



# *Lil' Bloomers Daycare*

## *Parent Handbook*

**Updated: January 2025**

**Daycare phone: (540) 289-5533**

**Email: [lilbloomersdaycare@gmail.com](mailto:lilbloomersdaycare@gmail.com)**

**Website: [lilbloomersdaycare.com](http://lilbloomersdaycare.com)**

### **Board of Directors:**

**Mary S. Breeden-Chair**

**Korena Breeden-Vice Chair**

**Peggy F. Breeden-Vice Chair**

**Melanie S. Breeden-Treasurer**

**Kelly Voight-Secretary**

### **Daycare Director:**

**Mickey Breeden**

## **Program Description**

### **Philosophy and Curriculum**

The primary goal of Lil' Bloomers Daycare is to provide quality child care in a safe, loving, and secure environment for children while they are away from home. The program is designed to promote the social, physical, intellectual and emotional growth of children through learning experiences that are developmentally age appropriate.

Based on the theory that children learn through play, daily activities will encourage active involvement and meaningful experimentation within a play-like atmosphere. Our center follows the STREAMin3 curriculum for all classrooms.

For more information on STREAMin3, please visit: <https://streamin3.org/streamin%20b3-curriculum-model-2/about-streamin%20b3/>

### **Hours of Operation**

Lil' Bloomers Daycare Center will be open during the hours of 6:30 a.m. to 6:00 p.m. Monday through Friday.

Lil' Bloomers serves children from Harrisonburg, Rockingham County, McGaheysville, Elkton and other surrounding areas, from the ages of birth through 5 years old.

### **Holidays and Closures**

Lil' Bloomers Daycare Center will close on the following days:

- New Year's Day
- Friday before Easter (Good Friday)
- Memorial Day
- Independence Day
- Labor Day
- LBD will close early at 4pm on Halloween
- Thanksgiving Day
- Black Friday
- Christmas Eve
- Christmas Day
  - LBD will be closed the whole week at Christmas and 25% of tuition will be charged for this week - vacation weeks (50% off tuition) **cannot** be applied to this
- LBD will close early at 4pm on New Year's Eve

Additionally, the center will close for **two** scheduled days per calendar year for Teacher Work Days used for staff development/training and cleaning.

These days will be determined and notice to parents will be given at the beginning of a new Year (January). When a major holiday (New Year's Day, Independence Day, or Christmas Day) falls on a Saturday, the center will be closed the day before (Friday) and when a major holiday falls on a Sunday the center will close the day after (Monday). Credit is not given for holidays or when the center is closed for training, inclement weather, and/or power outages. Regular weekly tuition will be due.

**General Information**

Lil' Bloomers is owned and governed by a board of directors:

- Mary S. Breeden-Chair
- Peggy F. Breeden-Vice Chair
- Korena A. Breeden-Vice Chair
- Melanie S. Breeden-Treasurer
- Kelly B. Voight-Secretary

Lil Bloomers is licensed by the Virginia Department of Social Services; therefore, this center meets the requirements for a "Licensed Child Care Facility". For more information regarding licensing of a daycare facility please contact:

- VA Licensing Office Augusta Professional Park
- 57 Beam Lane, Suite 303
- Fishersville, Virginia 22939
- (540) 332-9163

Lil' Bloomers is an equal opportunity provider. We accept applications for admission and employment from any race, religion, gender, nation origin, color, and creed.

Care is provided for families with many different backgrounds and beliefs. Lil' Bloomers does not teach religious education; however, we do focus on learning how to love, care, and respect our fellow friends/citizens regardless of their status or religious/ethnic background.

## Admission and Termination Policies

### Admission Requirements

Prior to admission, an initial interview between parents/guardian, child, and center director is necessary to:

1. Discuss the policies, program, and financial responsibilities
2. Discuss your child's needs in order to help ensure a positive daycare experience
3. Tour the facilities and allow the child to become familiar with the new surroundings and peers

The following forms are required for enrollment at Lil' Bloomers:

1. Admissions Agreement
2. Financial Agreement
3. Medical Records
4. Registration Forms
5. Medication Authorization (if applicable)
6. Copy of Birth Certificate or Birth Letter
7. Photo Release Form

### Registration and Enrollment

The maximum enrollment capacity at Lil' Bloomers is 61. Children will be accepted on a first-come, first-serve basis as space becomes available in each of the classrooms/age groups. It may be necessary to place children on a waiting list until an opening becomes available.

