



Mission and Philosophy

At XY Learning Center (XYLC), our mission is to provide exceptional care through a safe, responsive and nurturing environment that meets the needs of each child and family.

Our goals are:

- To provide a safe environment while fostering relationships with nurturing and responsive care
- To provide an environment and learning opportunities that meet the needs of each child
- To provide a setting that allows children to learn and grow in social/emotional, cognitive, language and physical development
- To provide learning experiences that prepare children to be lifelong learners
- To provide dependable and convenient child-care service

The XYLC philosophy on caring for young children starts with admiration of each individual child. We believe that every child deserves exceptional care! Our well-qualified staff will provide a comforting environment by building a trusting relationship with each child and their family. To achieve this, we'll have open communication with each family to make sure all of their child's ongoing needs are met. At XYLC, we understand that children are best understood in the context of their families' culture and community. We respect the dignity, worth and uniqueness of each child and family.

Curriculum is implemented to give each child the right challenge for their individual needs and development. We provide hands-on learning experiences and opportunities to participate in enriching activities designed to enhance the creative mind. XYLC fosters a sense of community where children, families and staff feel connected and supported.

Program Goals

At XYLC we help children develop to their fullest potential while following and teaching the four core values:

- Be Kind
- Be Safe
- Be Responsible
- Be Respectful

Staff at XYLC will encourage each child to develop these values through daily lessons, play and spontaneous experiences. Guidance will include:

- Accepting responsibility for one's actions by understanding and experiencing the consequences for negative behavior.
- Increasing self-awareness, confidence, and feeling of self-worth.
- Showing how to respect the rights of self and others by learning to protect their own rights without violence, and to realize that others have this same right.
- Developing an acceptance of limits and routines by increasing awareness of what are and what are not acceptable behaviors.
- Showing and helping develop successful interpersonal relationships.
- Helping children reach their academic goals while instilling a sense of responsibility.
- Giving the opportunity for and encouraging participation in physical activities to improve physical skills and abilities.
- Offering opportunities to learn and practice positive health and nutrition.

XYLC staff will deliver the program in a positive, trustworthy, supportive, and caring environment focusing on:

- Providing a safe and happy place for everyone.
- Providing our families with a better understanding of our community, country, and world around us.
- Offering experiences that foster exposure to ethnic and cultural diversity.

Communication

Parents and family members are the most important teachers in a child's life. We prefer to keep communication open so that together we can make sure that all of your child's needs are being met. Here are some ways we do that:

- We've adopted the app *HiMama* to support and streamline communication with parents. This app allows us to document your child's activities, including meals, activities, naps, and even potty times! As a parent, you can download the app and view this information in real-time. At the end of each day, we'll send a summary of your child's activities, including any photos and videos taken.
- You're welcome to drop in or call at any time! Please understand that since we're busy working with children, we likely aren't able to have lengthy conversations. If at any time you want to know how your child is doing, we encourage you to use the *HiMama* app or send a quick email to the lead teacher.
- If you'd like to have a conference to talk, with or without your child, we're always glad to make arrangements with you!
- You can also contact us through email at xylc@xyplanningnetwork.com.

Enrollment/ transition into the program/intake forms

Before XYLC is able to care for your child we need the following forms:

1. Emergency contact form
2. Pediatric health form (under 2)
3. Daily schedule (under 2)
4. Parent handbook signature page
5. Photo release
6. Medication authorization form
7. Over-the-counter medication form
8. Child information form (infants and toddlers) or (preschool)
9. Billing arrangements.

What is required to bring for all children enrolled:

- Lunch (everyday)
 - We ask that parents pack a balanced meal with a variety of foods to include proteins, grains, fruit, and vegetables.
 - Please don't pack items high in sugar! (Examples: cookies, candy, dessert items, sugary beverages, etc.)
 - Please pack your child's lunch accordingly. (If it needs to be refrigerated, include an ice pack.)
- Water bottle that can stay at the program
- Blanket that can stay at the program (take home every Friday to wash)
- At least one change of clothing (in cases of an accident or spill)

- Weather-appropriate attire (we'll go outside every day, unless the temperature doesn't allow us to!)
- Indoor shoes to be worn at all times in case of an emergency

What is required for infants and toddlers:

- Comfort items (e.g. pacifier) -that can be left on site
- Sleep sack (if sleeping in a crib) -that can be left on site
- Breast milk or formula -enough supply for at least the day, or enough for the week/month
- Bottle
- Diapers and wipes -enough for at least the day, or enough for the week/month
 - If using cloth diapers, bring a bag we can store soiled diapers in
- Diaper cream (if needed)

Transitions

When your child is transitioning from one environment to another, whether it's from home into daycare, another program to ours, or between classrooms, we like to acknowledge the experience and embrace it as a positive change. If your child is new to daycare, we'll do everything we can to make their experience comfortable and positive. We'll always welcome your child with a smile and do what we can to make the morning goodbyes smooth!

