



Parent Handbook and Contract

{is an important resource and reference to communicate policies and procedures. This handbook is our contract between Rising Stars ELC and the families we provide care for}



Welcome to Rising Stars Early Learning Center

We welcome you to Rising Stars Early Learning Center of Family Promise, a community-based center that will provide developmentally appropriate child care and early learning opportunities for infants, toddlers and preschoolers.

Mission:

At Rising Stars, we help families in our community achieve sustainable independence by offering a Safe, Trusting, Accepting, Respectful, Secure, learning environment for their children, while offering family programming geared towards the unique needs of the families we serve.

Curriculum:

Rising Stars utilizes the natural learning environment to provide responsive experiences to each students' individual path towards chronological, physical, emotional/social, cognitive, linguistic and approaches to learning's developmental domains. Each domain supports and is supported by each other. The student's biological characteristics and their environment shape the process of development and learning. Under direct teacher supervision, daily active (teacher guided) and passive (child lead, play based) learning experiences will be provided.

Incorporating AWIM: "A World In Motion" curriculum, we focus on utilizing our world around us to experience real, hands-on education. Intertwining both Reggio Emilia and Waldorf early education styles, Rising Stars is a play-based, sensory guided center utilizing cooperative techniques to foster each child's inner drive for learning and to uncover their innate strengths and abilities. When we connect the mind and body through movement and hands-on exploration, we enhance each individual child's potential; there are no limits.

CONTRACT

By initialing below, all parents/guardians acknowledge that they have read and agree to abide by the outlined policies:

(1) Admission Requirements

The following required documentation will be needed before your child can attend Rising Stars ELC and are to be renewed annually, unless otherwise specified:

- Rising Stars Student Application
- Best Beginnings Scholarship Application
- Signed Rising Stars ELC Parent Contract
- CACFP Forms
- Emergency contact form
- Current immunization records (See Section 20 for Immunization Schedule)
- Medication forms if medication is to be administered
- An infant health statement and sample feeding schedule (0 - 18 months)
- The annual supply fee (\$100), within the first 3 months of enrollment
- First month's payment
- Appointment scheduled with Assistant Director or Director for completion of all materials and applications

Initials _____/_____

(2) Enrollment

Rising Stars ELC reserves up to 35 spots for Best Beginnings Scholarship approved applicants. If we have available space, and accept your child, the following forms and fees are required upon your acceptance of the opening:

- A Rising Stars Contract and non-refundable Annual Supply Fee of \$100.00 for the first child/\$50.00 for each additional future child after first child enrolled. You will have up to 3 months beginning on your acceptance of enrollment to pay this annual Supply Fee
- Tuition payment for the first month of care.

If you require us to hold your spot for more than two weeks (*exception for November/December 2021 enrollment period), the following may also be required at the Director's discretion:

-A Holding Fee of your first month's tuition, per month to reserve your spot. This fee applies to those who are on the waitlist, and are offered a spot, but choose to defer until a future date, and children who take a leave, and their spot must be held until their return. If payment is not received by the 5th of the month, the opening will no longer be held and any fees and/or payments that have been made will be forfeited.

-If you choose to decrease the number of days you need care, some or all the above fees may become non-refundable even if care begins. Whether or what fees become non-refundable is determined by the Director, at the Director's discretion. This is

effective from the time your spot is held through the first three months of care. Enrollment of one child does not guarantee the enrollment of the other. If you would like to enroll another child, you are required to go through the enrollment process again.

Initials _____/_____

(3) Probationary Period

The first month of care will serve as a probationary period. If during the first month the child’s parents or the staff/administration at Rising Stars feels this is not the best placement for the child, care will be discontinued. If we are experiencing consistent behavioral issues with your child, we will request a parent/teacher conference. If behaviors persist, an additional probationary period may be put in place. If after all of the above steps, we continue to have behavioral issues, care will be terminated.

