

Bennington Family Center, Inc.

PARENT HANDBOOK

Revised May 2025

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Program Director

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POLICIES AND PROCEDURES

“LEARNING THROUGH CREATIVE PLAY”

Early childhood should be a time of fun, warmth,
Security, exploration and discovery!
Children are naturally creative and receptive;
at Bennington Family Center,
We strive to nurture and encourage

these qualities in each of our children

Operating Information:

- **Ages Served:** 6 weeks old – 11 years old
- **Days of Operation:** Monday – Friday
- **Hours of Operation:** 7:00 am – 5:00 pm
- **Tuition Rates:**
 - 6 weeks to 18 months: \$200.00 per week
 - 18 months and up: \$160.00 per week*(Tuition due each Monday in advance; late fees apply)*

Tuition is due each week by Monday in advance of care provided.

If paid after Monday 8am - a late fee will be added and your child will not be allowed to return until tuition is paid.

Also, if picking up after 5:05, a fee of \$1 a minute will be added.

Full tuition is due whether your child is present or absent

Full tuition is due for all days the center is closed, including, but not limited to closures for bad weather days, holidays, trainings, vacations, & teacher work days.

Items to Provide:

Please label all items with your child's name. (*Bennington Family Center is not responsible for lost items*)

- Blanket (take home each Friday for laundering and returned each Monday)
- 2 sets of seasonally appropriate clothes (top, bottom, underwear, socks)
- Diapers/pull-ups (if applicable, labeled with child's initials on the front)
- Diapering wipes (if applicable)
- Water bottle
- Iron fortified formula/breast milk (labeled with date & time expressed)
- Bottle (if applicable)
- Spray sunscreen and bug spray

Planned Absences and Closures:

Please inform us of planned absences. This allows us to assist other families with drop in care, which helps us keep our rates down. As a non-profit, this is our goal.

The center is closed on specified holidays and during emergency school closures for inclement weather. *This is for the safety of your children and the staff.* **Full Tuition is still due**

Arrival and Departure:

- Doors open at 7:00 AM. Please accompany your child inside.
- Let us know when you plan to drop off and pick up each day, if it is outside the norm for you, so we can plan our day (field trips, projects etc) accordingly.
- Children will only be released to authorized adults. New pick-ups require ID.
- Late pick-ups incur fees.
- Limit prolonged visits with your child/children's teacher. When visits are prolonged it takes away the teacher's supervision for the other children.
- Bennington Family Center reserves the right to prohibit a child from leaving with any authorized pick-up person we suspect of being under the influence of a controlled substance or alcohol.

Communication Policies:

- Procare is used for daily communication between parents and staff.
- Procare is used to track attendance records; sign your child in when you arrive and sign your child out when you leave, not when you arrive to pick up your child.

Custody and Safety:

- We follow legal custody orders; please provide documentation.
- We are mandatory reporters for child abuse/neglect cases.

Health and Safety:

- Updated immunization records required within 7 days of enrollment.
- Updated immunization records are required each time your child receives a new immunization.
- No medication administered except by parents.
- Procedures for accidents and emergencies detailed.

Daily Activities and Attire:

- Dress children in comfortable, washable clothing suitable for play.

- Hazardous items (e.g., necklaces) not permitted.
- Bennington Family Center is not responsible for broken items or stained/ruined clothing.

Food and Nutrition:

- No outside food allowed; we provide breakfast, lunch, and snack.
- Special dietary needs require a doctor's note.

Medication:

- Bennington Family Center will NOT administer medication. If a child is required to be given medicine during the time that he/she is in our care, a parent will need to come to the center to administer the medication during the allotted time.
- Never leave medication in a diaper bag.
- No over the counter medication can be given. Example: Tylenol
- Breathing treatments cannot be given by an employee

Accidents:

- All employees are certified in 1st Aid and CPR. Should an accident occur during the day, 1st Aid or CPR will be given if needed and the parent will be called ASAP.
- If a severe incident occurs, 911 will be called to request emergency medical assistance. If the parents cannot be reached, the director or someone from the center will accompany the child to the hospital and remain with the child until parents or guardians arrive.

Outdoor policy:

- If your child is too sick or can't go outside for any reason, keep them home for the day. We do not have staffing to keep a child inside.
- State rules require that we go outside each day. We realize there are certain weather conditions that would make it impossible for children to be outdoors; however, unless it is freezing temperatures or over 100 degrees, we will go outside.
- Dress your child appropriately. Infants are also required to go outside each day.

Personal Belongings:

- Please keep all personal belongings such as toys, books, cups, cars etc... at home. Children are not eager to share things brought from home, which causes turmoil.
- Should your child bring a toy or other personal belonging, Bennington Family Center is not responsible for keeping up with it or keeping it from getting broken.
- We strongly urge you to leave everything at home or in your vehicle. If it is difficult for you to enforce this rule, we will store the items in the office for pick up at the end of the day.

Biting Policy:

- Due to health reasons, Bennington Family Center does not tolerate children that bite.
- If your child excessively bites (5 or more times) this may result in dismissal from the center. This policy is for the benefit of your child and for the safety of the other children. We will call and ask you to pick your child up for the day if the biting continues.