When children transition from one classroom to another, it's a gradual process to ensure your child is comfortable with the move, as well as new children and staff. There are specific requirements for children to transition to the next classroom, along with age requirements as per Montana state licensing.

At the end of the summer the children who will be leaving XYLC and transitioning to kindergarten will have the opportunity to participate in a graduation celebration.

Transitions can be discussed further with the lead teachers from the outgoing and incoming classrooms. Please let us know if you'd like to chat about supporting your child in this area.

Daily Schedule

7:30	Arrival and Free Play
9:00	Morning Snack
9:30-10:00	Free Play, Table Work and Music (individual and group play)
10-10:30	Movement or Outside Play (large gross motor activities)
10:30-10:45	Circle Time (large group activities)
10:45-11:30	Project Work (math, science, language, art etc.)
11:30-12:00	Lunch
12:00-1:30	Outside Play
1:30	Story Time
1:30-3:30	Quiet/Nap Time
3:30	Afternoon Snack
4-4:30	Outdoor Play (weather permitting), or Games and Free Play
4:30-5:30	Free Play and Music

***Schedules may differ for each classroom due to age and developmental levels.*

Drop off: Children need to be dropped off by 10:00am. (Exceptions can be made if arranged in advance). We want children to be settled before big transitions such as lunch and nap time! When children arrive too late and see they've missed morning activities, they understandably get upset and it makes it difficult for them to have a positive transition.

Infant schedules: Infants will put us on a schedule. We offer an on-demand approach to your child's needs. We'd like to stay consistent with you and your child, and we'll constantly be communicating about your infants changing needs as they grow and develop. We'll diaper every two hours or after bowel movements.

Safe sleep practices Per licensing and American Academy of Pediatrics recommendations, we cannot swaddle infants over 3 months of age. We're required to lay infants on their back to sleep. No items other than a pacifier and sleep sack are permitted in the infant's crib.

Meals

XYLC will provide nutritious snacks in the morning and afternoon. **If your child has any food allergies, notify staff immediately.** Families are responsible for providing a balanced lunch each day your child is enrolled. Lunch from home should be nutritious and include fruits, vegetables, whole grains and water to drink.

We teach children about nutrition and the five food groups, and encourage children to try new foods. We ask there be no candy, soda, and foods high in sugar. We ask you to bring in enough food to support your child until snack times.

Breastfeeding

At XYLC we encourage breastfeeding. We want parents to feel welcome to come in whenever their schedule allows them to nurse their infant. We strive to help mothers comfortably nurse, either in the infant room or in the family area. We'll do whatever we can to accommodate mothers while they are breastfeeding- just ask!

Nap/Rest time

During your child's day at XYLC, they're very active in classroom activities and play. This makes for a long and tiring day! Nap and/or rest time is a licensing requirement and our staff cannot prevent children from falling asleep during this time. If children don't sleep during this time, our staff will provide books or a quiet activity for children to do.

Each classroom has a nap/rest time based on the classroom's specific schedule. We'd like each child to bring their own blanket (small in size to fit in their cubby). This blanket will be used during the week and sent home every Friday to be washed.

Personal Belongings

Please provide at least one change of clothes for your child. This includes: pants, underwear, socks, and a shirt. (If your child is potty training, please provide at least two changes of pants and underwear.)

Living in Montana means weather can be extremely hot or cold, and can vary widely within a day. Please make sure that your child has appropriate attire. We'll play in water on hot days, and play in the snow on cold days.

Please provide a pair of indoor shoes or slippers they can wear throughout the day while attending the center. In an emergency staff will not have time to put shoes on every child so this will further ensure the safety of all children in these situations.

Please leave toys and personal belongings at home or in the car. Most of the time, it's hard to share personal items. It's also sad if it gets broken or lost.

