



www.buildingblockschildcarecenter.com

8 Westside Drive
Asheville, NC 28806
828-252-5595

Heather

WE ARE OPEN
Monday - Friday
7:00 am – 5:30 pm
ALL CHILDREN
MUST BE HERE
BY 9:00

Parent Handout

Revised 2/2022

Welcome to the Building Blocks Child Care Center family! We are honored you chose our center.

Choosing an early childhood program is one of the most important decisions you will make during your child's early years. We understand that working parents want a safe, nurturing, and developmentally appropriate environment. Building Blocks is proud that you have chosen us as your early childhood program!

PHILOSOPHY: We believe children learn through play. The teachers and staff at Building Blocks are committed to each child's health and well-being. Children need to have space to explore within a safe and encouraging environment. Children will have ample opportunities to participate in experiences designed to promote their physical, intellectual, social-emotional, and creative development.

GOALS: In our work with your child, we seek to provide an environment in which: Your child will become secure in relationships. Your child will grow and develop to his/her potential. Your child will develop the skills necessary to solve problems, make choices, and navigate through their future educational and community environments. Your child will develop feelings of self-worth and independence as well as respect for others and the environment. Your child will develop an appreciation for the work and creativity of her/himself and others to become contributors as well as consumers. Your child will develop an understanding of the diversity within our community.

PARENT INVOLVEMENT: When registering a child, we welcome both parents to come to visit the center with the child if at all possible. We encourage the parents to spend some time with the child at the center to help them feel safe and secure. This also allows the parents to observe the daily routine of the center and get a feel for what the day is like. Parents are always encouraged to contribute ideas for activities, projects, and daily routines. We are always open to suggestions. We also welcome parents to volunteer to visit the center to read a story, do an art activity or have lunch with the children. We have an open-door policy, so please feel free to visit anytime.

ENROLLMENT PROCEDURE: We are committed to working with the families in our program. The enrollment process is a time for the family and the staff of Building Blocks to get to know each other. You will be given a packet of information that you will need to read, fill out, and sign or obtain the signatures from other parties. Forms are required to be complete by the first day of your child's attendance. The medical forms that require a physician's signature are due within 30 days of your child's first day at the center.

HOURS OF SERVICE, AGES, AND CAPACITY: Building Blocks Child Care Center operates Monday through Friday from 7:00 a.m. until 6:00 p.m. Winter hours are from 7:00 a.m. until 5:30 p.m. We are licensed to serve up to 90 children. Our program serves children from 6 weeks to six years of age. We operate throughout the calendar year, however are closed 15 days per year for holidays and staff training days.

FEES / PAYMENTS:

Tuition is due weekly every Monday Morning and is as follows: (Rates are subject to change with notice)

Age	Weekly Rate	Yearly Supply Fee (July)
6 weeks - 2	\$165	\$50
2 - 3	\$165	\$50
4 - 5	\$165	\$50

**** One-time registration fee of \$75 due per child upon enrollment****

PRICES SUBJECT TO CHANGE!!

FAMILY DISCOUNT PLAN: \$20 per week discount applies for multiple children enrolled. Discount doesn't apply to the youngest child.

LATE PAYMENT FEE: Parents will be charged late fees for tuition not being paid on time. Tuition is due on Monday, if it is not paid by close of business on Tuesday you will incur a \$20.00 late fee.

LATE PICK-UP FEE: Parents will be charged late fees in 1-minute increments (\$10 for the first minute past scheduled pick-up time and \$5 each additional minute). Late fees will be collected when your child is picked up.

INCLEMENT WEATHER AND OTHER CLOSINGS: In case of snow, severe weather, or other emergencies, Building Blocks will be closed. We will try our best to have the center open when we possibly can without putting our staff and children in danger. In case of bad weather, you can find our center postings on WLOS and Facebook.

ABSENCE: *Children must arrive before 9:00 AM unless prior arrangements have been made with the director 24 hours in advance.*

PARENT COMMUNICATION: Parent information and notices are posted outside on the bulletin board just inside the front entrance. Parents are welcome to visit the Center and observe the child's classroom at any time unless access is denied by a Court Order on file in your child's file. Only persons authorized to pick up your child are allowed to visit your child without your expressed written permission.

STAFF CONTINUING EDUCATION: We believe that teachers who continue education are better prepared to work with children. We require that all teachers and assistants that work daily with your children continue their education in Early Childhood.

CLASSROOM PROCEDURES & THINGS YOUR CHILD WILL NEED:

- Two changes of clothing; (Children in the process of toilet training will need several changes of clothing.)

