

Parent Handbook

Introduction

Welcome to Executive Baby Child Care Center. Our facility was established in 1989 and we have a reputation for providing quality childcare in a family-like setting. Your decision to enroll your child at Executive Baby has created a partnership between us. We assure you of our commitment to treat your child with love while teaching them so they can progress academically. In this handbook you will find important policies and procedures that are implemented in our facility. If you have any further questions, please feel free to ask.

Mission & Goals

We, at Executive Baby, pride ourselves on providing our clientele with quality childcare and education in a warm and loving home environment. This is accomplished by having a low child to staff ratio, owners working on premises daily, and age appropriate learning experiences. Our main goals are to make the working parents life easier and ensure parents are comfortable leaving their children in our care. This is accomplished through many services, such as laundering at our facility, providing food and providing diapers and wipes. We also offer "Parent Survival Nights" and "Saturday Getaways" occasionally for an additional charge. We will continue to add services that will benefit both parents and children.

Programs

Our infant room begins at the age of 6 weeks until approximately 1 year old. Our older infant room ranges from approximately 1 year to 18 months old. At these levels we supply the bibs, crib sheets and blankets which are laundered at our facility. You will need to bring your child's food, formula/milk, diapers and wipes. When your child is able to eat table food, we will serve them breakfast and lunch daily and at approximately 18 months, we will begin providing the afternoon snack. Diapers and wipes will also be included from 18 months until the child is toilet trained. The Toddler I room begins at 18 months until approximately 2 ½ years old, The Toddler II room begins at 2 ½ until approximately 3 ½ years old and our Pre-K begins at 3 ½ to approximately 5 years old.

Enrollment

Once you have decided that you would like to enroll your child in Executive Baby, you will need to leave a security deposit to hold your child's placement. A deposit of one months tuition is required, and an enrollment form will need to be completed.

This deposit is non-refundable and will be applied as your child's first month's tuition (regardless of the day your child begins attending. That month). Upon enrollment you will be given a packet of forms that must be completed and returned on or before the child's first day of care. The following forms are included in this packet

- Communicable disease policy
- Discipline policy
- Photo authorization form
- What to bring for your child on the first day
- Walking permission slip
- Expulsion policy
- Contact information
- Personal data sheet
- Immunization form

Hours of Operation

We are open Monday through Friday from 7:30 am to 6:15 pm. A late charge of \$1.00 per minute will be charged for parents arriving after 6:15 pm. This fee is due upon arrival and paid directly to the employee(s) who stayed late to watch your child. We ask that all parents try to arrive promptly. If an unforeseen circumstance arises, please contact our facility immediately to let us know.

Holiday Closings

Martin Luther King Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Thursday and Friday

Christmas Eve and Christmas Day

New Years Eve (2:00 closing) and New Years Day

*If the Holiday is on a Saturday, we will be closed on Friday. If the holiday is on a Sunday, we will be closed on Monday.

Registration Fee

A non-refundable registration fee of \$100 per child is required for all children enrolling at Executive Baby. This is due on the day of enrollment.

Tuition

Parents are billed a flat rate on a monthly basis. Tuition is due on the 1st of each month. After the 5th of the month, a 5% late fee will apply. There is a 10% discount if you have 2 or more children enrolled and the discount will apply to the oldest child's tuition. The tuition will decrease when your child is moved to the Pre-K room.

****Tuition rates will be evaluated yearly and may be increased**

Illnesses

When you sign up at Executive Baby, you will be given a communicable disease policy provided by the state. Please adhere to these guidelines when your child is ill. In the event your child becomes ill at our center, we will follow the procedures outlined in this policy as well.

Absence Policy

Parents are responsible for notifying Executive baby when their child will be absent. Roll call is taken on a daily basis by 9:30 am.

Emergency Closings

In the event of inclement weather, we may need to close our facility. Please call our main number after 6:15 am and listen to the recording. We will have a voice message stating any closings if necessary for that day. If the message is not changed, we will be conducting business as usual. Closings will also be posted on our website, Executivebabyinc.com.

Evacuation Policy

In the event an evacuation of the facility is necessary, the children will be moved to the Bloomfield Public Library which is a few doors away from Executive Baby.

Security

Executive Baby is a lock-down facility and can be accessed by a secret code known only by parents and staff. Our facility is in complete compliance with fire codes and official inspections.

Meals

The kitchen on the infant floor closes at 8:45 AM, so please feed your child if your arrival is after this time. Parents may want to bring special foods/beverages for their children which is fine as long as they are pre-cooked and microwavable. **Please label all food containers, bottles and cups.** We are also a peanut free facility and ask that you do not bring any foods containing this ingredient.

Toilet Training

Your child's overall development is key in preparing for the toilet training process. When the parent or the teacher feels that a child is ready, a brief meeting will be set up to coordinate a schedule and routine between home and school. In order for the process of toilet training to be successful, both the parent and teacher must follow through with the plan outlined. Our goal at Executive Baby is to assist you and your child with this process.

Communication

We believe that communication is essential with the parents of the children entrusted to our care. We have many forms of communication which include a monthly newsletter from the owners, weekly newsletters from teachers and e-mails as necessary. Phone conferences and meetings can be arranged to discuss matters such as transitioning children to the next level, toilet training or behavior issues. There is an open door policy and we strongly encourage communication and feedback from parents, both positive and negative so we can continue to improve and meet the needs of our clientel.

Termination

We request a 30 day written notice of termination.

Suspected Abuse

By law, the state of New Jersey requires that *all* staff who suspect or see any possible signs of child abuse (physical, sexual, emotional, etc.) to report such cases to the Division of Youth and Family Services or proper authorities. Executive Baby staff members will comply.

Revisions to handbook

We reserve the right to make revisions to the handbook as necessary. Parents will be notified in writing of the changes and when they will take effect.