Infant Care Plan:

- Infants in our center are fed on their own individual schedules.
- Parents must provide the infants food and formula (iron fortified formula) or breast milk (labeled with date and time expressed) daily by parents. It is a requirement of the State.
- Homemade baby food (that has been labeled and dated) and unopened store bought food is accepted.
- An Infant Feeding Plan must be filled out on every infant prior to entering Bennington Family Center.
- All jars and bottles must be labeled with your child's name and date.
- Updates on your child's Infant Feeding Plan will be updated monthly.

Parking:

- Always park in a designated parking space for the safety of all the children.
- Pick up and drop off are only in the front of the building.
- Avoid parking in the alley in the back of the property.

Employee Vacation:

- Employees will be allowed 1 week of vacation each year of their choosing.

- We will let parent's know as far in advance as possible what week we will be closed.
- Full tuition is still due during this time.

Health: Please be advised of health reasons your child will be sent home:

- Temperature: 100.4 degrees or higher. Your child has to be fever free, with no medication assistance, for at least 24 hours before returning. If they had a fever during the night, please keep them home for the day.
- Diarrhea: 3 or more times during the day. Your child has to be Diarrhea free for at least 24 hours before returning
- Rash of any unknown cause
- Conjunctivitis (pink eye)
- Fifth's Disease (rash)
- Hand, Foot, Mouth (rash blisters)
- Head Lice (Must get a form from health Dept to return and be nit free)
- Vomiting: 2 or more times during the day. Your child has to be free of vomiting for at least 24 hours before returning.
- Impetigo
- Ring Worms (must be covered)
- Severe Cough
- Excessive crying (beyond our control)

- **If your child is sent home after 10:00 am they will not be able to return until the day after the 24 hours.**

Example: child is sent home at 1:00 pm Monday they will not be able to return until open Wednesday.

Withdrawal/Termination of Services:

- A minimum of two full weeks notice is expected from parents intending to voluntarily withdraw their child from Bennington Family Center.
- The two weeks must be given prior to leaving or the account can/will be charged for the two week period. Notice must be given prior to Monday the 2 weeks before withdrawal of your child.

Children will be dismissed without notice from Bennington Family Center when any the following occurs:

1. The policies and procedures are abused by a parent
2. Tuition is not kept up to date
3. Biting that cannot be controlled or corrected
4. Behavior that does not adapt to our curriculum-based schedule
5. Behavior that poses a safety concern for the center/child
6. Physical aggression towards another child or a teacher

PLEASE SIGN AND RETURN PARENT ACKNOWLEDGEMENT PAGE (Located on the last page)

You can keep the Handbook for easy reference.

Thank you for entrusting us with the care and development of your child. We look forward to a successful partnership with your family.

Non- Discrimination Statement

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Holidays and known days we will be CLOSED:

- New Year's Eve and New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day (July 4th) and the Day after
- Labor Day
- Close at 4:00 pm Halloween Day
- Thanksgiving Day and the Day after
- Christmas Eve, Christmas Day and the Day after

**WE WILL PROVIDE NOTICE VIA PROCARE IF
THE NEED ARISES FOR CLOSING FOR AN
EMERGENCY SUCH AS INCLEMENT WEATHER**

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214 N. Putnam Bennington, KS 67422 785-488-2000

Acknowledgment of Parent Handbook

I _____ have read and acknowledge all policies and rules located in the Parent Handbook provided by Bennington Family Center, updated May 2025.

I understand that if my child is sent home with a temperature of 100.4 degrees or higher, vomiting 2 or more times or 3 or more diarrheas he/she cannot return until he/she is symptom free for at least 24 hours.

I understand that I must pay tuition whether my child is present or not. I understand I must pay full tuition even during the times the Center is closed during holidays, inclement weather days, vacations, and teacher work days. Full tuition is due during weeks the center is only open 1, 2, or 3 days. I understand in order to hold his spot should we be in a state of emergency and required to close the center for an undetermined amount of time a \$100.00 weekly fee is due.

I understand credit is not extended. Full payment is expected before drop off each week or your child cannot return for the week. If tuition is not paid on Monday by 8:00 am your child can not attend on Tuesday, or until full tuition is paid including the late fee.

I understand if my child has head lice I must have a form from the health dept. giving permission to return to daycare. I also understand our policy is your child must be nit free.

I understand that I will let the center know as soon as possible of any absences.

I understand that I will pick up my child as soon as possible and not return until 24 hours medication free and symptom free, should fever, diarrhea or vomiting occur.

I understand late pick-up is subject to a \$1.00 a minute fee, if picked up after 5:05 pm.

I understand a late fee of \$25.00 will be added if payment is not received by Monday @ 8:00am.

I understand and accept the terms and conditions of Bennington Family Center. I have carefully read the attached policies and rules and agree to abide by them. I also agree to inform all person listed on application of these policies and procedures.

Printed Name: _____

Parent/Guardian Signature: _____

Printed Name:

Parent/Guardian Signature:

Printed Name:

Parent/Guardian Signature:

Child's Name:

Child's Name: