

Dear Parent/Guardian:

Welcome to Teddy Bears Child Care!

We believe that quality early care and education is a partnership between parents and provider. At Teddy Bears Child Care, it is our mission to partner with parents, and to provide our students with age and developmentally appropriate activities and materials in a safe, loving environment where they are free to explore and learn.

At Teddy Bears Child Care, your child will have the opportunity to explore and grow, create and discover, build relationships with his or her peers, and become confident learners.

Thank you for choosing Teddy Bears Child Care.

Hours

Teddy Bears Child Care operating hours are as follows:

Monday through Friday- 7:00am to 5:30pm Night Care 5:01 pm to 8:00 pm Saturday and Sunday- Closed

Late Arrivals and Absences

If you are going to be late, you must notify center by **9:00am**. No child will be admitted without prior authorization after **9:00am**. No child will be admitted for any reason after **10:00am**.

Although not required, we would appreciate a call if you plan to keep your child home due to illness, or any other reason.

Appointments and early pick-ups

Please notify the center when you drop your child off in the morning if you will be picking your child up early that day, or if your child has an appointment and will be leaving, and returning again later in the day.

Dress Code/ Uniform Policy

Infants up to age 18 months should be dressed comfortably, and with socks each day. Pre-walkers are not required to wear shoes; however we recommend a good set of walking shoes once your child shows interest in walking.

All students over the age of 18 months are required to observe the following uniform policy (excluding Headstart and Gilliard):

Boys-Solid **Red** or **Hunter Green** shirt (with OR without collar)

Khaki or **Navy Blue** pants

Socks (any color) must be worn by all students

Sneakers/Tennis Shoes (any color) with rubber soles

Girls- Solid **Red** or **Hunter Green** shirt (with OR without collar)

Khaki or **Navy Blue** pants

Khaki or **Navy Blue** skirt or romper (with shorts underneath)

Socks (any color) must be worn by all students

Sneakers/Tennis Shoes (any color) with rubber soles

No restrictions will be placed on outer wear but please label you child's items.

Not allowed-Boots, Sandals, any shoe that is not fully enclosed, shoes with heels

Meals

Teddy Bears Child Care participates in the Child Care Food Program and provides breakfast, lunch, snack and dinner. If your child has any food allergies, or other special dietary needs, please indicate this on your Child's Preadmission Record.

Alabama State Department of Education

Child Nutrition Programs

USDA Nondiscrimination Statement Alabama State Department of Education

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Supplies

Parents are responsible for continually supplying following items for infants up to 12 months:

- Diapers (maintain at least 5 per day)
- Wipes
- Pacifier (if applicable)
- Bottles (labeled, premade/premixed, with CAPS)
- At least 1 change of clothes (several onesies are recommended)

Parents are responsible for continually supplying following items for students 12 months to 5 years:

- Diapers or Training pants (until completely trained and child stays dry during nap time)
- Wipes
- Personal Sippy Cup (until weaned)
- At least 1 change of clothes including undergarments and socks

We will notify you regularly when these items need to be replaced. If it becomes necessary for the center to provide Diapers or Wipes, a nominal fee will be applied to your tuition.

**Please check frequently to make sure the spare set of clothing matches your child's current size.*

Illness

If your child has any of the following illnesses or conditions, you must keep your child home:

- * A temperature above 100 degrees Fahrenheit
- * Vomiting (2 or more times in 24 hours)
- * Diarrhea (3 or more watery stools in 24 hours)
- * A rash or nits/lice
- * Eye infection
- * Sore throat
- * Any ***Communicable-Disease***
- * If it is clear your child is just not feeling well

If your child develops any of the above symptoms, you or your emergency contacts will be notified and expected to pick up the child immediately.

Depending upon the illness, you may be required to obtain a doctor's note before your child returns to the center

Medications

Teddy Bears Child Care does not administer ANY medications, creams, or ointments. Should your child require any of these things, the parent will be allowed to come in and administer it.