In order to continually meet daycare expenses (salaries, supplies, etc.) we must principally enroll full-time children. Therefore, as applications for full-time placements are received, spaces taken by part-time children will come up for review. The part-time child will have the first option to take a full-time space. If he/she does not choose to do so, the space will be offered to the full-time applicant. Part-time children will come up for review on a seniority basis, i.e, those who have been enrolled the least amount of time and who are enrolled at the least number of days will come up first.

There are different types of enrollment options for Lil' Bloomers:

1. Full-time (all day, 5 days a week)
2. Part-time (all day, 2-3 days a week, **only available 2 years and up**)

Please see the tuition rate sheet for rates and more information regarding fees.

### **Registration Fees**

A one time non-refundable registration fee of \$125.00 is required per family to enroll.

### **Tuition Rates**

Tuition fees will be reviewed annually. Please see attached sheet for updated tuition fees.

As stated on the Admission Agreement, all payments are to be made in advance of services rendered.

If your child attends Lil' Bloomers on a full-time basis (5 days per week), full payment is due on Monday morning for that current week. If your child attends Lil' Bloomers on a part-time basis (2-3 days per week), payment is due the morning of the first day he/she attends. Lillio (formerly HiMama) invoices will be sent each Friday for the following week.

Lil' Bloomers will charge a late fee of \$10.00 per incident for full-time students if payment is not received by Wednesday (for the current week). Lil' Bloomers will charge a late fee of \$10.00 per incident for part-time students if payment is not received by the second day the child is signed up to attend (for the current week).

Tuition and other daycare fees can be paid in the form of check, cash, money order, or through the Lillio (formerly HiMama) app (by linking your bank account). Please note the center does not carry change. If you plan on paying with cash, please bring the correct amount due. All cash money received will be receipted and parents will receive a copy of their receipt.

Tuition payments should be placed in the locked "tuition box" located by the front door of each building. Please make sure each payment is placed in a sealed envelope with your child's name, the amount enclosed, and the day/week/month you are paying for. This box will be checked every morning.

### **Returned Checks**

A fee of \$40.00 will be charged for returned checks. We reserve the right to refuse subsequent check payments.

### **Activity/Supply Fee**

An activity fee of \$65.00 will be charged to each child's account September 1st of each year. The fee helps cover the additional costs of programs, guest speakers, and supplies used each year.

### **Fundraising**

In an effort to keep tuition costs and other daycare fees down, families will be asked to assist with fundraising projects throughout the year. Types of projects may include catalog sales, food

sales, flower sales, and other projects. The Lil' Bloomers director will provide specific information as each project begins.

### **Multiple Family Enrollments**

If two or more children are enrolled at Lil' Bloomers from the same family, a full fee for the youngest is charged, and a 10% discount is given for any additional children who attend.

### **Overdue Accounts**

When an account becomes more than two weeks past due, childcare services will be terminated. The child may be re-enrolled upon the receipt of the full past due amount. When financial circumstances prevent payment of fees, a payment plan may be arranged at the directors discretion. **Failure to adhere to payment policies and arrangements will result in termination of child care services at Lil' Bloomers.**

### **Late Pick-up Policy**

**Lil' Bloomers will PROMPTLY close at 6:00 p.m.** and parents are expected to pick up their child(ren) no later than this time. If a child is not picked up by 6:00 p.m., the closing caregiver or supervisor will begin to call the parents, and then all numbers listed as "emergency contacts" for the child. Late charges will take effect after 6:00 p.m. at the rate of \$1.00 per minute, per child. This amount must be paid within two weeks of the late incident date. If no contact has been made by 6:30 p.m., the police will be notified and the child will be placed in their custody. If parents/guardians are continually late for pick-up, they will be asked to make other childcare arrangements.