Initials _____/_____

(4) Closure Dates for 2022

Rising Stars ELC reserves the right to close, with reasonable notice to families, at any given time due to: staffing concerns, health concerns, training purposes, emergencies or any other purpose deemed necessary by the Director. Rising Stars abides by the Bozeman Public Schools Academic Calendar. *Please see attached calendar

Initials _____/_____

(5) Tuition and Fees 2022

Infants (4 wks old) through 2 years of age for a 8.5hr day: \$60/ day; \$1200/Month

2 years through 3.5 years of age for an 8.5hr day: \$55/day; \$1100/Month

3.5 years through 5 years of age for an 8.5hr day: \$50/day; \$1000/Month

Tuition for hours past the regular 8.5hr day will be \$7/hour.

A Supply fee (annually) of \$100.00 per child/ \$50 for each future child enrolled. A discount of 50% off the second child’s tuition per month will be applied to the tuition of families with two or more children enrolled at Rising Stars full time. **Best Beginnings Scholarship application will determine rates by income per family enrolled.**

Initials _____/_____

(6) Billing and Payments Policy

Our monthly tuition is based on 4 weeks per month, for a total of 48 weeks per year: (4 weeks X 12 months = 48 weeks). This means that parents are not paying for 4 weeks each year (52 weeks/year – 48 weeks paid tuition = 4 weeks unpaid). These four weeks include regular national holidays and other school breaks as scheduled and outlined in this handbook, and as to be determined by Rising Stars ELC. Tuition rates are not subject to pro-ration for illness, holidays or vacation absences. All services will be pre-paid. Payments will be billed monthly and are due by the first business day of each month. Bi-

monthly payments may be arranged as necessary with prior approval and a signed agreement. Bi-monthly payments will be due by the first and 15th of each month. Payments not received by the fifth (or the fifth and the 20th) of each month will be subject to a late fee of \$35.00. If your account becomes past due, including any unpaid late fees, more than 10 days, care will be discontinued until paid. If your tuition payment is not received by the end of the month, you will lose your child's spot. Rising Stars reserves the right to terminate care if tuition or fees become past due more than three times. To enroll your child at Rising Stars ELC again, you will need to complete the enrollment process again. All payments may be made online through our software program or dropped off in person. Late pick-up fees are assessed based on the time noted on the timesheet. If this time is past your scheduled pick-up time a late fee will be issued. The late fee schedule runs from the third Monday of each month to the 2nd Friday of the next month and are billed monthly. The late pickup fee schedule is as outlined:

- A \$10 late fee will accrue 10min past regularly scheduled pickup if no communication was given. After 30 minutes an additional \$25 fee and contacts will be called. This will cover overtime hours for that teacher who needs to stay late.
- If more than one instance of late pick-ups occurs in the same tuition period, the late fees will double on the second instance, triple on the third, etc. Additionally, unscheduled early-drop offs are subject to the same fee schedule outlined above.
- We are open 730am to 5:30pm. Students may not be dropped off before 730am or picked up past 5:30pm. Please communicate any last-minute changes to your regular schedule (late drop offs, early pickups) with the lead teachers via our communication app.

Please note that the child must be picked up and removed from the facility by their scheduled time to avoid late fees. Please ensure timely pickup of your child so our staff can maintain licensing regulations throughout the day and attend to other obligations after hours. If a child is not picked on scheduled time and we have not received communication from you, emergency contacts will be called. We reserve the right to terminate care if late pick-ups become a regular occurrence.

Initials _____ / _____

(7) Child Care Scholarships

Rising Stars ELC requires all families to review the (The Early Childhood Services Bureau of the Montana Department of Public Health and Human Services) Best Beginnings Child Care Scholarship co-payment calculator and apply if relevant to your family. This scholarship is income base and is intended to provide financial support for child care.

*See link for Best Beginnings Co-payment calculator to see if you apply for The Best Beginnings Scholarship on our website

*See link on website, paper application OR apply online here: <https://app.mt.gov/ccubs/>

If you find you are in need of more financial assistance than the Best Beginnings scholarship can provide or are experiencing difficulty in paying regular rates, please see the Assistant Director or Director. You will be asked to work with a Family Promise case

worker to ensure you are receiving the best possible care and support. We want to make this the most successful experience for you and your family.

