



**Bloom  
&  
Play  
Learning  
Center**

# **PARENT HANDBOOK**

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## Welcome to Bloom & Play Learning Center LLC

Thank you for choosing our daycare. We are thrilled and excited to have your child/children! At Bloom & Play Learning Center LLC, our staff is dedicated to help your child bloom with the provided knowledge and enjoy the joys of play!

### Contact Information

For any needs or concerns, please contact us via email or phone:

- Director/Owner: Mrs. Destinee Stewart
- Email: [bloomandplaylearningcenter@gmail.com](mailto:bloomandplaylearningcenter@gmail.com)
- Phone: (301) 423-1359

## Our Philosophy

Here at Bloom & Play Learning Center LLC, we strived to provide knowledge to all parents, children and staff! We believe that all children learn differently and that we as providers can apply our blooming knowledge to all children. Blooming knowledge includes but does not limit creativity and play! We strive to provide a stimulating experience. This allows for the children to bloom as they should!

## Days & Hours of Operation

We operate from the days and hours of:

- Monday through Friday 7:30am- 5:30pm (No child is permitted to stay in daycare here from open to the close of business. There is an 8-9 hour maximum)
- No arrivals after 10am (example 10:00am on the nose). This is to help our day run smoothly and keep the children on schedule. If your child has a doctor's appointment, please try to schedule it early in the morning.
- **No child will be admitted after 10am without a doctor's note.**

**\*\***If a child was administered shots during the doctor's visit, the child may not return to daycare until the following day, due to complications from the shot and fever-like symptoms. This is associated with the medicine that often causes the child to be irritable and uncomfortable.**\*\***

## Our Programs/Curriculum

We currently accept the following ages:

- 4 months-2 year olds (Infants)
- 2 year olds (Toddlers)
- 3-5 year olds (Preschool)

We currently use the Creative Curriculum.



## Classroom Schedules

**\*\*NOTE:** All lunch items and snacks are provided throughout the day by the daycare along with water.

**Ages 18 months- 12 years old**

7:30am: Arrival/ Free Play	7:30am: Arrival/ Free Play
7:30am-8:30am:Free Play/Diaper Change	7:30am-8:30am:Free Play/Potty
8:30am-8:45am: Free play	8:30am-8:45am: Free play
9am-10am: Circle time/ Story time	9am-10am: Circle time/ Story time
10am-10:30am: Free play/Activity	10am-10:30am: Free play/Activity
10:30am-10:45am: Snack Time	10:30am-10:45am: Snack Time
10:45am-11am: Diaper Change	10:45am-11am: Potty
11am-12pm: Gross Motor/Outdoor Play	11am-12pm: Gross Motor/Outdoor Play
12pm-12:45pm: Lunch Time/ Free Play	12pm-12:45pm: Lunch Time/ Free Play
12:45pm-1pm: Diaper Changes	12:45-1pm: Potty Break
1pm-3pm: Nap Time	1pm-3pm: Nap Time
3pm-3:15pm: Nap Ended/Diaper Change	3pm-3:15pm: Nap Ended/Potty Break
3:15pm-3:30pm: Snack Time	3:15pm-3:30pm: Snack Time
3:30pm-4:30pm: Outdoor Play	3:30pm-4:30pm: Outdoor Play
4:30pm-5:30pm: Free Play/Dismissals/Pick-Ups	4:30pm-5:30pm: Free Play/Dismissals/Pick-Ups

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## Calendar

Check the website & Brightwheel for updated dates and the calendar!

\*The closing dates and times posted are subject to change.

\*\*Bloom & Play Learning Center LLC will use the Brightwheel app to notify parents and staff about any delayed openings, cancellations and early weather or emergency dismissals immediately. Parents are expected to make immediate provisions to have their child(ren) picked up. There is no fee reduction for any closings. Parents are responsible for paying the regular tuition for all scheduled closings and unscheduled/emergency closings.

## Parent Teacher Conferences

All parent-teacher conferences will be scheduled accordingly/ in advance via BrightWheel or in-person. They are hosted once per year (formally) and several times informally during the year.

These conferences will include the progress of the child along with any questions or concerns the parent/guardian may have.

## Grievance Policy

In any community, and in the routine and regular process of daily living, there are inevitable situations or conflicts that are potentially negative for individuals or for the community. It is critical that long before conflict arises, an environment already exists that fosters mutual respect, tolerance, and clear, honest



communication. The emotional health of a daycare is determined not by the absence of conflict, but by its quick and intelligent resolution. Bloom & Play Learning Center LLC is committed to responding to all family grievances within a 24-hour period and to resolving those grievances as quickly as possible. Concerns and grievances are most effectively addressed within the daycare. If a specific classroom concern arises, you should discuss the issue with the appropriate teacher. We encourage you to discuss more general daycare concerns with management, who will involve staff members as needed.

