



## 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 *Brightwheel* 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 *Brightwheel* app.
- 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](mailto: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. Media release form
6. Medication authorization form (when a child needs medication)
7. Over-the-counter medication form
8. Child information form (infants and toddlers) or (preschool)
9. Billing arrangements.

These forms must be updated annually, through the Brightwheel app. The child is unable to attend our center until all forms have been completed per licensing regulations.

### What is required to bring for all children enrolled:

- Lunch (everyday)
  - We ask that parents pack a balanced meal with a variety of foods. We recommend meals that include a protein, grain, fruit, and vegetable. We suggest keeping in mind the quantity of food as children are growing and get hungry as they get older.
  - 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 two changes 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, formula, or whole milk -enough supply for at least the day, or enough for the week/month
- Two bottles that can stay at the center
- Diapers and wipes -enough for at least the day, or enough for the week/month
- Diaper cream (if needed)

## Curriculum and Developmental Assessments

At XY Learning Center, we are a learning center as opposed to a typical daycare facility. Daycares typically offer basic need care for children during a set time frame. At a learning center, the teachers work hard in creating curriculum that satisfies the Montana Early Learning Standards which are the core foundation for success in kindergarten and public or private school systems. Curriculum at XYLC is based on the child's interests and developmental levels, which also takes careful consideration towards how the material teaches the core early learning standards.

Our teachers have extensive experience and education/training that allows them to find the best tools and ways to explain concepts that are engaging for all developmental needs, including potential delays.

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. Allowing our children to grasp concepts and then act as a teacher or mentor to others allows children to further develop their mastery of skills and concepts.

Children also learn through modeling, materials, and people relevant to their life experiences. They will investigate through exploring and playing. Sensory play and interactive care in the younger ages in particular, allows the children to find pleasure in learning and grow a passion for interacting with others.

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!

We truly believe that we are a learning center and not just an ordinary day care program. We follow the Montana Early Learning Standards and work hard everyday and put careful consideration into the activities and content your children will learn in our program. Our ultimate goal is to set your children up for success when they enter the public school system for kindergarten through the information and skills acquired at our early learning center .

XY Learning Center also implements the use of ASQ (ages and stages questionnaires). These assessments look at average development expectations for children based on their age. These assessments help in detecting potential delays and help in getting early intervention as needed to help the child find success.

While these assessments are common amongst pediatricians, recent studies have found that multiple assessments should be conducted by an array of individuals who support your child in differing learning environments. We sometimes see that children are not meeting milestones at the center, where they are completing them at home and vice versa. It can sometimes be helpful to note these developmental differences so we can find support in getting children the support they need to thrive while in our program and after. We believe in collaboration with parents, staff, community partners, and children in providing the best care possible for your children during these strong developmental years.

As mentioned above, XY Learning Center is a welcoming and collaborative environment which supports community engagement and truly supports each child in finding their individual success. If a child needs to be seen for speech therapy,

occupational therapy, medical or mental observations, etc, we are more than happy to welcome their therapists into our center to help aid a child and their specific needs as long as they are comfortable and able to do so. If a therapist is to join our center to help a child we kindly ask you to coordinate this with the director to make sure everything is cleared with licensing.

## 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. Transitions are not guaranteed by a certain age deadline as it is also required to take into account child to staff ratios and room available in the next room up.

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 along with the seasons.*

**Drop off and Pickups:** Children need to be dropped off by 10:00am. Please note that we have morning snack time from 9 to 9:30 am so if you show up after 9:30 am we kindly ask you give your child a snack prior so they do not get hungry before lunch time. (Exceptions can be made if arranged in advance with the director and lead teacher of your child's classroom). Latest possible drop off will be at noon. 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.

At drop off it is required that you check your children into our program through our app *Brightwheel*. This is a licensing requirement to account for your children and that they were safely dropped off.

When parents or authorized pick up individuals arrive at the center to pick up children, it is required that you check your child out of our program through the *Brightwheel* app.