If you receive a Best Beginnings Child Care Scholarship, it is your responsibility to know the required amount of your monthly co-payment and to make the payment of the remainder of your tuition dues by the first of each month on a sliding fee scale determined by the state. You may also be responsible to pay for other charges or fees that are over and above those covered by the Best Beginnings Child Care Scholarship including late fees applicable to co-pays not received by the fifth of the month. If you receive a Best Beginnings Child Care Scholarship, it is also your responsibility to renew your contract on a timely basis or you may lose this scholarship. You will be responsible for all child care costs if your scholarship is not renewed. You must provide us with verification that you have received a scholarship for the ongoing continuity of coverage.

Initials _____ / _____

(8) Changes in Childcare Schedules /Termination

Changes to children’s schedules, such as requests for added days or day extensions must be submitted via email to the Director no later than 12:00 pm on the 19th of each month. Requests made after this date will be denied. For notices of early pick-up, or late drop-offs, vacations, or other extended absences we require two weeks advanced notice. If you plan to terminate care, we ask for a month’s notice. Tuition adjustments will take effect the following billing cycle. Additionally, if we determine that care is not working out, we will provide you with a month’s notice to find alternate care for your child. Rising Stars ELC, however, reserves the right to immediately terminate care for your child if Rising Stars ELC determines it is in the best interest of all parties. If your child is scheduled to attend and does not arrive or we do not receive a phone call by 10:00am – we will assume the child is not attending that day and will adjust our staffing accordingly – as such, we may not be able to accommodate your child (i.e. we may not have enough staff onsite) for late arrivals without a notification phone call or email. This may also mean that we do not have lunch for your child, and you may need to provide it. For children who attend in the afternoon, if we have not heard from you by 1:30pm, we will assume your child is not attending for the day and will adjust staff accordingly. At any time, Rising Stars ELC, however, reserves the right to immediately terminate care if it is determined best for all parties.

Families not able to follow the policies outlined in the Parent Handbook will be provided with a two-week notice of termination. Rising Stars ELC may terminate the enrollment of a child if, in the Owner/Directors’ opinion, it is in the best interest of the child, the other children at Rising Stars ELC, and the overall operation of the center. Every effort will be made to correct problematic situations before a final decision is made. Termination of enrollment may be the result of the following:

Rising Stars ELC’s inability to meet the child's needs, continued violation of handbook policies; and if it is not in the best interest of the child or the center.

Initials _____ / _____

(9) Hours of Operation

Our normal hours of operation will be:

Monday – Friday 7:30am until 5:30 pm (in hopes of providing after care in the future)

Rising Stars ELC reserves the right to provide notice of different hours on a particular day. These days will be available via communication app, email, newsletter, and the annually released calendars.

Initials _____ / _____

(10) Arrivals & Departures

Only authorized individuals will be allowed to pick up your children. If we do not recognize them, they must be able to provide ID. Authorized people must be listed on your contact information sheet; anyone not listed on your sheet will not be allowed to leave with your child without prior arrangement via email.

Naps and quiet time will be from 12:30 to 2:30 each day. While parents are welcome to visit any time, we do request that you try to limit disturbances during quiet time and try to limit drop offs and pickups between this time. Please provide notice if before arriving between the hours of 12:30-2:30.

Please limit your drop-off time to no more than 10 mins. Additionally, we ask that any changes to diet, behavioral concerns, etc. be addressed via email PRIOR to drop-off. This allows for communication between all parties. If something arises after pick-up, please email us.