### Positive Guidance

Here at Bloom & Play Learning Center LLC, we encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Individualize and remain consistent with each child;
2. Appropriate to the child's level of understanding; and
3. Teaching the child acceptable behavior and self-control.
4. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
5. Reminding a child of behavior expectations daily by using clear, positive statements;
6. Redirecting behavior using positive statements; and providing positive choices
7. Using brief supervised separation from the group/communication tools, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age. There will be NO harsh, cruel, or unusual treatment of any child.

The following types of discipline and guidance are prohibited by law and Bloom & Play Learning Center LLC:

1. Corporal punishment or threats of corporal punishment;

2. The punishment associated with food, naps, or toilet training;
3. Pinching, shaking or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or darkroom, bathroom, or closet with the door closed or open; and
9. Requiring a child to remain silent or inactive for inappropriately long periods for the child's age.

### Health/Medical Records/Child Illness

- Staff members undergo a thorough screening and hiring process, including a state-required background check. Staff members who are certified in first aid, CPR, and bloodborne pathogens (infection control) are present in the center at all times. Comprehensive health and safety checklists are completed and routine fire and emergency drills are conducted on a regular basis. In addition, the daycare has an individual emergency response plan in place which has been developed with all Fire and Safety protocols included. If an emergency requires the daycare to evacuate and leave the premises, families can call the owner to receive information about the safety and location of their children.
- In order to protect the health of all children and to satisfy child care regulations, current medical information for each child is required prior to enrollment. These records need to be updated annually, or as required by state licensing if more often, and when new immunizations are given to younger children.
- If your child appears to be ill when brought to the center and he or she cannot be made comfortable, you will be asked to take your child home. If we feel that your child is well enough to attend the center but may be becoming ill, we will monitor your child and update you as necessary.

- When Bloom & Play Learning Center LLC, is notified that a child enrolled in our daycare or an employee has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. Authorities may require further information, testing, or preventive measures. Bloom & Play Learning Center LLC will give serious consideration to all recommendations made by the public health agencies in order to promote the health and safety of staff members and the children and families we serve. We believe it is extremely important to notify families about exposure so their children can receive preventive treatment if available.

These include:

- Bacterial meningitis
- Chicken pox
- Diphtheria
- Haemophilus influenza: Hepatitis A
- Measles
- Meningococcal infection
- Any cluster outbreak illness
- Pertussis
- Poliomyelitis
- Rabies: human only
- Rubella Congenital and non-congenital
- Tetanus

**Note:** In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.
4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

**\*\*If your child is unwell, we kindly request that you keep them at home. This includes symptoms such as diarrhea, persistent or uncontrollable cough, wheezing, runny nose, fever, COVID symptoms, and any other signs of illness. In the event you bring your child to daycare while they are unwell, it may result in their temporary exclusion**

from the facility for a period of 24 to 48 hours, or until their symptoms have completely subsided.

We would also like to emphasize that we do not administer over-the-counter medications for illnesses that can be managed at home. Our priority is to safeguard the health of both our own family and the other children under our care.\*\*

### Tuition/Payments/Registration

#### \*\*Tuition rates\*\*

Full-Time Care	Part-Time Care	Drop-In's	Enrollment Fees
\$350/Week (6 months- 18 months)	\$325/week (4 months-18 months)	\$100/per day up to 4 hours (all ages)	Full-Time & Part-Time: \$120 (non-refundable)  *This fee holds the child's spot for 1 week until their official start date.  **If paying after the one week and child has not started, the space must be paid for every week. You pay for a space not attendance.**
\$330/week (18 months-5 years old): Includes lunch, all snacks throughout the day and wipes for diapering/potty	\$300/week (18 months up to age 5): up to 7 hours (Maximum of 3 days per week, additional hours are \$20/day)	\$125/per day up to 8 hours (all ages)  *Please call the daycare to inquire about space for your child the day of. Space is limited!	

\*\*NO discounts are applied for Siblings\*\*

**All tuition will be due on Friday, no later than 7:00pm. A late fee of \$75 will be charged to the account after 7pm (7:01pm to be exact) for everyday the payment is late. Payments will only be accepted through the Brightwheel Billing App, or the chosen payment option when enrolled. Your child will not be able to return to daycare until tuition payment and late fees are paid in full. After**

three days of failed payment & non-payment of late fees, your child will be withdrawn from our daycare (All amounts owed will still be due).

