



## Mission and Philosophy

At XY Learning Center, 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 ready children to be lifelong learners
- To provide dependable and convenient child care service

XY Learning Center's philosophy on caring for young children starts with admiration of each individual child. We feel that every child deserves exceptional care. XY Learning Center's well-qualified staff will provide a comforting environment by building a trusting relationship with each child and their family. We will have open communication with each family to make sure all of their child's ongoing needs are met. At XY Learning Center, 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 that are relevant and meaningful to the child's interest and abilities.

At XY Learning Center, we foster a sense of community where children, families and staff feel connected and supported.

# Communication

You are the most important teacher to your child. We would like to keep communication open with you so that together we can make sure that all of your child's needs are being met.

- You are welcome to drop in or call at any time. Please note that we will be busy working with children and may not be able to have lengthy conversations. If you feel that you just want to see how your child is doing, feel free to use the hiMama app or send a quick email or text to the lead teacher.
- HiMama  
We've adopted the app HiMama to facilitate and streamline communication with parents. This app allows us to track your children's activities, including meals, activities, naps, and even potty times! As a parent, you can download the app and be able to view this information in real-time. At the end of each day, you'll be sent a report with a summary of your child's activities for the day, including any photos and videos taken throughout the day. In addition to the basic daily activities, over time this report will also provide information on your child's developmental milestones that they are working towards or have met.
- If you need to have a conference to talk about matters with or without your child, we will make arrangements with you.
- Drop us a note if you need to. If something out of the ordinary happens and you feel you need to talk with someone, please call or let someone know upon drop off or pick up that you would like to talk with someone.

## 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 recommend that you pack a balanced meal and include a variety of foods to include food components of protein, grain, fruit and vegetable. We will provide milk, either a dairy or non dairy to each child based on preference.
- Please do not pack items high in sugar (examples: cookie, candy, desert items, high sugar beverages, et.)
- We do not have space to put everyone's lunch in the refrigerator, nor will we be able to heat up food. Pack your child's lunch accordingly, if it needs to be refrigerated, pack an ice pack. Do not pack food that will need to be heated up.
- Water bottle that can stay at the program
- Blanket that can stay at the program
- At least one change of clothing (in cases of an accident or spill)
- Weather appropriate attire (we will go outside every day, unless the temperature does not allow us to)

#### What is required for infants and toddlers:

- Comfort items (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 an ample supply of diapers and a bag we can store soiled diapers in
- Diaper cream (if needed)

## First Days and Good Byes

Sometimes it is difficult to leave your child in a new environment. It is very normal for your child to be upset when you leave. We have lots of experience in this area and here are a few suggestions:

- Be excited for your child.
- Be consistent at drop off time. If you give kisses and hugs before leaving, make time to do this every day.
- Try not to linger at drop off time, this often can make it harder for your child to transition into the program.

Call us or communicate through HiMama if you leave here feeling uncertain about how your child feels soon after you leave.

Our experience with this transitional time is that it is hard to leave your child when they are upset. We like to say that sometimes it is harder on the parent than it is the child. We will be giving your child lots of comfort and get them involved in our routine at their disclosure. They do get over this. Give it time and be consistent. It is mandatory that you sign your child in and out every day. Please make time to do this. Parents or other authorized persons to drop off or pick up a child(ren) must sign in with the electronic system used in the child care. Only adults who are authorized per the emergency contact information form are allowed to pick up your child(ren). A photo ID will need to be available if the staff has not met the person who is previously authorized to pick up. Attendance records are kept on file and are available to authorized individuals such as state licensing. In event you do not sign in/out your child(ren), a signature is required on the parent signature page for an administrator to override the attendance system and enter the correct information. We will conduct health checks at every child drop off. This is to ensure that your child is well enough to be in XYLC that day. Extra health checks are in place during COVID-19, which are listed in the COVID-19 section.

## Transitions

When your child is transitioning from one environment to another, whether it is from home into daycare, another program to ours, our program into another (kindergarten) or the infant room into the preschool, we like to acknowledge the experience and embrace it as a positive change. If your child is new to daycare, we will do everything we can to make their experience comfortable and positive. At home, you can talk to your child with excitement about the new change. We will always welcome your child with a smile and do what we can to make the morning goodbyes smooth. If your child is leaving our program to start a new one, we like to talk about the transition briefly with the whole group so that all the children in the program are aware. We will keep the conversation brief and explain how we are going to miss our friend but are excited for them to go on a new adventure. We do like to graduate our kids when they are leaving our program to go to kindergarten and when moving into the preschool from the infant room. We will have a graduation ceremony at the end of the summer. When your child is an infant moving into the preschool, we will discuss it before we transition them over. We usually like to gradually get them acquainted into the preschool before we have them in there full time. Each child is unique and these situations don't always apply to each child. We will do whatever we can to adapt our transition policies to fit your child's specific needs.