Initials _____ / _____

Rising Stars Early Learning Center Daily Schedule:

- 7:30 Arrival and Free Play
- 8:00 Morning Snack & Potty Break
- 8:30– 9:00 Circle Time
- 9:00-10:30 Project Focus/Teacher lead activity/Center play (potty break)
- 10:30-11:15 Outdoor Movement Play Focus
- 11:30 – 12:15 Lunch (potty break)
- 12:15-2:30 Quiet/Nap Times/Potty break
- 2:30-3:00 Snack (potty break)
- 3:00 – 4:30 Outdoor Play
- 4:30 – 5:30 Free Play until Pickup

Initials _____ / _____

(12) Meals

Rising Stars ELC follows the CACFP (Child and Adult Food Care Program), a Federal Nutrition Meal Program providing a balanced and healthy eating plan. Using the proper nutrition guideline for children, the menu will be posted weekly. Meals provided include breakfast, lunch and afternoon Snack. If your child arrives after mealtime, please ensure they've been fed.

If your child has an allergy/intolerance to a certain food that we serve regularly, such as milk, we ask that you bring in a substitute for them and provide written/email notice of such allergies or intolerances. We will provide to the best of our ability, limited food substitutes for allergies. No outside food is to be brought into the daycare facility without prior permission. If food is brought it may be thrown away or kept in fridge until pick-up.

Initials _____ / _____

(13) Clothing & Personal Belongings

Please always dress your child(ren) appropriately for the weather. We ask that your child(ren) have proper outside attire available at school, including coat, hat, gloves, snow pants and boots in the winter; and swimming suits or water clothes in the summer. We also require that each child has an extra pair of weather appropriate clothes, including underwear and socks available at school always. Label your child's full name on each piece of clothing. If their name is not written on the piece of clothing, we are not responsible for the lost item. *If you are unable to provide the required outdoor clothing, please contact the Director and we will do our best to provide what your child needs.

Comfort items such as a favorite stuffed toy or doll may accompany a child to school for use at nap or quiet time with prior arrangement made via email. We will provide blankets at school for older children who nap on nap mats. If you would like your infant to sleep in nap sack, it must be the style where their arms are free and you must provide this from home.

Initials _____ / _____

(14) Outdoor Policy

We spend time outdoors every day except in the most extreme weather. This time is important for your child's health, growth and development. Every day, please make sure your child has the appropriate clothing to play outdoors—including shoes, coat, hat, mittens, snow pants and boots. Also, be sure to label all items of your child's clothes with his or her name or initials. We cannot make accommodations to keep one child inside while the rest enjoy outside time. If your child is too ill to go outside, she or he is too ill to be in child care.

Initials _____ / _____

(15) Toy Policy and Items from Home

Rising Stars ELC supports and welcomes all our families' unique cultures. With the proper preparation and communication, families are encouraged to share special holidays, items of culture or religion or any appropriate display that a child wishes to share with their class. Please respect schedules and classroom activities by pre-arranging any shared event or item that represents your family with the Lead Teachers. Please do not allow your child to bring toys or other belongings to school at any other times. Please mark the items brought to school with your child's name. We are not responsible for lost, broken, or stolen toys. Electronic toys (i.e iPads or iPods), toy weapons, anything that could be mistaken for a weapon and any item that could potentially cause harm will not be permitted in the class.

Initials _____ / _____

(16) Field Trips

Rising Stars ELC staff will enjoy taking the children on walking field trips on occasion. If you would prefer your child not participate in these trips please let us know and alternate arrangements will be provided. Off-site field trips will require a signed permission slip. Permission slips will be sent out 2 weeks in advanced and will be due the day before the field trip is scheduled.

Initials _____ / _____

(17) Health & Illness Policy (STRICTLY ENFORCED)

Our facility is required to follow the Montana Department of Public Health and Human Services Sick Children Policy. Children who are ill with the symptoms listed on the policy below will not be permitted to attend until they are symptom free, without medication (such as Tylenol or ibuprofen), for at least 24 hours or have been on antibiotics for at least 24 hours.