**Early Explorers (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.

When babies are introducing new foods, we need you to try the food at home for a couple days to ensure there are no allergies. We can not introduce new foods here at the center due to safety concerns.

**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. Once the child turns one, they are able to sleep with a blanket, differing from a sleep sack.

### Meals

XYLC will provide nutritious snacks in the morning (usually a fresh fruit and grain) and afternoon (usually a fresh vegetable and protein or dairy). **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. Snacks for the week will be listed on the fridge in the kitchen.

### 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 2024 year; in which XYLC will be closed:

- New Year's Day (Jan 1st)
- Staff Training Day (February 9th)
- Staff training day (March 15th)
- Memorial Day (May 27 th)
- Independence Day (July 4th)
- Labor Day (September 2th)
- Staff training day (October 18th)
- Thanksgiving Day (Nov 28 & 29th)
- Week of Christmas (December 23 through the 27th)

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 am.-5:30 pm.

## Rates, Payments, and Additional Fees

XYLC monthly rates are as follows (tuition change is effective on January 1, 2024):

- Littles (Early Explorers and Tiny Thinkers):
  - **2 days per week -\$960**
  - **3 days per week -\$1326**
  - **4 days per week -\$1661**
  - **5 days per week -\$1944**
  
- Bigs (Little Learners and Preschool):
  - **2 days per week -\$804**
  - **3 days per week -\$1095**
  - **4 days per week -\$1346**
  - **5 days per week -\$1556**
  
- Once enrolled into our program, we do not offer prorated tuition.
- One-time registration fee for regular care (paid upon enrollment to secure spot) -\$200
- XY Learning Center Enrollment Agreement must be signed and the full first month's tuition and enrollment fee must be paid in order to hold a spot and secure enrollment for a child.
  - If the fees are not paid and the agreement is not signed, the spot will not be held and the next family on the waitlist will be contacted.
  - If care is no longer needed, the director must be notified appropriately, preferably through email or written notice, a minimum of a month in advance to receive a refund of the month's tuition. The enrollment fee is non-refundable.
- Drop-in Care:
  - Half Day: \$50 (for less than 5 hours)
  - Full Day: \$100 (for 5 hours or more)
  - \$50 one-time registration fee
  - XY/AP discounts apply to drop-in care
- Date Night Care:
  - \$35/night
  - XY/AP discounts do not apply to date night care
  - General late fee will be implemented for any child not picked up by 8pm on date nights, please refer below for more information.
- Drop-in care and date night 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.

- Additionally, please refer to the XY Learning Center Enrollment Agreement for information regarding holding a spot and the requirements therein, between you and XYLC, the business.
- You'll be charged for the days that you reserve, whether or not your child attends all of his/her time.
- XYLC requires a calendar month paid notice to withdraw your child from our program.
- If you wish to change your current child's schedule, you must give a month's notice to do so.
- 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.

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

### **Late Fees and Procedures:**

The center closes promptly at 5:30. There will be a \$30 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 physically leaves the center, if the child is checked out of Brightwheel but still in the building a fee will still be administered to cover closing staff fees. If you have multiple children, the fee will be charged per child. The first time a child is picked up late we'll also provide verbal warning and fee. The second time will result in a written warning and fee. The third will result in termination from the program and fee.

A \$50 late fee will also be applied if your tuition is overdue for more than two days, after two days the child will not be able to attend our program until the child's balance is cleared.

If a parent or approved pick up is not here by 5:30pm, a staff member will try to call the parents to get an ETA. If the parent does not pick up, the emergency contacts, who are not the parents or legal guardians, will be contacted. If no one is able to be reached by 6pm, local law enforcement will be contacted, per licensing guidelines.

## 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. It is a licensing requirement that the emergency contact listed is not a parent or legal guardian. 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.

### **Immunizations and Health**

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.

- Exemptions (medical or religious) are not accepted by XY Learning Center. We follow the Montana vaccination schedule, which is located on our website (xylearningcenter.com) under the family resources tab. All vaccinations need to be up to date to attend XY Learning Center.

