

Bloom Early Learning Academy

Parent Handbook

Bloom Early Learning Academy Philosophy

Bloom Early Learning Academy is a licensed facility dedicated to providing quality child care. Our facility strives to provide a clean, safe, and healthy environment through planned programs and structured activities. Children will experience a wide variety of educational activities that will help them develop physically, socially, emotionally, and cognitively. Our goal is to assist each child in reaching their highest potential. We strive to develop lifelong productive learners for today and the future.

Mission Statement

The mission of Bloom Early Learning Academy is to provide each child with a positive child care experience. We strive to provide high-quality care at an affordable price. Our priority at all times is the well-being of the children we serve. We are committed to their growth, development, and overall well-being. The goal of our staff is to be sensitive to the individual needs of each child. Our pledge as caregivers is to be caring, kind, loving, and nurturing. We vow to give 100% of our time and talents to the children each day to ensure their success. We believe that "Teachers shape the world one student at a time."

Statement of Service

Bloom Early Learning Academy is a year-round program that offers care for children between the ages of 6 weeks to 12 years. Our daily activities and programs consist of a theme-based curriculum with a flexible schedule that has been created to provide a diverse and challenging learning environment for children of every age.

Curriculum Philosophy for Classroom

Bloom Early Learning Academy's curriculum is planned and created to be developmentally appropriate for the unique needs of young children. The teachers plan a daily schedule and learning activities with four things in mind: (1) developmental stages, needs, and abilities of all young children, (2) needs of the age group they serve and their abilities, (3) needs of the specific, individual children in their care, and (4) the personal experiences and history each individual child brings to the classroom learning experience.

The following beliefs guide curriculum development at Bloom Early Learning Academy:

1. Children need many sensory, concrete hands-on learning experiences.
2. Each child has a unique learning style, rate of learning, and developmental abilities.

3. Children learn best through playful experiences with peers, adults, and materials.
4. The classroom environment and curriculum should nurture curiosity, exploration, and investigation.
5. Children need time for independent activity as well as cooperative play and learning.
6. The curriculum should evolve from the needs and interests of the children enrolled.
7. There should be a balance of: active and quiet play; self-directed and teacher-planned experiences; indoor and outdoor play; large and small group play.
8. Activities should address the child's total development: intellectually, socially, emotionally, and physically.
9. The classroom environment, human interactions, and teaching styles should encourage problem-solving, creativity, and independent decision-making.
10. Children learn best when allowed to explore and arrive at answers and understand/construct concepts through their own thinking processes. Trial and error are accepted means of exploration and attempts to make sense of the world.
11. Teachers should guide children's learning by asking well-chosen, open-ended, and thought-provoking questions which help children arrive at their own conclusions through their own reasoning.
12. Rote memorization, repeated drill, and verbal feeding of facts in isolation from experiences are ineffective and inappropriate means of teaching young children.
13. Children should be exposed to concepts dealing with art & woodworking, science, math, social studies, music, health, safety, cooking & nutrition, creative movement, dramatic play, and the language arts (including listening, speaking, reading, and writing).
14. Children's development is best assessed by observation, review of anecdotal records of experiences, and examples of work & projects. Pen & pencil testing and timed testing are inappropriate means of gauging or tracking knowledge, development, or abilities.
15. Curriculum and associated practices should be non-biased in terms of gender, culture, race, age, abilities, and economic background.
16. Parent involvement is desirable and necessary to enhance children's learning & development.
17. Because a child's self-esteem is very precious, teachers are employed who like, respect, and enjoy children, and who delight in the milestones of development that take place in the early years of life.

Compliance with Virginia State Regulations

Bloom Early Learning Academy adheres to all state regulations for early learning academies as outlined by the Virginia Department of Education. This includes maintaining the required staff-to-child ratios, ensuring all staff members have the necessary qualifications and background checks, and providing a safe and nurturing environment that meets all health and safety standards. Our curriculum and daily activities are designed to meet or exceed the state's early childhood education standards, ensuring that each child receives the highest quality of care and education.

By following these guidelines and principles, Bloom Early Learning Academy aims to create a supportive and enriching environment where every child can thrive and reach their full potential.

Hours of Operation and Holiday Schedule

Bloom Early Learning Academy operates Monday through Friday from 5:30 AM to 6:00 PM. The academy observes the following holiday schedule:

- NewYear'sDay
- MartinLutherKingJr.Day
- MemorialDay
- Juneteenth
- IndependenceDay(July4th)
- LaborDay
- HalfDaybeforeThanksgiving
- ThanksgivingDay
- DayAfterThanksgiving
- ChristmasEve
- ChristmasDay
- DayAfterChristmas

All holidays will be charged at the regular rate, and no fee adjustments will be made for designated holidays.

Admission Requirements

All forms provided upon enrollment must be completed before your child may attend Bloom Early Learning Academy. Each child's records must include the following:

- Copyofbirthcertificate
- Immunizationrecord(currentimmunizationinformationmustbesubmittedupon enrollment and kept up to date)
- Physicalexaminationreport
- Signedagreement

All requested information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work numbers, and individuals authorized to pick up your child. Bloom Early Learning Academy must be informed of any custody situations in advance, and proper paperwork must be submitted to the center director.