The following guidelines have been adapted by Rising Stars ELC from the licensing regulations established by the state to help prevent the spread of illness; if you notice your child has one or more of the following symptoms, please keep your child at home to monitor his or her health for a full 24 hours. If a child develops any of these symptoms during hours of care, we will notify the parent immediately and ask that they arrange for pickup of the child within a half an hour of the phone call. If you are unable to do so, we will contact emergency contacts to pick up your child. This is to help ensure other children in our care do not get sick. If your child is taken home before 12:30pm, you child can only attend the next day after 12:30pm IF their symptoms have been gone for 24 hours. If you are called to pick up your child after 12:30pm, your child cannot attend the following day. We do understand and regret the inconvenience this may cause for working parents. However, we do need to limit exposure of illness between children as much as possible. We appreciate your understanding and assistance in adhering to these policies.

1. Children must be without fever of 101°F or greater for 24 hours before they return to the day care facility, except those children with immunization-related fevers need not be excluded if they can participate in the routine of the day care facility.

2. Children must be without vomiting and diarrhea for 24 hours before they return to the day care facility. Vomiting includes 2 or more episodes in the previous 24 hours. Diarrhea is defined as an increased number of stools, increased water in the stool, and/or decreased form to the stool or clothing that cannot be contained by a diaper;

3. Children with any of the bacterial infections listed below must be treated with antibiotics for 24 hours before they return to the day care center: a. Strep throat b. Scarlet fever c. Impetigo d. Bacterial conjunctivitis (pinkeye) e. Skin infections such as draining burn or infected wounds or hangnails

4. Generalized rashes, including those covering multiple parts of the body, must be evaluated by a health care provider to determine their cause before the child can return to the day care facility.
5. Children with any of the parasitic infections listed below must be excluded from child care until treatment is complete: a. Lice b. Scabies c. Pinworms
6. Children with any of the viral infections listed below must be excluded from child care:
 - a. Chickenpox- Children with chickenpox may not be admitted to the day care facility until their sores dry up, which usually takes 5 to 7 days. Day care providers must not purposefully expose susceptible children to chickenpox, even with the permission of the susceptible child's parents.
 - b. Shingles
 - c. Roseola
 - d. Cold sores/fever blisters
7. Children who are jaundiced must be excluded until a health care provider evaluates the cause and authorizes the child to return to the day care facility.
8. Children with symptoms of severe illness, such as uncontrolled coughing, breathing difficulty or wheezing, stiff neck, irritability, poor food or fluid intake, or a seizure, must be evaluated by a health care provider before they may return to the day care facility.
9. Children with a communicable disease which is reportable by law under the Administrative Rules of Montana
10. A child lacking up to date immunizations as required for their age in accordance with the Administrative Rules of Montana.
11. A child who is persistently crying, irritable, has behavior which is not typical for that child and/or requires more care than staff can provide without potentially risking the health and safety of the other children may be excluded from child care at our discretion.
12. A child need not be excluded for a discharge from the nose which is not accompanied by a fever.

The above list does not include all illnesses and/or cases in which a child may be excluded from childcare. Rising Stars ELC has discretion to determine under what other circumstances the child cannot come to the daycare. The center may not, under state licensing guidelines, readmit a child excluded for illness until, in its discretion:

1. The child either shows no symptoms of illness;
 2. The child has been free of fever, a temperature below 100.4 degrees without the aid of fever reducing medicine, for at least 24 hours;
 3. The child has not had any vomiting or diarrhea for 24 hours;
 4. The child has been on antibiotics for at least 24 hours for bacterial infections
- These guidelines are mandated as part of our state licensing agreement. Violation of these policies would put the legal operation of our entire school at risk.

Initials _____ / _____

(18) Medication Policy

At Rising Stars ELC, we believe that children should be given medication, when needed, in the safest possible way for the child, parent, and providers. Administering medication is based on parent consent and the child's health care provider recommendations. We will only give medication that must be given at times when the parent's work schedule prevents them from giving it. Additionally, we cannot administer medication without the completion of the Medicine Administration Form.