- I agree to pay additional fees for field trips, special events at the daycare, and activities. I agree that these fees will be paid by the scheduled date.
- Refunds or credits will NOT be given for any days where the child is not in attendance nor when the daycare has to close or due to inclement weather.
- There will be NO tuition credits given for illness, vacation of provider or vacations over 5 consecutive days for families ,holidays, closure due to inclement weather, or emergencies such as electricity, or statewide emergencies or any other closures.
- There is an annual activity fee due January 31st of \$150/per child. This helps support art/activity supplies & the expense of a daily curriculum from September 1st-June 1st.

### Withdrawals

- If you decide to change your child's program or withdraw, a thirty day written notice is required and payments are still due to the provider as per scheduled on Friday's by 7pm (not 7:01pm) until 30 days are completed. 30 days start when your email to withdraw is received by the provider time stamped. Your child is more than welcome to come the last 30 days.

- **Termination: Bloom & Play Learning Center LLC, has the right to terminate a child's enrollment after any attempts where a child is not progressing and behavior of child/parent has affected or is affecting the group as a whole. Many attempts will be made prior to helping the child adjust/ thrive in our environment. The provider will provide parents with notes and updates in reference to their child via Brightwheel and in-person during pick-up/ drop-off. The child will be terminated after two incidents. Two weeks of payments are due by the last day.**
- **A contract can also be terminated if the parent/guardian and/or child break the policies set forth by Bloom & Play Learning Center LLC. Parents/Guardians will be notified once via Brightwheel (written) as a warning, and the second incident will be considered a termination via verbal/written or both. Two weeks of payments are still due to close out your contract.**

**\*\*Note: Tuition will not be prorated due to absences for any reason. You are paying for your child/children's spot NOT attendance.\*\***

### **Arrival/Late Pick-ups/Drop-In's**

**All children must be picked up by 5:30pm. Any parent/guardian picking up a child at 5:31pm will result in a late fee of \$20. Every 5 mins after 5:31pm will result in a payment of \$20 per 5 mins. Example: At 5:36pm an additional \$20 is owed.**

**If your child is left at the daycare for 14 hours or more, Prince George's County Police Department will be notified, along with Child Protective Services. NO child is to be left at a daycare/center for more than 11 hours in a 24 hour period (per Maryland State Law). We will not release your child to an under-age individual or to anyone that is not on the pick-up list.**

- Children may be enrolled from eighteen months through five years of age, regardless of race, creed, or religious beliefs. The following forms are required by the state of Maryland and need to be read, completed and/or signed prior to enrollment:

1. Parent-Provider Contract/Enrollment Application (complete/sign/date)
2. Emergency Information/Consent for Medical Treatment (complete/sign/date)
3. Parent Directory List Form (complete/sign/date)
4. Health certificate

**\*\*No child may be left in my care for 11 hours. Closing time is used for emergencies\*\***

**\*Updated physicals must be signed and completely filled out by yourself and the physician. If the paperwork is not correct, you child will be sent home due to paper not being in compliance for the State of Maryland\***

**\*Additionally, all children must be signed in and out daily\***

## **Toilet Training**

Toilet training is best achieved when a child is physically, socially, emotionally and intellectually ready. To attempt toilet training before these milestones are reached would prove stressful for all parties involved in the process. When the child has reached these milestones, we will work with you and your child by offering our encouragement and support.

- Please remember to dress your child in clothing which he/she can easily manage.
- Provide at least 3 complete changes of clothing.
- Bloom & Play Learning Center LLC does NOT provide a change of clothes for toileting accidents. If a change of clothes is used please supply another change of clothes the following day.

**Please label all personal belongings**

### **Parent Responsibilities**

- Parents are always welcome to attend field trips, share their interest and hobbies, and join in on parties and socials. Bloom & Play Learning Center LLC



believes that we are an extended part of the family and together we can make a difference in our children. We encourage open communication between the staff and parents, and at any time, feel free to stop by the daycare.

- If an adult is intoxicated or the use of drugs is present while picking up a child or in the presence of a child at Bloom & Play Learning Center LLC, the adult will be asked to leave the premises with the child. Bloom & Play Learning Center LLC does not reserve the right to withhold the child. The authorities will be contacted.

### Special Needs/ Medications

Our program has a commitment to the inclusion of all children. It is important that communication is ongoing and responsive to the needs of all families. We want to assure you that confidentiality is respected and upheld of all children and families in our care. In order to meet the individual needs of the child we ask that you

communicate and special needs your child may have. We will always strive to maintain a barrier free physical environment to enhance the educational experience of all children in our program. If a need were to arise we would gladly help to connect you to any comprehensive services.