Holidays & Closures

People have different values and beliefs. We aim to make everyone feel comfortable and welcome. As such, we strive to incorporate all beliefs and traditions. This is a really great opportunity for you to become involved! You're more than welcome to come in and share information about your family at any time. Talk with us- we'd love to plan to have you visit.

Days throughout the 2023 year; in which XYLC will be closed:

- New Year's Day (Jan 2nd)
- Staff training day (March 17th)
- Staff training day (June 30th)
- Memorial Day (May 29th)
- Independence Day (July 3rd & 4th)
- Labor Day (September 4th)
- Staff training day (October 14th)
- Thanksgiving Day (Nov 23 & 24)
- Week of Christmas (December 25-29)

If any holidays fall on a Saturday, we'll observe it on the preceding Friday. If it falls on a Sunday, we'll observe it on the following Monday.

Our hours of operation are Monday through Friday from 7:30 a.m.-5:30 p.m.

Rates, Payments, and Additional Fees

XYLC monthly rates are as follows (tuition change is effective on February 1, 2023):

- Infant and Toddler rooms:
 - 2 days per week -\$800
 - 3 days per week -\$1105
 - 4 days per week -\$1384
 - 5 days per week -\$1620
- Preschool rooms
 - 2 days per week -\$670
 - 3 days per week -\$912
 - 4 days per week -\$1121
 - 5 days per week -\$1296
- One-time registration fee for regular care (paid upon enrollment) -\$125

- Drop-in childcare for preschool:- \$12 per hour + \$25 one-time registration fee
- Drop-in childcare for toddlers:- \$15 per hour + one-time registration fee
- Drop-in care is only available if space is available (space is based on room capacity and licensing ratios)
- XYPN and AdvicePay team members: Please inquire with Human Resources to learn more about employer contributions to the rates above.
- The registration fee does not apply to XYPN and AdvicePay team members.

Please note that we accept online payments only through our HiMama platform.

Late Fees and Procedures:

The center closes promptly at 5:30. There will be a \$25 flat rate fee PLUS \$1.00 fee per minute if your child is picked up after 5:30. The late fee is charged at the time the child leaves the center. The first time a child is picked up late we'll also provide verbal warning. The second time will result in a written warning. The third will result in termination from the program.

A \$25 late fee will also be applied if your tuition is overdue for more than two days.

- If you're part of the scholarship program, we require copayment before the fifth of the month.
- You'll be charged for the days that you reserve, whether or not your child attends all of his/her time.
- XYLC requires a two-week paid notice to withdraw your child.
- In cases of parental leave, summer break, or extended leave from your job, payment for childcare is still required the entire time of your absence to reserve your child's spot.

COVID-19 payment expectations

If your child has contact with someone who tests positive for COVID-19 outside of XYLC and needs to quarantine for the recommended time (as determined by your healthcare provider or the Gallatin City-County Health Department), you'll be required to pay the full childcare tuition while your child is in quarantine and absent from XYLC.

If XYLC has to close due to COVID-19 per the recommendation of the health department, you won't be required to pay tuition for the time XYLC is closed.

If your child has to stay home due to symptoms of COVID-19, you'll be required to pay for the time your child does not attend XYLC. If your child is sent home with COVID-19 symptoms, you will be required to pay for the time your child does not attend while you monitor symptoms (unless it falls into a category from the above descriptions).

Emergencies, Illnesses, and Accidents

Emergency Contact

Accidents and emergencies sometimes happen. It's essential that we are able to get a hold of someone on your child's emergency contact list at all times. If you know that you can't be reached at the number given, please make arrangements to be accessible at another number. If we're unable to reach you, we may be required to get immediate medical attention and will proceed to do so.

XYLC records all accidents in an accident report log. If your child gets an injury, we'll record it and notify you at pick up time. If it's semi-severe, we'll contact you immediately.

Illnesses & Healthcare

Immunizations are a state requirement for your child to be in a registered or licensed facility. XYLC must keep your child's immunizations on file. Any time your child receives a new vaccine of any sort, please bring an updated copy of records to the Director.

A health check for children under two is also required by the state.

Children with the following symptoms will be excluded for child care until treated:

- Fever 100.5 or higher without a fever reducer in previous 24 hours
- Vomiting-one episode in the previous 24 hours
- Diarrhea -two of more episodes in the previous 24 hours
- A suspicious or undiagnosed rash:
 - XYLC will require that you check with the Gallatin City-County Health Department or your health care provider before returning to guarantee that it is not contagious. A doctor letter will be required before the child can return to the center.
- Bacterial infection which includes: Strep throat, Scarlet Fever, Impetigo, Bacterial Conjunctivitis, Chicken Pox, and any skin infections that are draining or infected.