The staff of Rising Stars ELC who have taken formal training on medication administration will administer medications to children under the following guidelines, in a manner that protects children and staff:

Prescription Medicine:

- The medication is in original container with and states the child's full name and date of the prescription
- The medication has been prescribed by the child's physician
- The medication is in the original container and details the expiration date of the prescription
- The medication is in a child-proof container
- An authorization for staff to administer medication must be completed and signed by the parent. This form will only be valid for the week it is filled out and signed by the parent. A new form must be completed if the child requires the medication beyond that date. If a certain medication is required for recurring problem, emergency, or chronic condition, a Specialized Health Care Form must be completed and signed by the child's physician.

Over-the-counter Medication:

- Medication is in original container which contains specific directions for child's age and/or weight and the expiration date of the medication; if directions are not included for that child's age we will require a note from the child's physician indicating their recommendation for the child to take that medication and the correct dosage amount.
- Medication is labeled with child's full name
- Medication must be in a child-proof container
- An authorization for staff to administer medication must be completed and signed by the parent. No medication will be given without a signed medication release form. This form will only be valid for the week it is filled out and signed by the parent. A new form must be completed if the child requires the medication beyond that date. If a certain medication is required for recurring problem, emergency, or chronic condition, a Specialized Health Care Form must be completed and signed by the child's physician. A Medication Log will be kept each time a medication is given. This will become part of the child's file. Parents will be informed if their child suffers any reactions and a medication error/incident report will be provided to the parent, if necessary.

Initials _____/_____

(19) First-Aid Policy

Our staff is certified in Adult, Child and Infant CPR and First-Aid. While we do our best to ensure constant safety of your child(ren), accidents may happen. We will handle minor injuries with band-aids, ice packs, kisses, and hugs. We will inform you of any injury when you pick up your child. If we feel that the injury is more serious, we will call you and inform you of the situation to let you decide which action should be taken. If child poisoning is suspected poison control will be called at 1-800-222-1222 and then the parents will be contacted.

If your child is seriously injured, we will call 911 and administer first-aid until emergency personnel arrive. We will call you and inform you of the situation. We will accompany the child if he or she must go to the hospital.

Initials _____ / _____

(20) Immunization Policy

This policy follows Montana law regarding immunization of children (ARM 37.95.140) within child care facilities. It is essential that children who are too young to receive immunizations or have medical contraindications are protected. Our policy is to receive children's immunization records upon attending and after each new round of immunizations, assess records, inform parents of non-compliance and maintain 90% or higher up-to-date immunization records to receive a "Certificate of Excellence" award from the Montana State Immunization Program. You are required to bring in your child's immunization record each time they receive new immunizations (influenza vaccines are not required). We require your child's immunizations to remain up-to-date always. If the records we have are not up-to-date you will receive a verbal warning and be asked to supply the updated records within 2 days, if we do not receive the up-to-date records within the first 2 days you will receive a written warning and an additional 2 days to comply. Failure to comply with the written warning will result in discontinuation of care until we receive the child's record that your child is up-to-date on his/her immunizations.

Below is the state mandated immunization schedule:

<u>Under 2Mon</u>	<u>By 3Mon</u>	<u>By 5Mon</u>	<u>By 7Mon</u>	<u>By 16Mon</u>	<u>By 19Mon</u>	<u>By 6Yr</u>
No Vac required	1 dose of polio vaccine	2 doses of polio vaccine	2 doses of polio vaccine	2 doses of polio vaccine	1 dose of MMR vaccine	2 doses of MMR vaccine
	1 dose of DTP vaccine	2 doses of DTP vaccine	3 doses of DTP vaccine	3 doses of DTP vaccine	3 doses of polio vaccine	3 doses of polio vaccine,
	1 dose of Hib vaccine	2 doses of Hib vaccine	*2 or 3 doses of Hib vaccine	1 dose of varicella vaccine	4 doses of DTP vaccine	one given after the 4th birthday
	1 dose of Hep B vaccine	2 doses of Hep B vaccine	2 doses of Hep B vaccine	*3 or 4 doses of Hib vaccine	1 dose of varicella vaccine	4 doses of DTP vaccine,
	1 dose of PCV vaccine	2 doses of PCV vaccine	3 doses of PCV vaccine	2 doses of Hep B vaccine	*3 or 4 doses of Hib vaccine	one given after 4th birthday
				*4 doses of PCV vaccine	3 doses of Hep B vaccine	2 doses of varicella vaccine
					*4 doses of PCV vaccine	3 doses of Hep B vaccine

(*) varies depending on vaccine type used or the ACIP catch-up schedule.