Immunizations

Current immunization records (Blue Card) must be provided the first day of enrollment. (Students enrolled in the MCPSS- aged 6 and over- will not be required to provide immunization records)

Guidance Policy To assist children in developing self-control, self-confidence, and sensitivity in their interactions with others, and to ensure order, prevent injury, and ensure a child's activities are not infringing on the rights of others, the following strategies are used to guide the children's behavior:

- ☐ Focusing on the child's behavior, rather than on the child;
- ☐ Reinforcing appropriate behavior;
- ☐ Observing children in order to anticipate potential difficulties.
- ☐ Establishing eye contact and calling the child by name to gain a child's attention;
- ☐ Remaining near the child in situations where he/she may be losing self-control;
- ☐ Modeling problem solving.
- ☐ Offering choices.
- ☐ Re-directing.
- ☐ If a child loses control and could possibly injure him or herself, the parent will be notified immediately.

Tuition Payment Policy

Tuition is due every Friday in advance of care for the following week.

Full weekly tuition is due whether or not your child is present. (This includes center closure dates)

Payment during Family Vacations

Each family will receive 1 week of vacation tuition free per year. If you plan on keeping your child out of care for longer than 1 week, tuition must be paid up front for the remaining vacation period in order to hold your child's slot.

Late Payment Fee

A late payment fee of \$10 will be assessed on tuition not paid by Monday. If tuition becomes 2 weeks delinquent, your child may not be admitted until the FULL balance is paid.

Methods of Payment

We accept Credit Cards, Money Orders, and Cashapp.
We DO NOT ACCEPTS PERSONAL CHECK.

Termination

The parent has the right to terminate service for any reason, provided a 2 week written notice is given. The provider may terminate service at time for any reason, with or without notice.

Emergency Plans

In case of a MEDICAL EMERGENCY, we will contact the parents/legal guardians immediately. The Director or Center personnel will administer first aid if necessary. All staff members are required to be certified in administering first aid procedures.

In the event of a FIRE, the alarm system, which has been inspected and approved by the Fire Marshal, will alert everyone to immediately evacuate the building. Parents will be notified as soon as possible. Fire drills are conducted routinely to acquaint your child with evacuation and other emergency procedures.

In case of a WEATHER EMERGENCY, we will mirror the Mobile County Public School System and close/ delay opening accordingly. Parents are required to pick up their children ASAP upon being notified of an early closing due to forecasted dangerous weather conditions.

(During Summer months, the Center will close for Hurricane, Tornado, and Flood Warnings, as predicted by the National Weather Service and the National Oceanic Atmospheric Administration)

Transportation

We provide car seats, booster seats, and seat belts for all our children according to Alabama State Law.

Gilliard K-5 (3:15pm)

*Occasionally, Head Start programs will close or dismiss early, NOT following the schedule for MCPSS. However, we do not make any adjustments to our pick up and take in schedule. We cannot receive Head Start students prior to 2pm regardless of changes to Head Start's schedule.

Transportation Fee

(Due every Friday)

\$20.00 per week	Per family (attending the same school)

The following rules must be followed while riding the center van.

1. No fighting
2. No use of obscene language
3. No eating or drinking
4. No throwing things out of the van windows.
5. No yelling out of the van windows.
6. Seat belt must be worn at all times.

Failure to comply with these guidelines may result in the immediate suspension or termination of your child's transportation privileges.

I have received, read, and understand my copy
of the TEDDY BEARS CHILD CARE Parent
Handbook.

Print Full Name

Sign Full Name

Date

Tuition Rates

- Ages 6wks to 3 years (Fulltime) \$175.00 per week
- Ages 6 weeks to 3 years (Part Time) \$105.00 per week
- Ages 6 weeks to 3 years (Daily) \$40.00 per day
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- Ages 4+ (Fulltime) \$175.00 per week
- Ages 4+ (Part time) \$105.00 per week
- Ages 4+ (Daily) \$40.00 per day
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- School Age (Afterschool Care) \$85.00 per week
- School Age (Fulltime) \$165.00 per week
- School Age (Daily) \$40.00 per day

Quarterly Registration Fee- \$100 per family.

Charged at enrollment and on January 1st, April 1st, July 1st, and
October 1st.