The MSDE Office of Child Care's regulation permits childcare providers to give prescription and non-prescription medication to children in care under certain conditions. Prior written permission from the child's parent is a requirement. MSDE asks if possible, to arrange the dosage so that the child can receive the medication from home. A Medication Authorization Form must be filled out. This form can be picked up at the daycare. Please note the MSDE regulations below are for prescription and non-prescription medications.

- Prescription medications must be in a container labeled by the pharmacy or physician with the child's name and expiration date. The child may receive medication only according to the written instructions of the health practitioner or the medication label.

### **\*\*Please Note:**

Information regarding your child and family will be safeguarded. Staff members have been properly trained in confidentiality and can be expected to keep information about your child private. Written information about your child and family is kept in a locked file with access available only to the teacher and daycare owner. Written permission will need to be obtained if information is shared with anyone outside of Bloom & Play Learning Center LLC.

### **Field Trips**

**Bloom & Play Learning Center will provide the children with enhanced monthly themes with opportunities for outside experiences. Field trips are scheduled and permission slips will need to be signed by the parent/guardian. Parents are always welcomed-and encouraged-to participate on trips!**

When a field trip is the scheduled activity of the day, all teachers/staff are required to participate on the field trip. For safety reasons, care will not be available at the daycare for a child who does not attend the field trip. You may choose not to participate on a field trip, and may have to make alternate arrangements for your child during that time.

Field Trip costs such as bus transportation, entrance fees, etc. are the responsibility of the parents. Information regarding cost, transportation arrangements, date, location and activity will be sent home to parents on the permission slip form. This form must be completed, and all fees paid prior to the day of the field trip in order for your child to participate. Tuition will NOT be discounted if you choose for your child to not participate on a field trip.

**\*\*Car seats must be provided for any child four years of age or younger\*\***

**\*At this time, parents that would like for their child to attend field trips must provide their own transportation and meet the group at the selected location.\***

## Outdoor Play

Children will go outside during the winter unless the temperature is below 32 degrees, raining or snowing. The daycare owner will determine whether children

and staff will have outdoor play. The Office of Child Care requires that all children are to go outside unless directed by a doctor.

During summer months, the children will go outside to play unless the temperature is below:

#### Heat Index

- 80° or below is considered comfortable
- 90° beginning to feel uncomfortable
- 100° uncomfortable and may be hazardous
- 110° considered dangerous

All temperatures are in degrees Fahrenheit

**\*\*Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for a sunscreen with UVB and UVA ray protection.

We will use the [www.weatherchannel.com](http://www.weatherchannel.com) to determine the temperature outside. We will follow the "feels like..." to determine if it is safe for the children to go outside. When the temperature is below 45 degrees we will limit the amount of time outside. We ask that all children be dressed appropriately based on the weather. All children will need coats, hats, and gloves during the winter months.

### Daycare Items Needed for Children

All personal clothing must be clearly labeled to avoid loss. Bloom & Play Learning Center LLC NOT responsible for identifying clothing that is not labeled/lost.

### Infants/ Toddlers (18months-2 years)

- Diapers
- 2 Pairs of Pants
- 2 Pairs of socks
- 2 shirts
- Tissues
- Lysol/Microban wipes & spray
- Extra bottle or sippy cup
- Blanket, Crib sheet

### Toddlers/Preschool (3-5 years)

- Training pants/Pull Ups
- 2-3 pairs of underwear
- 2 t-shirts/undershirts
- 2 pairs of socks
- 2 pairs of pants
- 2 shirts
- Tissues
- Lysol/Microban wipes & Spray
- Extra sippy cup
- Blanket, Crib sheet, Pillow

[Non-Discrimination Policy](#)

Bloom & Play Learning Center LLC, affords equal opportunity to all employees and prospective families regardless of family structure, socioeconomic status, race, religion, cultural backgrounds; gender, abilities; or preferred language are invited to be included in all aspects of the program, including volunteer opportunities.

This handbook is intended to reinforce the policies and procedures at Bloom & Play Learning Center LLC. Bloom & Play Learning Center reserves the right to change

this handbook without notice. All new policies will be printed and distributed to the families/placed via the website.

[Parent Signature and Child Name Form](#)

I \_\_\_\_\_ have received a copy of Bloom & Play Learning Center LLC parent handbook. I have read and fully understand the contents of this handbook and I understand that Bloom & Play Learning Center LLC has the right to change policies outlined in this handbook at any time. I accept the responsibility to follow the policies.

\_\_\_\_\_ Signature of Parent or Guardian & Date

\_\_\_\_\_ Signature of Parent or Guardian & Date

\_\_\_\_\_ Child's Name (please print)