## Daily Schedule

7:30-	Arrivals 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 and sensory activities and long term projects)
11:30-12:00	Lunch
12:00-1:30	Outside Play (large muscle movement)
1:30	Brush teeth/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

Transitions between activities are great opportunities for songs and activities. We like to give a 2 to 5 minute warning before any new activities to help smooth over transitions from one activity to the next.

**Infants and Young Toddlers** will put us on a schedule. We offer an on demand to your child's needs approach. We would like to stay consistent with you and your child and we will constantly be communicating about your infants changing needs while they grow and develop. We will diaper every two hours or after bowel movements.

**Safe sleep practices** per licensing and best practices, we can not swaddle infants over 3 months of age. We are required to lay infants on their back to sleep. No items other than a pacifier and sleep sack are permitted in the infants crib.

## Meals

XYLC will provide nutritious snacks in the morning and afternoon. We will also provide milk at lunch, which includes 2% dairy milk and a non dairy alternative for those who do not drink dairy milk. You are responsible for providing a balanced lunch each day your child is enrolled.

## Breastfeeding

At XYLC we encourage breastfeeding. We would like for parents to feel as though they are welcome to come in whenever their schedule allows them to nurse their infant. We encourage all parents who nurse to make themselves comfortable,

either in the infant room or in the family area. We will do whatever we can to accommodate parents while they are breastfeeding.

### Primary Caregiving

We understand the importance for children to have primary caregivers. We have a primary teacher in each classroom, the preschool, toddler and infant room. We strive to provide continuity in care. Each child will be assigned a primary caregiver. The lead teacher in the infant room is the primary caregiver to all children who are infants and the lead preschool teacher is the primary caregiver to all children that are preschool age. Occasionally a substitute caregiver will have to take the place of the primary caregiver but we will make sure the substitute is aware of each child's individual needs and can continue to provide continuity of care.

### Personal Belongings

Please provide at least one change of clothes. This includes: pants, underwear, socks, and a shirt. Living in Montana can become extremely hot or cold. Please make sure that your child has appropriate attire. We will play in water on hot days. We will play in the snow on cold days. If your child naps, please provide a napping blanket. If your child is potty training, please provide at least five changes of pants and underwear. Please leave toys and personal belongings at home or in the car. Most of the time it is hard to share personal items. It is also sad if it gets broke or lost. We will make special times for everyone to share personal items with the group.

## Holidays & Closures

People have different values and beliefs. We hope to make everyone feel comfortable and welcome. We will strive to incorporate all beliefs and traditions. This is a really good opportunity for you to become involved in our group. You are welcome to come in and share information about your family at any time. Talk with us and we would love to have you come visit.

Days throughout the year, in which XYLC will be closed, are as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- MEA Training Days (October)
- Thanksgiving Day

- Christmas Day

If any holidays fall on a Saturday, we will observe it on Friday and if it falls on Sunday, we will observe it on Monday, the day after.

Hours of operation: Monday thru Friday from 7:30 a.m.-5:30 p.m.

## Rates, Payments, and Additional Fees

XYLC monthly rates are as followed,

- Ages 0 to 3
  - 3 days per week -\$910
  - 4 days per week -\$1200
  - 5 days per week -\$1500
- Ages 3 and up
  - 3 days per week -\$725
  - 4 days per week -\$975
  - 5 days per week -\$1200
- Drop in childcare ages 3 and up- \$10 per hour
- Drop in childcare ages 0 to 3- \$15 per hour
- ONE TIME REGISTRATION FEE (paid upon enrollment) -\$125
  - XYPN and AdvicePay team members - please inquire with Human Resources to learn more about employer contributions to the rates above
  - The Registration Fee will not apply to XYPN and AdvicePay team members

### *Coming Soon*

- *Date night care*
- *Saturday care*
- *Extended hour care*

\*\$5 late fee for every five minutes you're late to pick up after 5:30

\*\*\$25 late fee if your tuition is overdue for more than two days

- ❖ If you're part of the scholarship program We do require copayment before the fifth of the month.
- ❖ You will 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 maternity 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 from your healthcare provider or health department, you will be required to pay the full childcare tuition while your child is in quarantine and absent from XYLC. If your child is exposed to a person who has tested positive for COVID-19 in XYLC and the health department recommends for your child to quarantine, you will be required to pay 50% of your childcare tuition while your child is absent. If XYLC has to close due to COVID-19 per the recommendation of the health department, you will not 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 will 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.