This schedule must be followed before a child may attend Rising Stars ELC. In the case a child is not up-to-date on immunizations per ARM 37.95.140, the parent/guardian must provide one or some of the following:

- a. Completed HES-103A "Conditional Attendance" form
- b. HES-101 Section IV "Medical Exemption" form
- c. HES-114 "Religious Exemptions for Haemophilus Influenza Type B" form
- d. DPHHS-115 "History of Varicella" form

The Director of Rising Stars ELC will assess immunization records using the Montana State Immunization Status Report from every 6 months to ensure every child attending has an up-to-date immunization record.

Initials _____/_____

(21) Screen Policy

Screen time will never be a required activity and will never substitute a planned physical activity, such as outside time. Alternatives will always be available to all children. When screen time is used, the content will be strictly monitored before and during viewing to ensure that children are only exposed to educational, non-violent and age-appropriate programs. The educational content of programs viewed will be utilized to facilitate group discussions for further learning. Screen time, will not be permitted during mealtime or prior to nap-time.

Initials _____/_____

(22) Guidance and Discipline

We believe in positive reinforcement and redirection as methods of addressing disagreements and child behavior issues. We strive to offer children methods of guidance and discipline that will help them learn to take care of themselves, be sensitive to other people, and become aware of the world around them. Yelling or harsh talking to the children will not be tolerated in teachers and staff at our facility. Instead, natural consequences and choices will be given; and conflict resolution will be taught and encouraged. Disputes and disagreements between children will be solved when possible. If you witness any discipline or staff behavior that makes you uncomfortable, please notify the Assistant Director or Director immediately. If you feel there is an issue with the directors at our facility, please contact Family Promise Executive Director Christel Chvilicek at 406-582-7388 or Teri Whitsitt with the Montana Licensing Dept. 406-522-2271.

Initials _____/_____

(23) Safe Sleep Policy

Babies will always sleep on their backs. We require a physician's note for non-back sleepers that explains why the baby should not use a back-sleeping position, how the child should be placed to sleep, and a time frame that the instructions are to be followed. Cribs will be kept free of toys, stuffed animals, and extra bedding. Infants will not be permitted to use blankets. Sleep sacks may be used in place of blankets if the arms are unrestricted. We encourage you to provide a sleep sack or wearable blanket for your child. Infants may not be swaddled. Wedges or infant postpones will not be used. There will be supervised "tummy time" for babies who are awake. This will help babies strengthen their muscles and develop normally. Babies will not be put in their cribs with a bottle or sippy cup. Infants need to be checked frequently while sleeping or awake and the temperature of the room will be kept at a level that is comfortable for a lightly clothed adult.

Staff will be required to complete the Safe Sleep training as required by the state and to keep current on our policy.

Initials _____/_____

(24) Support for Nursing Mothers

We support and encourage the breastfeeding mother's decision to continue to breastfeed her child. Our program will provide a welcoming atmosphere that encourages mothers to initiate and continue breastfeeding after returning to work or school. We will train staff on the benefits of breastfeeding and how to safely store, handle and feed breast milk. Breast milk will be stored in a designated space within the refrigerator or freezer, labelled with each infant's name and date the milk was expressed. Breast milk will be warmed gently with a bottle warmer or warm pot of water and temperature tested before feeding. Thawed breast milk will be used that day and any extras will be disposed of after the last feeding of the day. We will also provide a private area for mothers to nurse, which will have comfortable seating and washing facilities, as well as provide space in the infant classroom. We ask that all breast milk be labeled with the infant's full name (first and last) and the date it was expressed.

