules and procedures. The staff here at Berryhill Child Care is glad to work closely with parents to teach and maintain responsible student behavior. Through communications with your child's teacher and the administrative staff, you will remain well informed and actively involved in your child's pre-school education.

CORPORAL PUNISHMENT IS NEVER APPROPRIATE AND NEVER USED

Florida Law required childcare facilities to ensure that age appropriate, constructive disciplinary practices are used for the children in their care. Children will not be subject to discipline which is severe, humiliating, or frightening. Discipline will not be associated with food, rest, toileting or active play. There will be no physical punishment allowed by staff or parents on the premises.

CHRONIC DISRUPTIVE BEHAVIOR

When a parent has been contacted three times in a month, because of their child's behavior, a conference will be scheduled with the parent, teacher, and Director or Assistant Director to further discuss a more detailed behavior contract, which will be signed by all parties. At the discretion of the Director, a child could be dismissed if the behavior problem becomes disruptive and/or prevents other children from having a quality-learning environment. We will make every effort to work with the parents of children having difficulties in child care. We are here to serve and protect all of our children. Situations where children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of other children may require the following actions:

- **Initial Consultation.**
- **Incident report.**
- **Conference with parents**
- **Suspension of child care.**

If your child has received three incident reports in one day the parent will be called and asked to pick up the child immediately. Your child may not return for two days and payment will still be expected. If a child receives two suspensions in one month, Berryhill Child Care Berryhill Afterschool, reserves the right to suspend the child indefinitely, or dismiss the child.

The next two pages are copies of our discipline policies for Berryhill Childcare and Berryhill Afterschool. Please take time to read over them. If you have any questions or concerns, please do not hesitate to ask.

Berryhill Childcare Discipline Policy

Here at Berryhill Child Care the environment of our program is structured so that children can make choices of play activities and materials. This ability to choose and plan gives the child power and prevents many conflicts during the school day.

Children are encouraged to develop language skills that help them to communicate their needs and feelings. Adults and other children model language for them so that they may learn to use language as a problem-solving tool.

Guidelines for behavior are clearly explained to the children. Appropriate behavior is modeled and language is continuously encouraged in order to avoid conflict and allow the children opportunities for decision-making and self-direction.

If a child is experiencing difficulty being self-directed and using language to solve problems in one area of play, he/she is offered another play activity. In the event that the child is still unable to control his/her behavior and cannot make appropriate choices for him/herself then he/she is removed from the problem area and given a personal space away from others. Time limits are imposed based on the child's age. He/she may return to the group or activity whenever the behavior is under control. In the event that the child is still unable to control his/her behavior then he/she will be removed and placed in the office for a time-out in which the Office Personnel would contact a parent.

CORPORAL PUNISHMENT IS NEVER APPROPRIATE AND NEVER USED

When a parent has been contacted three times in a month because of their child's behavior, a conference will be scheduled with the parent, teacher, and Director or Assistant Director to further discuss a more detailed behavior contract, which will be signed by all parties. At the discretion of the Director, a child could be dismissed if the behavior problem becomes disruptive and/or prevents other children from having a quality-learning environment.

Our Pre-K program strives to provide an environment that allows child and adult alike to function to their fullest in solitary and group activities. The goal of the entire program is to support the development of internal control and to provide opportunities for the children to develop physically, emotionally, socially, and intellectually.

Parental Support is needed and appreciated to encourage children to observe school rules and procedures. The staff here at Berryhill Child Care is glad to work closely with parents to teach and maintain responsible student behavior. Through communications with your child's teacher and the administrative staff, you will remain well informed and actively involved in your child's pre-k education. Please review the above plan and then sign below. Thanks so much for your support and cooperation.

CHRONIC DISRUPTIVE BEHAVIOR

We will make every effort to work with the parents of children having difficulties in child care. We are here to serve and protect all of our children. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of other children may require the following actions:

1. Initial Consultation.

- a. Incident report.**
- b. Conference with parents**

2. Suspension of child care.

- a. If your child has received three incident reports in one day the parent will be called and asked to pick up the child immediately. Your child may not return for two days and payment will still be expected.**
- b. if a child receives two suspensions in one month, Berryhill Child Care reserves the right to suspend the child indefinitely, or dismiss the child.**

Berryhill Afterschool & Summer Camp Discipline Policy

In order to maintain a safe environment for all students we ask all children are asked to comply with the already existing rules of their school, as well as, our center rules, while attending Berryhill Afterschool & Summer Camp. We ask that you please review them with your child.