### **Vacations, Sick Days, and Absences**

A child's regular tuition agreement amount will be charged each week if your child attends any portion of the week. An exception is made for an extended period of absence, such as a vacation, or prolonged illness of **5 consecutive days**. For these situations, a parent/guardian can choose to hold their child's spot with a **charge of half of their regular tuition agreement amount, up to two weeks per year**. This time cannot be carried into the following year.

**Parents must call the daycare center if their child will not be attending on a scheduled day, or if their child will be arriving late (after 9 a.m.) due to sickness, doctor's appointment, or for any other particular reason. Parents should drop children off at Lil' Bloomers by 9 a.m. every morning, as the school day officially starts at 9 a.m.**

### **Immunizations and Physical Records**

State regulations indicate the center must have medical records on file for each child who attends Lil' Bloomers. This includes immunization records, and updated records are required as they become available. Immunization records will be updated every 6 months for children until the

age of 2. Each time your child receives additional immunizations, Lil' Bloomers must receive information with the type of immunization received, the date it was received, dosage, and physician's signature. **Parents are responsible for notifying Lil' Bloomers of any updates or changes to their child's health and/or immunization records.**

### **Withdrawing Your Child or Change of Status**

**A two-week written notice is required should you need to withdraw your child from Lil' Bloomers Daycare. A two-week written notice is also required, should you need to change the enrollment status of your child (example: going from full-time care to part-time care). The ability to change enrollment status will depend on availability and will be at the director's discretion.** If a child cannot adjust to Lil' Bloomers Daycare and circumstances arise where a child is not responding well to Lil' Bloomers Daycare environment, parents may be asked to withdraw their child. Depending on the circumstances, the withdrawal date will be at the director's discretion.

## **Daily Routines, Policies, & Procedures**

### **Arrival and Departure**

**For the security and safety of the children and staff, the doors remain locked at all times. Doors can be accessed with a family door code that is unique to each family.**

Parents must accompany their children into the center in the mornings. Upon arrival, parents must sign their children in. Attendance and arrival time is to be recorded on the sign-in sheet. Please allow ample time in the mornings to help with the transition from parent to caregiver, and for a brief health screening in compliance with state licensing codes. The child may not stay at daycare if signs of illness are observed.

If someone other than the usual parent or guardian will be picking up your child, please inform the morning staff of this change in schedule. Make sure anyone picking up your child is listed on the authorized pick-up list. For the safety of all children and staff, please do not share your family door code with anyone new to picking-up. This allows time for staff to properly ID before they gain access to the building. They must be able to show a valid ID in order for a staff member to release your child to them. We reserve the right to hold the child if verification cannot be obtained.

Your child will not be released to siblings or other children. These policies are for the safety of your child(ren)! When returning to pick up your child, a parent/guardian must sign each child out with a signature and the time of pick-up.

### **Parking Lot Safety**

Safety is our greatest concern for every child. It is the responsibility of every parent/driver to accompany their child(ren) safely to and from daycare. Please hold on to your child's hand as you walk across the parking lot and to the door. When parking, please use the gravel parking lot if you can, and avoid parking directly in front of the glass doors. As you enter and exit the parking lot, please drive slowly, stay within the red lines, and be on the lookout for little ones. Be extra cautious when backing out of parking spots. Thank you for helping our children be safe at daycare.

### **Parent Visitation**

Parents/guardians are a vital part of Lil' Bloomers. Custodial parents are welcome and encouraged to visit Lil' Bloomers Daycare, at any time, to observe or participate in any part of the program. We hold an open-door policy for guardians/custodial parents. It is necessary for the center and partners to work in close cooperation, to make your child's day fun, educational, and fulfilling.

### **Home/Center Communication and Relationship**

Parents will be informed of all schedules and policies that relate to Lil' Bloomers. Communication between parents and caregivers is essential for the success of the experience for each child. Please talk with your child's teacher/primary caregiver on a daily basis.

Lil' Bloomers uses the Lillio app (formerly known as HiMama) for all communication needs. Please use the messaging feature to communicate with staff as needed. Infants will have detailed feedings, diapering, sleeping patterns, and developmental milestones logged through the app daily. Toddlers will have diapering, sleeping patterns, and developmental milestones logged daily. Toddlers, Twos, and Preschool classrooms have mailboxes/cubbies for all children. Important notes from staff/director, newsletters, and/or crafts will be sent home as needed through the app or at pick-up.