Initials _____/_____

(25) Mandatory Reporting

Rising Stars ELC takes the safety of your children and our responsibility for their care very seriously. One of our responsibilities is the immediate reporting of any suspected case of child abuse or neglect. As required by law, any suspected case of child abuse or neglect will be reported to the Child and Family Services, including transportation from our facility without a proper child safety seat and improper care and feeding of a child. If you suspect neglect or abuse, please call Centralized Intake at 1-866-820-5437.

Initials _____/_____

(26) Medical and Dental Emergency Procedures

Emergency information is kept on file at the facility. In case of illness or injury this information will be used to notify you, or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents if requested. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current via email or in writing. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

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.

Initials _____ / _____

(27) Evacuation Procedures

Rising Stars ELC has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in each classroom. In the unlikely event the children will be evacuated to an emergency location; you will be notified as soon as possible. Families will be contacted via phone, email or via our communication app when children have been relocated. Child Care staff will notify the police of their evacuation location. Evacuation procedures are detailed in the Staff Handbook and listed in the Emergency Response booklet in the Emergency Contact binders in each room.

Initials _____ / _____

(28) Communication

The following lists Rising Star ELC's contact information:

Director email: jackie@familypromisegv.org

Assistant Director email: danae@familypromisegv.org

Director's Phone: 406-582-7388

Any changes to the contact information will be sent out in an email as soon as possible. All nonemergency situations should be handled via the Rising Stars ELC communication app or listed number.

EMPLOYEES ARE NOT TO BE TEXTED/CALLED ON THEIR PERSONAL DEVICES TO DISCUSS CHANGES TO SCHEDULES, ABSENCES, OR OTHER RISING STARS ELC RELATED MATTERS. Additionally, please refrain from discussing non-daycare related topics during business hours.

Items that require an email be sent include:

- Changes to your child(ren)'s schedule (i.e. early pick-up/drop-off/ requests)
- Changes to diet
- Changes in daily routine (i.e. moving onto a mat, eliminating a morning nap)
- Potty training
- Moving classrooms
- Absences
- Concerns
- Life changes that may impact child(ren)

As things are brought to our attention, we will update this list. However, we ask that you use it as a guide to help us encourage open, honest, and consistent communication at Rising Stars ELC.

Parents are also expected to communicate in an appropriate manner. Parents whose behavior is threatening or inappropriate will be asked to leave the premise. If there is a complaint regarding our services or concern of an employee breaching our policies. Please contact the Director within 48 hours to file a complaint. This will be handled at the Director's discretion.

Initials _____ / _____

(29) Photo Release

Rising Stars ELC focuses on fostering community. One way we do this is through our private communication software app as well as publications and brochures. By initialing below, you agree to allow your child’s image to be used for private communication between your family and Rising Stars along with the purpose of Rising Stars ELC publications/brochures. If Rising Stars ELC, asks for usage outside of these accounts a separate release will be emailed to you.

Initials _____ / _____

(30) Nap Mat Permission (Only Required for Children over 12 months)

I hereby authorize my child to use the nap mats provided by Down on the Farm. I understand that: the mats are 2” thick, provide a firm surface for sleeping, and meet the FDA standards for the U.S. Consumer Safety Commission; if my child is scheduled to nap a labeled blanket for my child’s personal use will be provided unless one from home is brought daily. Blankets will be laundered weekly at Rising Stars ELC. Rising Stars ELC may allow my child to use a bare nap mat or a nap mat covered with a clean school sheet if my child becomes ill or unusually sleepy during the day.

Note: this must be filled out at the time child begins to use nap mats.

Initials _____ / _____

Thank you for considering and/or choosing Rising Stars ELC for the care of your child(ren). We are committed to establishing and maintaining a safe and reliable facility for the education and care of our community’s children.

I have read the attached parent handbook and agree to abide by all requirements in enrolling my child(ren) with Rising Stars ELC. I agree to make monthly tuition payments or scholarship copayments in accordance with the Billing and Payments Policy and acknowledge the increase in rates. Additionally, I agree to abide by all the above outlined policies.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Child’s Name Child’s Name Child’s Name