## Illness, Emergencies, and Accidents

Immunizations are a state requirement for your child to have to be in a registered or licensed facility. XYLC needs to keep your child's immunizations on file.

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

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

Fever 100.5 or higher without a fever reducer in previous 24 hours

Vomiting or diarrhea-two or more episodes in the previous 24 hours

A suspicious or undiagnosed rash. XYLC will require that you check with the health department or your health care provider before returning to guarantee that it is not contagious.

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 of illness will be required to be seen by your healthcare provider before returning to child care.

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

We need to be 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. Accidents and emergencies sometimes happen and it is essential that someone can be reached at all times. If we are unable to reach you we may be required to get immediate medical attention which we will do.

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

### 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.

XYLC will be taking extra precautions to minimize the spread and risk of infection of COVID-19. Extra precautions that will be in place are:

- Modified tour and enrollment process
- Modified drop off and pick up procedures
- Screening procedures upon arrival
- Social distancing strategies (the same group of children will be with the same teachers in small groups of no more than 12 kids per group)
- Adult caregivers will wear a mask while working with the children in areas where social distancing can not be maintained

- Children over the age of 5 will wear a mask when social distancing can not be maintained
- Intensified cleaning and disinfection efforts
- Weekly fumigation
- Proper handwashing throughout the day
- Activities that help children understand why and how we keep our childcare healthy and safe.

## Medication Policy

Due to Danes Law, we need written consent to give your child any kind of prescription medication. The medication needs to be in its original container, name, child's name, dated, 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 insure that children who are administered medication while in our care the proper steps are followed. We would prefer to not have to provide medications but we understand under some circumstances we will have to 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.
  - Have been 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 of 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.

**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 is 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.

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

1). THE RIGHT CHILD – The child's identity must be confirmed.

2). THE RIGHT MEDICATION – The authorization form must be compared to the medication log and the pharmacy label.

3). THE RIGHT DOSAGE – The exact amount of the medication specified by the health care provider must be given as ordered.

4). 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.

5). THE RIGHT ROUTE – The pharmacy label must be checked for the exact route for the medication to be given, e.g., by mouth, ear drops, etc.

9. 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 prescribed "as needed".

10. 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.

11. Designated staff will administer medications required for emergency treatment *only* if authorized by a local poison control center or physician.

12. 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

Child guidance is that in the aftermath of a mistake, your child learns how to make healthy, kind, and safe choices. At XYLC, we believe in positive redirection. The staff use words, "that's not safe"..then explain why. We like to give children options of better choices. We like children to feel that they are part of a community and they have responsibilities to themselves and the people around them. It is normal for everyone to have an off day. If this happens to your child, we would like for he/she to experience natural logical consequences in a safe way. We feel that it is our job to guide your child to help promote self- regulation and problem solving. In the end it should be a reflective experience. If there are problems that are difficult for us to help your child get through, we will seek your advice.

## Curriculum

Curriculum is based on your child's interests and developmental level. Children are active learners and learn by doing things over and over. We will do in-depth investigations on your child's interests. 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 learn through modeling, through materials and people relevant to their life experiences. For infant and toddler age children, they will investigate through exploring and playing. 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. If a parent or guardian shows up intoxicated, we will notify the contacts on the emergency contact form, and will report it if the parent or guardian proceeds to leave with the child.

## 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 at least two week notice of withdrawal before termination. This gives us time and your child time for closure. If you decide to

leave before the two week minimum, we will still charge you for the two week period unless other arrangements have been made.

## Transportation/field trips

We will be taking full advantage of our location. We have access to walking trails, parks and the city bus. In the event that we leave the building, it will be planned in advance and you will be notified. In the event that we take the bus, we will require an additional permission document. When we are away from the building, we will be equipped with emergency contact information, emergency consent form for each child, an emergency kit and water. You will be notified if we need your child to be equipped with anything extra.

## 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, listed under enrollment and intake forms. To inquire about drop in child care, please visit the [webpage](#) 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. This contract may be revised in the future and you will be notified of any changes.

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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

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Parent/guardian signature

Date

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

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Parent/guardian signature

Date

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

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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.

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Parent/guardian signature

Date