If you have any questions or concerns, or wish to confer with the center staff, please contact the director and/or your child's teacher to schedule a conference. The center is always happy to discuss the development, needs, and progress of your child.

If there is any information that you feel is important to your child's development, please let us know. The staff members need and appreciate the help of parents in order to do a better job of understanding and guiding your child.

### **Verbal and Physical Abuse Towards Staff**

Lil' Bloomers Daycare is committed to making our center a warm, caring, and safe environment for all families, staff, and children. We treat each other with respect. Any disagreements between

staff and families should be out of the sight and sound of children as it could upset or disrupt the children. **Verbal or physical abuse of any kind will not be tolerated, this includes the use of profanity, making threats, name calling, and/or physical harm.**

**Violation of this policy will result in termination of childcare. The withdrawal date will be at the director's discretion.**

### **Behavior Management and Discipline Policies**

Lil' Bloomers discipline philosophy is children learn best through experiences. The teachers will lovingly redirect children to help them learn to cooperate with their peers and to have positive, educational experiences that encourage and enhance their growth and development while in our care. This should be accomplished:

1. Many discipline problems can be prevented before they occur. The staff will be making every effort to look for ways to prevent problems.
2. Providing a variety of stimulating activities for the children to choose from.
3. Using group management techniques, limiting the number of children in each play area to avoid overcrowding and to allow for sufficient materials.
4. Quietly speaking to the child, getting down to their level. If the behavior is inappropriate for the area or materials being used, i.e., "We take the blocks down quietly", or "Walking only please".
5. Giving praise for appropriate behavior.
6. Redirecting children to another play area or space.

After exhausting these methods, the child is asked to sit in a "thinking chair", which is a quiet place to think about what has happened. The teacher and the child will then discuss the problem and possible solutions.

Any form of physical or verbal abuse toward a child will not be used as a form of discipline. **Physical and verbal will absolutely NOT BE TOLERATED at Lil' Bloomers Daycare.**

Expected behavior is based on the child's developmental level. To minimize the need for disciplinary action, a few simple rules are established. These rules set limits of behavior and help ensure the safety and protection of the children. The teachers and staff will be firm, supportive, and consistent in their approach.

### **Biting Policy**

Biting is unfortunately not an unexpected behavior for young children and is part of the daycare setting. Biting can be a form of communication for some children. However, we do know that biting can be harmful to other children and staff.

Parents of the child who bit and parents of the child who was bitten will be notified. The names of children involved will not be shared with parents.

Moving forward, the child who is biting will be shadowed to try to prevent any further incidents. The child will be observed by staff to try and determine what is causing the behavior (teething, frustration, etc.). Lil' Bloomers' goal is to help identify the cause behind the biting and resolve them. The staff's main priority is to keep children safe and to help those children who are biting learn more appropriate behaviors to communicate. The staff will model appropriate behaviors and the child will be given approval for positive behaviors shown in the classroom.

**If the biting can not be resolved, the parents may be asked to withdraw their child. Depending on the circumstances, the withdrawal date will be at the director's discretion.**

### **Food and Snacks**

Parents are required to furnish a lunch and two snacks for their preschool/toddler children. We encourage the use of ice packs to keep food cold. **Lunch boxes must be labeled daily with the child's name and date or each individual item needs to be labeled with name and date.** Snack items should be labeled "a.m. snack" or "p.m. snack". Parents of infant children are required to provide bottles, formula/breast milk, and baby food. **All bottles, food, and containers must be labeled with the child's first and last name and the date.** In case of an emergency, a ready-to-serve supply of formula is to be reserved at the center.

There will be a designated area for children to place their lunch every morning. Please feel free to send heat up items (such as left-over items from dinner and soups). Please send heat up items in a microwavable container. Plastic containers are preferred over glass. All heat-up items must take 1 minute or less to cool. Lil' Bloomers will not be responsible for lost or damaged plastic containers. Please send in plastic utensils only. We encourage nutritional lunches and snacks, please limit sweets and NO GUM. Water will be provided for morning and evening snacks. One juice pouch/box or milk can be sent for lunch or children will be given their daycare water cup.