- 1. Be respectful to other students, our college mentors, teachers and staff members.*
- 2. Follow all the directions the first time they are given.*
- 3. Stay in assigned area unless given permission to leave.*
- 4. Keep hands, feet, inappropriate comments, and objects to yourself.*
- 5. Walk appropriately on property.*
- 6. Use respectful language at all times, using "inside voices."*
- 7. All students are given ample time to complete their homework while attending Berryhill Afterschool. It is the student's responsibility to complete their homework not the teachers.*
- 8. Berryhill Afterschool & Summer Camp is a means of providing additional educational support and opportunities to students beyond the formal school day. Therefore, it must be recognized that inappropriate behavior by the students, especially in the form of threats against other students and/or staff, does not promote a favorable learning environment, and will not be tolerated.*

Every Staff member or teacher, shall have the right to exercise the same authority as to conduct and behavior over the students attending, during the time they are in attendance...as the parents, guardians or person in parental relating to such pupils may excise over theme.

As with any other zero-tolerance policy, there will be consequences for the following types of misconduct:

- 1. Failure to follow rules, policies and procedure of the after-school Program.*
- 2. General misconduct, including loud or boisterous behavior that tends to disturb other students, and includes running in the classroom/halls, minor defacement of property, and pushing or shoving others.*
- 3. A student's persistent refusal to follow the instructions of program staff, program administrators, or any employee.*
- 4. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to or in the presence of any student or school employee.*
- 5. Mutual physical confrontations between students (fighting).*
- 6. Possession and/or use of any tobacco or drug related items or 'look alike' items – this may include cigarettes, chewing tobacco and other tobacco-related products, lighters, alcoholic substances, drug-consumption devices, and any substance suspected of being a 'drug'.*
- 7. A behavior that may result in physical or mental abuse to one's self.*
- 8. Committing an act of indecent exposure in the presence of any other student, member of the staff, or school employee.*
- 9. Bring weapons of any type onto property.*

"Disciplinary Actions"

- 1. Verbal reprimand - Accident/Incident Report*
- 2. Special assignments or removal from classroom*
- 3. Program staff/student behavioral contract*
- 4. Parent Contact - Referral*
- 5. Suspension from After School:*
 - a. First Offense – 1 day suspension*
 - b. Second Offense – 3 days suspension*
 - c. Third Offense – Parent/Staff conference to determine continued enrollment in the program*
- 6. Permanent withdrawal From the Berryhill Afterschool & Summer Camp –Immediate notification of authorities if appropriate (if a child has a weapon of any kind in our afterschool program, his or her school will be contacted immediately.)*

**The program staff is responsible for utilizing different intervention techniques, including but not limited to, "time out", writing assignments, and limiting activities, before a student is referred to the school administration.*

**We reserve the right to skip one or more steps if we feel the infraction is detrimental to the safety of the students in our care.*

ACCEPTABLE PARENT BEHAVIOR

Berryhill Child Care is committed to providing its students with the very best educational experience possible and to ensuring the safety and the overall wellbeing of all parents, students, faculty and staff, and volunteers. To achieve this goal, the support of parents and a strong and positive relationship with the school is imperative. Therefore, all parents are expected to conduct themselves in a responsible manner consistent with the values of integrity, open communication and mutual respect. Parents shall always model positive and responsible behavior and communicate in an ethical manner. In doing so, they not only show their children how to appropriately express and address issues and concerns, but they ensure that there is no disruption to the educational process.

The Acceptable Parent Behavior Policy is designed to inform parents of behavioral expectations when visiting the school and/or when interacting with school personnel. The policy provides a description of a broad range of behavior considered detrimental to effective school/home relationships and/or which serve disrupt the educational process, and are therefore inappropriate.

The behaviors listed are not all-inclusive. The parent/guardian(s) who display inappropriate behavior, which disrupts the educational process, will be subject to administrative action, which may lead to withdrawal of their child(ren) from Berryhill Child Care.

When and Where These Expectations Apply

The policies and administrative procedures concerning parental conduct apply to actions of parents on school property and any other place a school sponsored, school related, or school sanctioned event takes place, e.g., field trips, sporting events, programs, etc.