- **Infants and toddlers:** Disposable diapers, extra clothing, pacifier if used, formula, and covered and labeled bottles. The bottles must be mixed at home and labeled with your child's name and the date of each day of attendance.

ALL ITEMS SHOULD BE LABELED WITH THE CHILD'S NAME OR INITIALS. ALTHOUGH STAFF WILL TRY TO KEEP TRACK OF EACH CHILD'S BELONGINGS.

DAILY ROUTINES: Information helps us design a schedule consistent with your child's needs, eating and napping routines, diapering, and bathroom habits. The physical caregiving routines of each day are viewed as opportunities for learning to occur and are an important part of each program. Please inform us immediately of any changes in routines as they occur.

EATING: Unless your child is an infant there is **NO OUTSIDE FOOD** allowed in the center. There are children with allergies and we construct our menu to ensure all children are safe. Children are served 2 nutritious meals and 1 snack each day. Mealtimes are: Breakfast between 9:30 & 10:00; Lunch between 11:30 & 12:00; Afternoon Snack between 3:00 & 3:30 pm.

NAPPING: All children will nap or rest each day, according to North Carolina state licensing regulations. We provide a crib or cot and a sheet for each child. Sheets are washed weekly and crib sheets are washed daily.

ADDITIONAL POLICIES FOR INFANTS AND TODDLERS: Your infant or toddler is very important to us. We want to talk with you regularly and will individualize his/her care by obtaining updates on his/her growth, development, and behavior. We will respond quickly to your child's needs and give him/her plenty of attention. They will be talked to and encouraged to respond. The child will be held and sung to and played with. They will be taken outside depending on the weather and given space to move around and explore.

DIAPERING AND TOILETING: We plan toilet learning in cooperation with parents for two-year-old and up so that our routines are consistent with those at home. Toilet learning only begins once both parents and teachers feel that the child is ready. Children are changed promptly when wet or soiled and checked every hour to an hour and a half. Parents need to supply enough diapers, wipes, and clean clothing to allow us to keep your child clean and dry throughout the day. Times, when your child is checked and changed, are recorded on a diaper chart.

CHILD REQUIREMENTS: Each child must have an immunization history on file that states that the child has been. The immunization form must be on file within 30 days of the child's admission to the center. Also, each child must have a medical form on file that shows the child is fit for care. Responsibility is the parents for securing examination with the family pediatrician or clinic and informing the center of most recent physician visits.

MEDICATION: A signed, dated, written authorization needs to be on file in order for a medication to be administered at the center. Building Blocks does not administer any medication unless prescribed by a physician. **Prescription medication** must be in the original container and labeled with the child's name, name of the medication, dosage, and directions for administering, date, and physician's name. **Non-prescriptive (we only allow diaper creams, bug spray, and sunscreen)** medication must be in the original container and labeled with the child's name, dosage, and directions for administering.

LEARNING ENVIRONMENT: Our program reflects the belief that children learn through play. Through play, children will develop the early concepts of literacy, mathematics, and science preparing them for their next educational steps. In group play, children continuously adjust and refine their thinking in order to relate to their playmates. In this way, they learn sharing, consideration, negotiation, and tolerance at our center. When planning to meet these goals, we concern ourselves with the content of the play and developmental needs. To help create a learning environment, areas are set up in each room. With materials and equipment available in these areas, children are able to freely choose activities that they are interested in. Areas and activities are designed to meet the developmental needs of the children in each room. Special planning is done for children with exceptional needs.

GENERAL ACTIVITIES: Building Blocks provides a variety of developmentally appropriate activities, toys, and play equipment. Music, books, dancing, and art activities are part of each day. Building Blocks plans activities that enhance children's self-esteem and stimulate brain development. Toys and equipment are washed and sanitized daily. Toys that go into a child's mouth are washed and sanitized each time they are used.

COVID POLICY: We currently practice ALL rules, regulations, and requirements associated with COVID-19 set by the NCCDCDEE.

BUILDING BLOCKS CHILD CARE IS A SMOKE-FREE ENVIRONMENT INSIDE AND OUT. THIS IS A STATE LAW THAT WE MUST ENFORCE. PLEASE DO NOT SMOKE IN YOUR CAR WHILE DROPPING OFF OR PICKING UP YOUR CHILD. THIS CAN GIVE US A STATE VIOLATION FOR OUR CENTER. IF YOU ARE IN VIOLATION YOUR CHILD COULD BE TERMINATED FROM OUR CENTER.