In the event that lunch is forgotten, lost or inedible, Lil' Bloomers will have back up lunches available for a charge of \$5.00. In the event that the snack is forgotten, lost, or inedible, Lil' Bloomers will have back up snacks available for a charge of \$1.00 per snack. Please note this is for emergencies only. Extra jars of baby food/formula will be available for emergency circumstances for a charge of \$1.00 per jar/bottle.

If your child arrives before 7:30 a.m., you may send a breakfast with them to eat under supervision of a staff member. No breakfast items should be sent after 7:30 a.m. (children have morning snacks at 9 a.m.).

**Please advise the director of any food allergies your child may have and make note of them on the admission application.**

### **What to Bring**

Each child will have a designated labeled space for his/her belongings. We ask that parents leave at least 1-2 sets of seasonally appropriate clothing (to include: socks, underwear, top, and bottom) at the center.

Infants (0-14 months) will need 5 clean bibs (labeled with child's name in permanent marker), and infants 6 months and older will need 1-2 sippy cups (labeled with child's full name in permanent marker). Staff members will send dirty bibs home daily to be washed.

Please dress your child appropriately every day for outdoor play. This is extremely important because Lil' Bloomers staff will take children outside every day if weather/temperatures permits. Temperatures 32-89 degrees are considered comfortable for outside play according to licensing standards. Please label anything that could be taken off during the day (i.e. jackets, mittens, hats, and sweaters).

Children need suitable shoes for outdoor play. Please do not send children in open-toe-shoes or flip-flops to Lil' Bloomers. This is for the safety of the children. Tennis shoes are the best choice for the playground.

Children ages 14 months to 5 years of age will need a napper for rest time. Lil' Bloomers will have back up cot sheets and blankets in the event that the napper is forgotten at home. If a daycare cot sheet and/or blanket is used more than 3 times a month, a laundry service charge of \$5.00 will be invoiced. All nap items will be sent home on Fridays (or the last working day of the week your child will attend) to be laundered and brought back on Mondays. Don't forget to label nap items, too!

### **Diapers and Wipes for Infants and Toddlers**

Parents are required to provide diapers and wipes for their infant/toddler children. We encourage each parent to leave a minimum of a week's worth of diapers/wipes at daycare. Each child will have a labeled cubby for their diapers, wipes, extra clothes, and belongings. Caregivers will let you know when your child is getting low on diapers, wipes, and other necessary supplies your child may need during the day. Lil' Bloomers will keep extra diapers in various sizes for emergency and back-up situations. If an emergency diaper is needed, Lil' Bloomers will charge the child's account \$1.00 per diaper.

### **Toilet Training**

Caregivers and parents working together is the key to toilet training success! Toilet training will start when you decide the time is right, and when you feel your child is ready. Once you start at home, Lil' Bloomers will make every effort to begin the process at the daycare. During this training time, it will be essential that you provide an ample amount of training pants and extra clothings for your child.

### **Daily Schedule**

Routines and consistency are very important in the development of children. The children will gain a sense of security by knowing the sequence of daily events. Our program provides for a balance of activities, educational, and quiet times for all different age groups. Outdoor activities are an important part of Lil' Bloomers program also. Please see the attached detailed "daily schedules" for each age group. Children are unpredictable at times, and the schedules are subject to change depending on weather, group size, and the needs of the children.

Lil' Bloomers maintains and schedules consistent teachers/staff in each classroom and building on a daily basis. In the event a teacher is sick or on vacation, Lil' Bloomers has a few teachers who work part-time and can fill in, or off staff, such as the director, will fill in in the classrooms when needed.

### **Progress Reports**

At least twice per year, parents will receive a formal evaluation about their child's development, behavior, adjustments, and needs. Teachers will fill out progress reports that will track developmental ages and stages. During the time of the formal evaluations, parents are encouraged to schedule teacher-parent conferences to examine and go over the reports. Attached to the formal evaluations, parents will receive daycare surveys to fill out. The surveys allow opportunities for parents to evaluate the center and staff of Lil' Bloomers Daycare.

### **Toys from Home**

In an effort to keep personal toys from becoming lost or broken, we ask that no toys from home be brought to daycare unless specified by the teacher for show-and-tell or other class activities.

Guns, action figures, and war toys tend to over stimulate the children and lead to rough play. We will not allow these items at Lil' Bloomers.

### **Class/Age Group Transitions**

Advancements to the next classroom or age group will be determined by chronological age, developmental readiness, and availability of space. Lil' Bloomers will help make a smooth transition to a new classroom by letting children spend a portion of the day in the new room (for approximately a week) before making an official move up. Please communicate with your

children at home during this time of transition; this will help make the transition a successful one.

### **Birthdays**

Birthdays are a special day for children, and we welcome any commercially prepared treat that you would like to provide. Please take this time to talk with your child's teacher to ensure you have enough for the whole classroom.

## **Health, Medication, and Safety Policies**

### **Sick Child Procedures**

**Children who become ill while at Lil' Bloomers and exhibit one or more of the following symptoms (see list below) must be picked up within 1 hour of receiving a call/message from a Lil' Bloomers staff member, and the child may not return to the center that day or the day after.** This is necessary to protect your child and the health of the other children. Children who have a temperature of 100.4 degrees or higher will automatically be out the next day of daycare. If antibiotics are prescribed due to an illness, 24 hours of medication must be administered before the child can return to the center. **The enforcement of this policy is strictly at the discretion of the director.**

It is the responsibility of the center to deny attendance to a child who exhibits symptoms of an infectious disease. **Children who exhibit symptoms below will not be permitted to attend daycare until they are symptom and fever free WITHOUT MEDICATIONS for at least 24 hours.**

- A temperature of 100.4 degrees or higher
- Persistent vomiting or diarrhea (more than 2 times)
- Suspicious spots or rash (if the rash is determined not contagious by a doctor, child may return with a doctor's note as long as child has no other symptoms)
- Red, draining eyes (if red/draining due to allergies, a doctor's note might be required)
- Severe coughing
- Sore throat or trouble swallowing
- Infected skin patch
- Severe itching of body or scalp (head lice)
- Difficulty or rapid breathing (especially in infants under 6 months)

### **Contagious Diseases**

**Lil' Bloomers asks that you please advise the center within 24 hours of any diagnosis of a reportable, communicable disease or suspicion of one in your household in consideration for the health and well-being of all the children and staff.** Likewise, if we become aware of a communicable disease affecting children in the center, a health alert will be posted.

### **Medication**

A sufficient number of staff will be trained for the purpose of administering medication.

**Should your child require medication while at Lil' Bloomers Daycare, it is mandatory for a parent to completely fill out a medication administration consent form before a staff member can administer any type of medicine, both prescription and over the counter. Medication that needs to be administered for longer than 10 days must have a physician's authorization on the consent form.**

**Medications no longer being administered will be sent home or disposed of within 14 days. Outdated/expired medications will not be administered to children.**

All medication will be kept in a secure locked container that prevents access to children.

**Prescribed medications** must be in the original container, and must be labeled with the child's first and last name, date prescription was filled, medication's name, expiration date, dosage amount, time(s) to be given, storage, and disposal instructions.

**Non-prescription medications** require parents to sign an authorization form, which will expire or be renewed after 10 working days. The medication should be in a child-resistant container, with the child's first and last names, displaying instructions for administration, and storage supplied by the manufacturer and the expiration date. For non-prescription medication (over-the-counter), the consent form must be consistent with the manufacturer's instructions for age, duration, and dosage.

**Tylenol requires a doctor's note to be given to children under the age of 2 years old.**

**Ibuprofen requires a doctor's note to be given to children under the age of 6 months old.**

**All medications should be given directly to a staff member to ensure proper storage and administration.**

Anytime medication is given, the following must be recorded: name of the child, the amount and type of medication given, the date and time medication was administered, the staff member who administered the medication, any adverse reactions, and any medication errors.

**Sunscreen and diaper ointment** can be applied with authorization from the parent/guardian indicating the name of the product, times to be applied, and any known adverse reactions. Staff members do not need to be MAT certified to apply sunscreen and/or diaper ointment. However, written permission from the parent must be on file before the sunscreen or ointment can be applied. Sunscreen must be applied by a staff member for children under the age of 9. Children over the age of 9 may apply the sunscreen themselves, with supervision of a staff member. Lil' Bloomers will not use expired products.

**Parents will be notified immediately if any adverse reactions occur or if there is a medication error.**

### **Insect Repellent**

Lil' Bloomers will apply insect repellent to children as long as there is written permission from the parents on file.

### **Inclement Weather and Emergencies**

Since Lil' Bloomers provides a service to working parents, we try to stay open during inclement weather or emergency situations (if appropriate). However, if the center should close due to the weather, or for any other emergency, a text alert will be sent out through Lillio (formerly HiMama) and a message will be emailed.

The director will decide to close the center, open late, or close early due to inclement weather/emergency situation. If the decision is made to close the center for the day or open at a later time, notifications will be made by 5:30 a.m. If the center's director decides to close the center early due to inclement weather/emergency situation, a decision will be made by 1:30 p.m. Parents will be given a 2 hour notice before pick-up time.

**We highly encourage parents to reach out to the center (by calling or through the Lillio, formerly HiMama, app) to check for closure or for operating hours before leaving the house when there is inclement weather.**

### **Emergency Preparedness Plan**

Lil' Bloomers has an emergency preparedness plan, to address the responsibilities of staff and facility readiness, with respect to emergency evacuation and shelter-in-place. This plan has been developed with the help of local emergency forces and state authorities. This plan exhibits what to do in case of an emergency situation, such as, but not limited to, natural disasters which include chemical spills, intruder and terrorism specific to the locality. Copies of these plans are available to review at the parents discretion.

Monthly fire drills will be performed, and a minimum of two shelter-in-place drills are performed each year. If you happen to be at the center during one of these drills, we ask that you follow our procedures along with the children.

### **Incase of an Emergency**

Parents will be notified immediately of any serious accident, injury, or illness that would occur with their child. When a child enrolls at Lil' Bloomers, the parents or guardian must give written consent to Lil' Bloomers for emergency medical treatment if the parent or guardian cannot be reached. Parents will be notified by the end of the day of any known significant injuries, usually in the form of an injury/accident report.

**Updated contact and emergency information is required at all times in the event of an emergency.** Children will NOT be released to an unauthorized person not listed on your child's emergency contact list, without written consent from a parent or guardian. Parents must notify the director and the child's teacher of any changes in contact information, such as phone numbers, addresses, place of employment, and emergency contacts. The director will send home quarterly update information sheets to help with maintaining this very important information and policy.

### **Insurance Information**

If your child is injured at Lil' Bloomers Daycare and requires medical attention, your health insurance will be responsible for payment of the cost of treatment.

### **Suspected Child Abuse**

Mandated by state licensing regulations, Lil' Bloomers employees must report any and all suspected child abuse and/or neglect cases.

### **Confidentiality**

Lil' Bloomers respects the right of each family and employee to privacy and confidentiality regarding all health, behavioral, developmental records, and personal information, such as phone numbers and addresses, etc. Information regarding a child who attends Lil' Bloomers should not be discussed outside of the center. Never should information regarding a child be released to anyone but the child's parents/guardians; the center will adhere to federal and state laws (in this regard).

### **Smoke-Free Environment**

Lil' Bloomers is a smoke-free environment. Please do not smoke in our facility and/or in the view of the children as you pick-up or drop-off your child. Thank you.

### **General Staff Health and Training Requirements**

All staff members shall be guilty of an offense, as defined by the Code of Virginia. All staff members must be in good physical and mental health. Staff members shall be of good character and reputation, capable of carrying out assigned responsibilities, and accepting of training and supervision. They shall be capable of communicating effectively both orally and in writing, as applicable to their job responsibilities.

All staff members must have a Tuberculosis screening and the results submitted must document a negative screening. At least every two years, from the date of the initial screening or testing, each staff member shall obtain and submit the results of a follow-up tuberculosis screening.

Staff members must complete a minimum of 16 development training hours yearly.