General Acts of Parental Misconduct

- Using behavior or comments which are profane, insulting, harassing, sexist, racist, abusive, and/or disrespectful.
- Threatening the safety of school personnel, students, visitors, volunteers, and/or other parents.
- Any other acts that interfere with the orderly educational process in the classroom or the school.
- Sending or forwarding inappropriate e-mail, including e-mail containing offensive language, untruthful statements, junk e-mail, chain letters, etc.

General Enforcement Guidelines

When enforcing policy, Berryhill Child Care personnel shall adhere to the following general guidelines:

- Enforcement shall be administered when necessary to protect students, school employees or property, and to maintain essential order and discipline.
- Parents/guardians and students shall be treated fairly and equitably.
- Enforcement shall be based on a careful assessment of the circumstances of each case. Factors that must be considered in each decision concerns a mandatory or discretionary actions, include:
 - Seriousness of the offense
 - Intent when engaged in the conduct
 - Parent's history with faculty and staff of parent's attitude
 - Potential effect of the misconduct on the school environment
 - Whether the facts of the case warrant consideration of self-defense as mitigating factor in the assessment of any punishment
 - Whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.
- Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, the school, or any school-related activity and may include persistent misbehavior. Persistent shall be defined as more than one instance of misconduct.

Animals

It is recognized and understood that, under certain circumstances, animals do provide educational benefits to students. It is also recognized that live animals can pose a potential risk to the safety and health of students and staff. Therefore, reasonable safeguards must be taken in the center environment to minimize exposure to zoonotic

Diseases. For the purpose of promoting a safe and healthy environment for students and faculty the following guidelines must be followed:

- All animal visits must be approved by the director
- Animals on school property should be limited to short visits and curriculum based.
- Animals may not be allowed to roam freely
- Animals shall be maintained in a healthy condition, free of disease or parasites, and in appropriate cages or tanks, which are maintained in a clean and sanitary condition
- All employees, students and visitors are required to thoroughly wash their hands immediately after handling animals to prevent the spread of disease

It is the discretion of the director and or owner if an animal will be allowed to enter the facility.

Tobacco Use

The use of tobacco products of any kind, at any time anywhere in our facilities, or on center grounds is prohibited. This includes but not limited to Smoking, Vaping, Dipping, Chewing, e-cigarettes or any nicotine or tobacco products.

Child Abuse and Neglect

All child care staff are mandatory reporters. Child care staff is legally obligated to report cases of suspected child abuse. Any professional failing to report or knowingly preventing another from doing so is guilty of a felony and may be prosecuted. We will report any suspected abused witnessed anywhere on the premises. When in doubt, we will report. Department of Children and Families.

A copy of the Child Abuse and Neglect form that each teacher signs upon employment and each year after is available upon request.

Tax Information

According to the IRS childcare expenses for working parents is tax deductible. A statement of your payments (IRS Form W-10 can be given by January 31st upon request of the parent or guardian. Parents that withdraw during the year must obtain their tax statement at the time of withdraw. There is no guarantee the information will be available at the end of the year. Tax information will only be provided if the account is current. Current means there is no outstanding balance, fees owed or documents needed. It is the responsibility of the parent or caregiver to keep up with their fees for child care services through Berryhill Childcare and Berryhill Afterschool & Summer Camp. We are not required to provide this information.

Visitor/Solicitor Tour Policy

All visitors and solicitors must pre-registered before entering the facility. The director or office staff makes a copy of the visitor's photo id. To include in our visitor log. During a tour or visit a Berryhill Childcare representative remains with the visitor/s at all times during the tour or visit.

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Vendors are accompanied by a Berryhill Childcare Representative at all times while inside the center.

We reserve the right to refuse entry to any visitors or vendors to Berryhill Childcare and or Berryhill Afterschool & Summer Camp.

Transportation

Berryhill Childcare:

We do not transport students at Berryhill Childcare except in special circumstances, and if necessary, parents will be made aware and approval will be requested. If transportation takes place all policies having to do with transportation at Berryhill Afterschool & Summer camp will take effect.

Berryhill Afterschool:

We currently provide Bus Transportation to/ from some of the local elementary schools. The Santa Rosa County School District provides transportation to/from Berryhill Elementary School, and from Hobbs Middle School.

Children who attend Berryhill Elementary School must be in attendance no later than 6:25a.m to ride the Santa Rosa School bus to school. No exceptions. Children who attend Benny Russell Elementary School must be in attendance no later than 7:25a.m to ride the Berryhill Afterschool bust to school. No exceptions.