Registration Fee

The registration fee is \$100 per child per year and is non-refundable. The registration fee will be billed automatically each year on the child's enrollment date.

Weekly Tuition

Parents are responsible for their child's tuition at Bloom Early Learning Academy. Tuition is not based upon attendance but rather on a set weekly fee that is due regardless of attendance. Payments are due on Monday for the current week or on Friday for the following week. You may pay by check, money order, credit/debit card, or online at www.myprocare.com. All parents must be registered in our Procure check-in station and have an email address on file to make payments at the check-in computer.

Delinquent Accounts

Delinquent accounts will not be tolerated. If your account becomes delinquent, you will be notified in writing by the center director and given a deadline to bring your account current. A second notification will result in suspension of service until the balance is paid in full. Note: All accounts over 60 days delinquent will be sent to collections.

Withdrawals

A two-week notice is required for withdrawal from Bloom Early Learning Academy. Tuition must be paid during this two-week withdrawal period whether the child attends or not. If tuition is delinquent and the child is not allowed to return, the parent and/or guardian will still be charged the delinquent balance in addition to the two-week tuition as required for withdrawal.

Sign In/Sign Out

We emphasize the importance of signing your child in and out daily. This helps our staff keep an accurate count of the number of children present in each classroom. In the event of an evacuation, we want to ensure all children are present and accounted for.

Social Service Clients: Must swipe your card every day your child attends. If your child is absent, you must swipe an absent day. All holidays must be swiped as holiday days. If you fail to swipe your childcare card, you will be responsible for payment.

Late/Absent

Maintaining proper child-to-staff ratios is important. Therefore, we ask that parents call the center if their child will be late or absent as soon as they are aware. When classroom ratios are low, staff may be released early. Bloom Early Learning Academy prides itself on a favorable learning environment, and we aim to minimize distractions in the classroom. Please make every effort to have your children at the center by 10:00 AM.

Late Pick Ups

Bloom Early Learning Academy closes promptly at 6:00 PM. While we enjoy working with your child, we appreciate your promptness at pick-up times. All parents, authorized pick-up persons,

etc., arriving at the center after closing time will be charged a fee of \$3.00 per minute per child. This fee is to be paid to the director at the time of occurrence. If not paid at that time, it must be paid the next morning when the child arrives at the center.

Note: Should a child remain in the center fifteen minutes after closing and no contact from the parent has been made, we will attempt to call the child's emergency contacts. If emergency contacts are unreachable, we are obligated by law to contact child protective services. It is imperative that parents contact the center if they are running late.

Clothing

Children should be dressed in comfortable clothing suitable for active play. Tennis shoes or shoes with rubber soles are recommended. Since children are very active and engaged in various learning activities, some of which may be messy, please avoid dressing them in outfits that you do not want to get dirty. Open-toed shoes and flip flops are not allowed as they are not safe for playing. All children need an extra set of clothing to be kept at the center at all times.

Meals

Bloom Early Learning Academy participates in the USDA food program, which requires all families to provide a CACFP Income Eligibility form for each child. We provide breakfast, lunch, and a snack each day. Our menus are posted in the lobby and in each classroom.

Celebrations

Birthdays and other special events are always welcome at Bloom Early Learning Academy. If you wish to celebrate a special event, please coordinate with your child's lead teacher to discuss your plans in detail. We welcome all professional or commercially prepared foods.

Food Allergies

Children with severe food allergies may bring food from home. All food must be labeled with its contents (for the protection of other children), the child's first and last name, and the date. Note: Food allergies must be accompanied by a doctor's note.

Incident/Accident Policy

If your child sustains a minor injury that does not require emergency hospital care, he/she will receive first aid administered by our staff. An incident report will be completed and given to parents at the end of the day, and parents will receive a courtesy call.

In the case of an emergency requiring hospital care, 911 will be called first. The Director or a center representative will notify the parents. If parents cannot be reached, we will attempt to contact other persons listed on the child's emergency contacts. A staff member will accompany

the child to the hospital by ambulance and wait for the parents' arrival. An accident report will be completed by a staff member and must be signed by a parent.

Child Abuse & Neglect

Virginia State law requires all suspected cases of child neglect and/or abuse to be reported to Child Protective Services. Caregivers are mandated by law to report all suspected child abuse and neglect.

Clean Hands

Bloom Early Learning Academy strives to teach children proper hand washing techniques and the health benefits of washing their hands. Hand washing will take place upon arrival at the center, before and after every meal, after using the restroom or being diapered, after wiping their nose or other bodily fluids, and at any other appropriate time.

Infection Control/Illness Policy

Maintaining a safe and healthy environment is our top priority. Given the ongoing threat posed by the Coronavirus (COVID-19) pandemic, we have implemented the following policies and procedures to ensure the safety of everyone:

- Entry into our facility will be strictly limited to families with enrolled children.
- Only staff will be allowed into the classrooms.
- All students will be screened prior to entry into the program.
- All students and staff will have their temperatures checked (any fever, including low grade, will result in denial of access).
- Any student or staff exhibiting the following symptoms will be denied care/work:
 - