

# **BUSY BUDDIES EARLY LEARNING CENTER, LLC**

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*POLICIES AND AGREEMENT*

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# Table Of Contents

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HOURS OF OPERATIONS

TUITION

MEALS AND SNACKS

SLEEPING ARRANGEMENTS

NOTICES AND TERMINATIONS

VACATION

SICK DAYS

ILL CHILDREN

MEDICATION

ENROLLMENT

DROP OFF/PICK UP

CONFERENCES

DICIPLINE

FOOD AND TOYS FROM HOME

COMPLAINTS AND GREIVANCE

MANDATED REPORTER

NON-DISCRIMINATION POLICY

INSURANCE

SMOKING/DRUGS/ALCOHOL

PETS

TRANSPORTATION

AGREEMENT SIGNATURES

# BUSY BUDDIES EARLY LEARNING CENTER, LLC

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## *POLICIES*

### *HOURS OF OPERATION*

Monday-Friday

7:00am-5:00pm

Ms. Courtney is flexible to limited babysitting, which is any time before 7:00am and after 5:00pm at a rate of \$10.00 per hour. Babysitting must be set up between Ms. Courtney and the parents in advance. Babysitting is to be paid the day of and to be paid separate from tuition.

### *TUITION*

Tuition is to be paid the Friday before the week of care. A late fee of \$20.00 is added onto the due tuition if paid by Monday morning. Tuition and late fees not paid in full by Monday at pick up will result in refused care Tuesday with \$20.00 per day late fee. Late fees are applied to returned checks.

Busy Buddies accepts checks, money orders, cash or other online service set ups may be used if approved by Ms. Courtney prior.

Ms. Courtney has the right to change rates with a given notice to current families. If a family un-enrolls and at a later time decides to enroll again, Busy Buddies will charge at the current rates offered at the time of the re-enrollment. If a family refers another family, the new family would receive the current rate at that time of enrollment.

Tuition not only is a salary of the provider, but also recycles back into the business with art supplies, toys, books, teaching materials, enrichment classes, meals and snacks, equipment.

MN Licensed Family Child Care categorizes ratios by:

Infants: 6 weeks to 12 months

Toddlers: 12 months to 24 months

Preschool: 24 months to 5 years

School-Age: 5 years and older

## *MEALS AND SNACKS*

Busy Buddies provides breakfast, lunch and snack. All meals and snacks are a well-balanced healthy meal that is followed by the main food groups and often organic. Parents are always informed on what meals are generally served. Parents must notify and fill out any food allergies on forms upon enrollment. Parents' supply bottles, formula, expressed milk, and baby food.

## *SLEEPING ARRANGEMENTS*

All children have their own rest mat to nap on with the option to bring a favorite stuffed animal, pillow, or napping blanket. Mats are disinfected daily after each use. Infants have a sleeping area in a napping room each in an approved crib. Cribs are safety checked each month. Infants are assigned their own crib they use for napping. Bedding and blankets are cleaned once a week or more if needed.

Busy Buddies follows strict requirements in the prevention of Sudden Unexpected Infant Death Syndrome. There are absolutely no blankets, crib bumpers, pillows, or other soft materials in the crib. A sleeping sack may be used for comfort. Busy Buddies will only place an infant on their back to sleep. Busy Buddies will NOT accept a parents request to place the infant in any other position while laying them down to sleep. A doctor's note must be submitted for a request to alternate sleep positions or arrangements.

## *NOTICES AND TERMINATIONS*

Busy Buddies requires a 2 week notice if a child will no longer attend. If for some reason your child will not attend during these 2 weeks, tuition for the 2 week notice may be paid up on the child's last day. Busy Buddies has a right to terminate with a notice to families as well. Ms. Courtney will give a family a 2 week notice. If Ms. Courtney or other children are at harm; Ms. Courtney has a right to terminate immediately.

## *VACATION*

Busy Buddies closes on the holidays listed below that are still included as paid days. Tuition will always be due the last "open" day of the week for the next week. If holidays land on the weekend Busy Buddies will close the end of the week or beginning of the next week. All dates and notices for each year of holidays will be notified to families ahead of time.

Paid Closed Holidays: New Year's Eve, New Year's Day, Memorial Day, 4<sup>th</sup> of July (Ms. Courtney's Birthday), Labor Day, Thanksgiving Thursday and Friday, 2 days at Christmas.

Ms. Courtney may take personal paid vacation time of 10 days giving all parents a closed notice or setting up for a substitute in order to stay open for families.

Families are given 5 vacation days a year. This means if parents choose to keep their child home or go on a vacation, etc. They do not need to pay for that day or days if they choose to use their given vacation time. Depending on start date, vacation days may be prorated. In order to use vacation days, families must discuss and give a notice. When vacation days are used up or if the family decides not to use a vacation day and the child is not attending, it is considered a paid day still.

If selected for Jury Duty, Busy Buddies will need to close. This is a paid time for Ms. Courtney.

### *SICK DAYS*

Ms. Courtney will notify parents as soon as she can if she is starting to feel ill. She will try to notify parents the night before and let them know if Busy Buddies will be closed the next day or open with a substitute. If for some reason she becomes ill in the middle of the night she will start notifying families at 6:00am and let them know if Busy Buddies will be closed, or open with a substitute. All families need to provide their own back-up plan or back-up provider just in case!

### *ILLNESS*

Parents are asked to be consciously aware of their child's health as it is only fair to the other children, parents, and Ms. Courtney. It is asked that parents make their best judgment of whether the child is well enough to come to Busy Buddies or if they need to stay at home to rest. It is requested that parents do evening and morning checks on their children especially during flu/cold season: behavior, appetite, mood, coughing, sneezing, runny nose, etc. During flu/cold season Ms. Courtney will perform daily checks when the child is dropped off: runny nose, coughing, lethargic, etc. Busy Buddies will call a parent if the child becomes too ill to continue their day at Busy Buddies. Children with a temperature of 101 orally or 100 underarm and higher (without medication such as Tylenol) are asked not to come in for the day or may be sent home to rest. Other symptoms that may require a child to stay home or sent home to rest may be: a rash (other than diaper or heat-related rash), diarrhea, vomiting, or cold symptoms (bad or frequent cough, constant sneezing, runny nose, wheezing, etc.) that are obvious for the child not to continue a regular day.

There is a 24 hour after symptoms policy. Ill children need to stay home 24 hours after the last of their symptoms or fever to ensure they are no longer contagious. Please be conscious of others and follow this policy.

Busy Buddies requires that a parent notifies Ms. Courtney within 24 hours of the diagnosis of a serious contagious illness or parasitic infestation. Ms. Courtney will inform parents of each

exposed child the same day it is notified a diagnosis has been made for any of the illnesses or parasitic infestations.

In the case of severe illnesses including colds and flu, Busy Buddies may choose to close down a day or two to prevent illnesses from spreading and to allow for a deep cleaning and disinfecting of the classroom. These will be paid days for Busy Buddies.

### *MEDICATION*

If a child is on a medication and requires a dosage during Busy Buddies hours, there needs to be a written document and directions from the parents and or doctor.

Busy Buddies is not to give medication without a parent's consent.

Parents must notify Ms. Courtney of any diseases within 24 hours.

Parents must fill out an immunization record form for all children in care upon enrollment. Regular updates are mandatory; Infants every 6 months, toddlers annually, preschoolers every 18 months, and school-agers every 3 years. With the immunization forms parents need attached copies from the clinic. It is the parent's responsibility to bring an updated form of immunizations when child is due.

### *ENROLLMENT*

Upon enrollment, parents and children are welcome to interview and tour Ms. Courtney and the environment; as well as Ms. Courtney to meet the families and interview to assure it's also a good fit. To enroll, parents must fill out, sign and date all contracts and forms by Busy Buddies. Forms are listed on the website [mybusybuddies.com](http://mybusybuddies.com). All forms must be completed and received before care is provided. On the first day, depending on age of child, please be sure to bring: Bottles (enough for a day), formula, diapers (at least 8 per day), wipes, baby food (enough for a week), water bottle or sippy cup, naptime blanket and or pillow, extra set of clothes (multiple if potty training), sunscreen during summer, winter clothing during winter (hat, mittens, winter coat, snow pants, boots). Be sure that everything is labeled with child's name.

Please fill out an information form for infants regarding care routines and a write up of a sample day for toddlers and preschoolers. Please list any special information you feel would be beneficial in the care of your child or children.

At the time of enrollment there needs to be a set schedule and financial arrangements agreement made and to be carried out. If for some reason this needs to change, it will have to be discussed and new enrollment paper work and agreement may need to be done.

First week's tuition and deposit is due on the first day of care or prior to care. Tuition will be due every Friday continuing.

It is the parent's responsibility to notify Busy Buddies if there has been a change in employment, address, phone number, emergency contacts, etc. Parents will need to submit a new admissions form with current information at all times.

### *DROP OFF/PICK UP*

Please use street parking when possible.

Parents will need to fill out an emergency contacts form. This form will be used in emergency situations.

Parents will need to walk their children to and from the classroom at arrival and pick up.

Under NO circumstance will a child be dismissed with anyone other than the parents or the emergency contacts unless there is a written notice from the parents that someone else will be picking up the child. ID of the person will be required at pick up. It is preferred that parents bring and introduce a person who will be picking up children. Please discuss routine, environment and rule with these contacts. A notice will also be required if child's emergency contact will be picking up.

Hours of Busy Buddies are 7:00PM – 5:00PM. All children must be picked up by 5:00PM. A late fee of \$1.00 per minute is charged. Please be conscious of time and respect Ms. Courtney and this policy. After one half hour without a call, emergency contacts will be called. After one hour and no call or no answer from emergency contacts, 911 will be called.

Continued tardiness may result in termination.

As Ms. Courtney's personal house/space is used for business; it is asked that parents respect the space, belongings and others in and around the house. Please take your shoes off in the main house as well as in the classroom. Our kids are playing on the floor here and we need to keep it as clean as possible.

### *CONFERENCES AND COMMUNICATION*

Conferences between parents and Ms. Courtney will be two times per year -- typically fall and spring. Ms. Courtney expects parents to be active participants during conferences as it is important for the children's well being that everyone communicates, is involved, and on the same page.

Communication is very important between caregivers and parents. Busy Buddies offers constant communication regarding the children. This includes but is not limited to: Daily Sheets sent out via e-mail at the end of each day (notes about meals and activities), Infant Daily Sheets (bottles, moods, diapers, etc.), Busy Buddies Website includes major information, Busy Buddies Facebook includes fun facts, activities and pictures, daily face to face chats about child's day during drop off's or pick up's. Busy Buddies communicates daily with parents through phone calls, text, or e-mails.

It is expected that parents check their email daily as Busy Buddies sends out daily sheets, notifications such as closings, information, up-coming events, etc.

Remember, it is ok to chat or set up a time to talk about issues or concerns at any time. Ms. Courtney prefers not to communicate important matters in front of the children.

### *DISCIPLINE*

At Busy Buddies there are a few different practices of discipline being used depending on the age of the child. Guidance, modeling, mirroring, distraction, discussing, and time-outs are all methods used. Absolutely NO physical discipline is used at Busy Buddies.

### *TOILETING AND DIAPERING*

Busy Buddies accepts disposable diapers and wipes. Parents are expected to start the potty training process. This may include starting to sit on the toilet to get used to it, or taking a long weekend to potty train. Once the children get started and get a hold on it, Busy Buddies will follow through. It is requested that the children are able to pull their pants up and down with little or no assistance. Communication is expected to be frequent.

### *FOOD AND TOYS FROM HOME*

Busy Buddies does not allow food or toys from home. Exceptions for bringing a snack or treat would be for a birthday or special occasion. It must be discussed with Ms. Courtney ahead of time and must be store bought for the entire group of Busy Buddies children. Exceptions for toys from home are ok for learning purposes which may include: Show and Tell, an activity or learning theme we are working on. If toys are brought to Busy Buddies, they are asked to stay in the child's cubby for the day with an exception of a naptime item.

### *COMPLAINTS AND GRIEVANCE POLICY*

According to Minnesota family child care licensing laws, licensed providers must maintain a grievance policy to be used in their homes. Parents and/or guardians of enrolled children must first express their complaints, concerns, and grievances with the license holder of this facility, Courtney Corson. Parents are encouraged to bring any issues to the provider's attention so that

we may find a successful resolution between both parent and provider. The following are the steps parents and/or guardians need to take in trying to resolve issues that come up. Most issues can be solved using step one alone.

#1 Either discuss the issue with Courtney in person, by phone, or by e-mail.

#2 Provide Courtney with a written letter of grievance. In order to respect the privacy of everyone enrolled, no personal issues will be discussed in front of other parents or the children.

#3 Schedule a meeting by phone or in person to discuss this grievance.

#4 In the event that your grievance cannot be successfully resolved with your provider, you have the right to contact Dakota County Social Services, Child Care Licensing Unit.

Dakota County Social Services 651-437-3191

Dakota County licensors are available to insure that licensed homes are following the minimum state guidelines. This includes but is not limited to: licensed capacity, sleep arrangements, proper discipline, nutritious meals, required training, safety issues, and supervision. Dakota County and the state of Minnesota do not have delegation over many of the contractual agreements including fees charged, vacations, sick days, etc..

### *MANDATED REPORTER*

As a licensed Child Care Professional Ms. Courtney is mandated to report any suspicion of abuse or neglect to any children in care.

### *NON-DISCRIMINATION POLICY*

\*\*As a provider I will not discriminate against any family based on color, nationality, origin, race, creed, religion, or sex.

### *INSURANCE*

Busy Buddies does not carry Child Care Liability Insurance coverage at this time.

### *SMOKING/DRUGS/ALCOHOL*

There is never any smoking in the home during child care hours or before and after hours. It is a smoke free home. It is expected that visitors and parents also respect that it is smoke free.

Drugs and alcohol must not be used in or around the classroom during hours of operation by Ms. Courtney, parents and any visitors.

### *PETS*

Currently, in the home there is a 23 pound Terrier/Shih Tzu. He is child friendly and non-shedding. All vet check-ups are on record.

*TRANSPORTATION*

At this time Busy Buddies is not taking field trips or outings that require driving. Field trips are in the neighborhood and walking distance such as walks around the neighborhood, nature walks on the trails, and park.

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*AGREEMENT SIGNATURES*

\*\*Changes and updates to policies will give notice and may require resigning by provider and parents.

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\*At the beginning of each year a new contract may be modified and re-signed.

Full Name of Child(ren) enrolling: \_\_\_\_\_

Days/Hours Agreement: \_\_\_\_\_

At tuition rate of:

Deposit:

Other comments:

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Provider signature: \_\_\_\_\_

Date: \_\_\_\_\_