If your child receives a vaccination, please keep them home the remainder of the day to watch for potential adverse reactions. If your child has received at least two doses of a vaccination, with no reactions, a doctor's note can clear the child to return to school that day.

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

### **In-Depth Illness Policy**

*These policies were created following the Montana state childcare licensing regulations, CDC guidelines, and to protect all children and staff members while attending XY Learning Center.*

#### Abnormal Behavioral Changes and Excessive Fussiness

When to send home: When the child is uncontrollable crying and inconsolable for over two hours, if the child is unwilling to participate in activities due to being extremely lethargic and upset

When to return: As soon as they're feeling better and able to participate in daily activities

### Cough

When to send home: When the child has a bark like cough and/or is coughing excessively throughout the day which causes concern for teachers, also includes if they're coughing so hard they're gagging themselves

When they can return: When the cough is cleared by doctors to be non contagious and safe for the children to run and play at school

Bronchitis: 5 days after initial symptoms appear the child can return

Croup: Three days after fever breaks

Whooping cough: Antibiotics used for at least five days before return to center

### Breathing Issues

When to send home: When the child is struggling to breathe or wheezing

When they can return: When the child has been cleared by a doctor to return

Asthma: We ask you bring in a doctor's note and an inhaler we can use at school if this is a recurring issue (Please make sure to fill out a medication administration form)

RSV: We require children with RSV to stay home for 8 days as the CDC claims this is when individuals are contagious

Pneumonia: Child can return when they have been on antibiotics and fever has been broken for two days

### Conjunctivitis (Pink Eye)

When to send home: When the eye of a child is draining pus like substances from the eye and the white of the child's eye is red or pink

When they can return: 24 hours after beginning treatment (eye drops) and with doctor's note saying they are no longer contagious

### COVID-19

When to send home: When exhibiting any COVID-19 symptoms such as fever, continuous cough, breathing issues,

When they can return: Must stay home for 5 days after receiving a positive COVID-19 test result. After the 5 days, as long as the child is fever free for 24 hours without medications AND symptoms have resolved, the child can return with a mask on for 5 days. If the child is too young or unable to wear a mask for their duration of time at school they must continue to quarantine for 5 additional days, totalling 10 days. The child is contagious for 10 days from symptoms onset OR positive test. If the child is still exhibiting symptoms beyond 10 days, must quarantine until 24 hours symptom free without medication.

If a child is experiencing multiple symptoms associated with a communicable disease such as COVID-19 or Influenza, the school has the right to require quarantine for 10 days but return earlier with a doctor administered test proving the child is negative for COVID-19 and Influenza.

### Diarrhea

When to send home: When child has two diarrhea (completely liquid, soaked into underwear, diaper, or no solid in toilet) episodes at school within the day

When they can return: No diarrhea for 24 hours without medication, or cleared by doctor with note to prove it is not caused by an illness

### Ear Infection

When to send home: When the child is abnormally fussy and pulling at a given ear, when temperature is taken one ear is 2 degrees hotter than the other

When they can return: 24 hours after beginning antibiotics (prescribed ear drops)

### Fever 100.4 or above

When to send home: If fever reaches 100.4 or higher (temperatures are taken by both the child's teacher and double checked by management to confirm fever)

When they can return: When fever has been cleared for 24 without the assistance of tylenol, ibuprofen, or other fever reducing medications

### Flu (Influenza) (All strains)

When to send home: When child is experiencing fever, cough, or abnormally lethargic behaviors

When they can return: Per CDC recommendations we ask you keep children home for 24 hrs after fever and accompanied symptoms subsides without the use of medication (such as fever/pain reducing medications)

### Lice/ Bed Bugs

When to send home: When nits or eggs are detected in a child

When they can return: When all nits and eggs are completely gone and treatment has been completed

### Rash

When to send home: When rash appears on body that is increasing in size or concerning (not diaper rash, eczema, known skin irritation)