- Children with severe symptoms will be required to be seen by your healthcare provider before returning to child-care.
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An in-depth illness policy guide will be sent to you upon enrollment which discusses when we will send a child home from the center and when they are able to return.

If your child has a contagious illness, please notify us immediately.

If a communicable illness has been exposed at the center, the director will send out a center-wide “health alert.” This is so all parents are able to watch for symptoms and can make the choice to bring their child to XYLC or keep them home.

COVID-19 symptoms and protocols

Please keep your children at home if they exhibit any of the following signs or symptoms:

- Shortness of breath
- Cough
- Fever >100.4 degrees Fahrenheit
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Your child may likely be sent home if the above signs or symptoms appear while they are at XYLC. This list of symptoms may change during the year as we get more information about COVID 19 from the Gallatin City-County Health Department and the [Centers for Disease Control and Prevention](#) (CDC).

We will need you to pick up your child within an hour of notification if s/he is sick. In addition to having parent/guardian phone numbers on file, we will also need one local contact number that we can use in the event we cannot reach you to pick up your child. Return to XYLC will be based on guidance from the CDC and the Gallatin City-County Health Department.

Medication Policy

By law, we need written consent to give your child any kind of prescription or over-the-counter medication. The medication must be in its original container and include the; name, child’s name, date, dosage information, expiration date, doctor

or practitioner's name, and the pharmacy's name and telephone number.

MEDICATION ADMINISTRATION PROCEDURES

The intent of this policy is to ensure that the proper steps are followed for administering medication to the children in our care. We would prefer not to provide medications; however, we understand under some circumstances this will better meet the child's needs.

The following procedures must be followed for the administration of medication at XYLC:

1. Medication may be administered with written parental permission by trained staff.
2. Staff designated to administer medication must complete policy and procedure training prior to administration of medications.
3. All prescription medications provided by parents or legal guardians **must**:
 - Be in a child-resistant container that has the original pharmacy label.
 - Be prescribed by a licensed health professional. The name of the health professional who ordered the medication must be on the container.
 - Have the date the prescription was filled
 - Have the expiration date.
 - Have specific instructions for giving- and storing the medication.
4. Staff will not administer over-the-counter medication without a documented recommendation by the child's health care provider or signed OTC form.
5. Staff will apply topical non-steroid medication (sunscreen, diaper ointment, and lotion) only with a signed OTC form from the parents or guardians. A record of administration does not need to be kept for topical non-steroid medication.
6. Instructions for the dose, frequency, route and duration of treatment for prescribed and over-the-counter medication will be provided to the staff in writing by the parent.
7. Prescribed and over-the-counter medications will be kept in a locked storage box at the recommended temperature as prescribed on the label.
8. **We require that all medications be given at home whenever possible.**

Under certain circumstances it may be necessary for medications to be administered to a child during the day. When a child requires medication to be administered at XYLC, a parent must make arrangements to give the first dose at home so that the child may be observed for any reactions to the medication. The parent will also be encouraged to come and give the medication during lunch and breaks. If that's not possible, designated staff will administer medication to children for whom the Medication Administration Procedures have been followed and the Consent & Log has been completed.

9. Staff designated to administer medications must triple check the five essential safety “rights” prior to giving a medication to any child.

- a). THE RIGHT CHILD – The child’s identity must be confirmed.
- b). THE RIGHT MEDICATION – The authorization form must be compared to the medication log and the pharmacy label.
- c). THE RIGHT DOSAGE – The exact amount of the medication specified by a health care provider must be given as ordered.
- d). THE RIGHT TIME – The medication log must be checked to determine the time of the administration of the last dose. The label on the medication should be checked to confirm the correct interval between doses.
- e). THE RIGHT ROUTE – The pharmacy label must be checked for the exact route for the medication to be given, e.g., by mouth, ear, etc.

10. Medication will not be used beyond the expiration date on the container or beyond any expiration instructions provided on the label. The child’s health care provider will annually review all medications with an “as needed” designation.

11. A medication log will be maintained by staff to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of the medication. Spills, reactions, and refusal to take medication will be noted on the log.

12. Designated staff will administer medications required for emergency treatment *only* if authorized by a local Poison Control Center or physician.

13. If a child is mistakenly given another child’s medication, or an incorrect dosage, the poison control center must be called immediately. The parents and physician of the child who mistakenly received the medication must then be notified. Staff must complete the Medication Error/Incident Report form within 24 hours of the incident and return the form to the Director.

Child Guidance

At XYLC we set realistic expectations based on children’s developmental levels. We want your child to learn how to make healthy, kind, and safe choices! Our staff uses positive redirection in place of discipline. We talk to children through situations and give options to make better choices. We like children to feel that they are part of a community, and that they have responsibilities to both themselves and the people around them.

We will work with your child to help promote self-regulation and problem solving. Our staff does this by:

- Creating a positive environment with age-appropriate materials, routines, and activities which influence behavior.
- Implementing “rules” that are designed for the protection, growth, and safety of every child and are enforced in a positive manner- simple and clear.

Teachers are trained and use a variety of strategies to encourage your child to develop self-worth, independence and social skills. These may include:

- Redirecting the child to another activity
- Positive reinforcement if appropriate behavior
- Natural and logical consequences
- Age-appropriate choices and help with expression of feelings
- Help with using words to talk to another child rather than using physical contact
- Activities that encourage cooperation

If there continues to be issues with behaviors that are causing harm to others, the Director and lead teacher will meet with the child’s parents/guardians to determine the next steps and best solutions.

Curriculum

Curriculum at XYLC is based on the child's interests and developmental level. Children are active learners and learn by doing things over and over. For preschool-age children, they may be the leaders of our investigations who will in turn become teachers to you and the younger children.

Children also learn through modeling, materials, and people relevant to their life experiences. For infant and toddler age children, they will investigate through exploring and playing.

We believe in preparing children for kindergarten and success in the future. Engaging curriculum surrounding basic skills and knowledge such as the alphabet, numbers, shapes, how to hold a pencil, how to use scissors, and how to ask discovery questions will be supported.

Finally, children learn through their senses. Art, music, and outdoor play will be an important part of our curriculum. We will get messy!

Child Abuse and Neglect

All staff at XYLC are a mandatory reporters of child abuse and neglect. Additionally, if a parent or guardian shows up intoxicated, we will notify the contacts on the emergency contact form and report it if the parent or guardian proceeds to leave with the child.

Parent Code of Conduct

XYLC believes in everyone acting professionally and supportive of each other. Our main goal in child care is to make sure all children are supported to the best of our abilities and receive the best possible care while under our supervision. In order for the center to accomplish this goal we need parents to behave appropriately.

We understand that life can get frustrating and overwhelming at times, but decisions are made with your children in mind.

We believe in a one strike policy in dire situations which means, XYLC reserves the right to terminate a parent contract if the parent or guardian is behaving inappropriately at the center. This can include but is not limited to :

- Yelling at XYLC staff members or other children at the center
- Inappropriate behavior and discussions that makes our staff feel uncomfortable or unsafe
- Not adhering to our policies lined out in the handbook
- Becoming physical with other staff members or children at the center
- Belittling or taunting our staff members

Terminations

XYLC reserves the right to terminate a parent contract if the parent or guardian is negligent in any of the areas described in this policy.

Parents or guardians must provide a two-week notice of withdrawal before termination. If you decide to leave before the two week minimum, we will charge you for the two week period unless other arrangements have been made.

Drop-In Care

Drop-in child-care is available by reservation only. All intake forms will need to be turned in before a child can be in care at XYLC. To inquire about drop in child care, please visit our [website](#) and submit a drop-in child care spot request.



XY Learning Center

**202 S. WILLSON
BOZEMAN MT, 59715**

Parent/Guardian Handbook and Signature Page

I have read and agree with the terms and policies set forth in the XY Learning Center Handbook.

Parent/guardian signature

Date

Child's name: _____

Days in care: (circle all the apply)

Monday Tuesday Wednesday Thursday Friday

If hours vary, please explain:

I give permission for my child's photo to be taken and used for classroom purposes

Parent/guardian signature

Date

I give permission for my child's picture to be posted in HiMama

Parent/guardian signature

Date

An authorized administrator may sign in/out your child(ren) with the correct information in the electronic management system in the event it does not happen at drop off/pick up time.

Parent/guardian signature

Date

I have read and understand all the COVID-19 policies and procedures and I intend to comply with the information provided on the listed policies and procedures.

Parent/guardian signature

Date

This contract may be revised in the future-if it does, you'll be notified of any changes.