It is the responsibility of the parent/guardian to make the proper arrangements for their child to ride the bus to Berryhill Afterschool and it is also the responsibility of the parent/guardian to contact *Berryhill Afterschool and Summer Camp*, to inform us that your child will not be riding the bus.

Children who ride the school bus from Berryhill Elementary school are our responsibility when they exit the bus. We cannot be responsible for children who do not get on the bus at school, or do not get off the bus at *Berryhill Afterschool and Summer Camp*. Parents must come into the center to check out their child. Children will not be released in the parking lot.

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Berryhill Elementary Students are accounted for when exiting the bus. The teacher maintains a list of the children scheduled to get off the school bus daily. Children must be documented present immediately after exiting the bus.

We are not responsible for behavior or the actions of the bus driver on any bus that is owned and or operated by a state or local agency delivering children to Berryhill Afterschool & Summer Camp

Students riding the Berryhill Afterschool & Summer Camp to and from school are accounted for when they enter and exit the bus. The bus driver/teacher maintains a bus log with a list of children scheduled to ride the bus to and from school. The bus driver/teacher will do a walk-through of the bus to verify that all children have exited the bus. The staff member will look on and under all the seats to verify no child is left on the bus.

All tobacco use is prohibited on the Berryhill Afterschool & Summer Camp Busses. This includes but not limited to Smoking, Vaping, Dipping, Chewing, e-cigarettes or any nicotine or tobacco products.

Weapons of any kind are not allowed on Berryhill Afterschool & Summer Camp Busses. This includes but not limited to, Guns of any kind, knives, explosives etc.

Should there be an accident, the Director, Assistant Director, or Administrator must verbally inform the licensing office within 24 hours, and provide a written report within 5 business days after the incident. Parents will be contacted by staff as soon as possible.

Berryhill Afterschool and Summer Camp will not permit the use of staff vehicles to transport children at any time.

Field Trips

Field trips may be taken throughout the year; however, the majority will most likely occur in the summer. Parents will be notified in advance and permission will be required for children to attend. Additional fees may apply and those also must be collected in advance. We encourage parents, grandparents, etc. to attend as chaperones and the number needed and additional applicable fees will be requested on the information about the field trip. With children, safety is a priority, while on field trips a manageable number of adults to children ratio increases. If manageable numbers cannot be obtained, *Berryhill Afterschool and Summer Camp* reserves the right to cancel any fieldtrip at their discretion. Staff will check the children onto the bus, we will take head counts to verify that all children are accounted for before and during the fieldtrip and also upon returning to *Berryhill Afterschool and Summer Camp*. When we arrive at our destination, children will be

checked off the bus and then a head count will be made to verify that all children are accounted for. While on the fieldtrip, a head count will be taken once every 30 minutes to ensure all children are accounted for. To ensure that no child is left unattended, our staff will have all children exit the bus when it reaches its destination. A staff member will do a walk-through of the bus to verify that all children have exited the bus. The staff member will look on and under all the seats to verify no child is left on the bus

School Readiness

Parents of School readiness children are given a rights and responsibilities from the Early Learning Coalition when they receive their voucher. Parents must follow to these rules

It is the responsibility of the parents or guardians of school readiness children to renew their voucher. Berryhill Childcare and Berryhill Afterschool will not remind parents of their obligation. If a voucher expires while a child is in care the account will be charged the full-time rate for child care until the voucher is renewed, or the child will be terminated from care.

It is the responsibility of the parents or guardians of school readiness children to inform the early learning coalition of Santa Rosa County of any changes in their work status, and or any other change that may affect the status of the voucher issued for their child.

School Readiness children are required to attend a minimum of 6 hours per day.

Parents/guardians of School Readiness children with BG-1 Status must contact us each day the child is absent

All children enrolled in a licensed facility who are registered thru school readiness will have the opportunity to receive a hearing and vision screenings on file at the Center. Screenings will take place at our center. We will advise you of the date and time of this screening.

Non-Discrimination

We accept children without regard to race, color, religion or national origin, or sexual orientation.

Change To the Parent Handbook/Policies

The Center, at its discretion, may change any policy contained in the Parent Handbook. Parents will be notified of any changes by email or written notice distributed at our centers.

Berryhill Childcare and Berryhill Afterschool & Summer Camp are licensed through the Department of Children and Families and this handbook was written using the guidance of the DCF required and recommended policies and procedures. If there are questions as to motive or understanding of our polices, please refer to the DCF Child Care Facility Handbook. We will refer to this document, if possible, when our policies fail to resolve conflict in any case.