When they can return: Doctors note mentioning that they are cleared and not contagious to teacher or other children

Other rashes that require extra attention:

Hand Foot Mouth: We do not allow a return to center until all sores are completely healed with a minimum of a 7 day quarantine period

Chicken Pox: We do not allow a return to center until all sores are completely healed

### *Shots of Vaccinations*

Keep your child home after receiving shots or vaccines, looking for fevers and adverse reactions, if you have an appointment before school or pick up your child from school to receive a vaccine/shot we ask you keep them home for the remainder of the day, if they receive the shot after school, monitor for reactions, but can return the following day as usual. If the child has received *two doses* of a vaccine prior with no adverse reactions, a doctor's note will clear the child to return the day of vaccinations.

### *Sinusitis*

When to send home: When children have continuous thick, green sinus drainage (while we see clear drainage often in children, once it turns green, it is usually due to an infection)

When to return: When the green drainage stops or with a doctor's note claiming it is not contagious

### *Strep*

When to send home: When child is complaining of severe pain in their throat, fever is detected, or see white spots on back of throat

When to return: 24 hours after beginning antibiotics and with a doctor's note

### *Vomiting*

When to send home: Vomit once at school or at home

When they can return: No vomiting for 24 hours, without medication to aid in nausea or vomiting.

\*Doctor's notes are only valid for 30 days. If a child has a chronic, severe disease which involves a doctor's note and care plan, such as asthma, diabetes, etc. an annual doctor's note will be accepted.

\*If your child has a medical or dental procedure done that requires numbing and medication, we ask you keep your child home to watch for adverse reactions. Usually with procedures that require numbing and medication, the child will be out of sorts and can be in pain, depending on the procedure, so we kindly ask you to keep them home.

\*We can not accept a doctor's note to clear a child with a fever to return due to illness symptoms due to teething.

***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" and notify the health department. 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. Any child deemed to have a contagious illness will not be allowed to attend to protect all children and staff attending XYLC. If there is a withhold of a positive test result, XYLC reserves the right to terminate care to protect the children and staff that attend.

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. A doctor's note and medically administered COVID test must be provided to prove they do not have COVID before returning to the center.

## 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 center wide guidelines that are designed for the protection, growth, and safety of every child and are enforced in a positive manner-

simple and clear.

- Modeling proper behaviors and communication to children throughout the day.

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 that are age and developmentally appropriate
- 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
- Focus on inclusion, when a child is acting out, sometimes they need to be redirected to another activity, with this, we never want a child to be singled out or punished for behaviors so teachers will always guide a different activity and participate with the child to encourage positive redirection.

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.

## 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, while the parent waits in the office with the child until a safe form of transportation arrives. We are required to report it to local law enforcement if the parent or guardian proceeds to leave with the child while still intoxicated and no others come to help in pick up/ safe transportation home.

## 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. If a family is terminated for breach in the contract above, the termination notice will still hold true with tuition charges.

Parents or guardians must provide at least a full calendar month advance notice of withdrawal before termination. If you decide to leave before the month minimum, we will charge you for the month period. With this, tuition will not be prorated if leaving in the middle of a month.

## Drop-In Care

Drop-in child-care is available by reservation only. All intake forms and vaccination records will need to be turned in to the director 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.

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Parent/guardian signature

Date

Child's name: \_\_\_\_\_

Days in care: (circle all the apply)

Monday Tuesday Wednesday Thursday Friday

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

---

Parent/guardian signature

Date

I give permission for my child's picture to be posted in Brightwheel (a separate media release form will allow for pictures to be posted on social media accounts, such as our instagram)

---

Parent/guardian signature

Date

An authorized administrator (director, assistant director, or lead teacher) 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, acknowledging that by having staff check in/out a child will result in a \$5 fee per missed check in and check out.

---

Parent/guardian signature

Date

I have read and understand the parent code of conduct.

---

Parent/guardian signature

Date

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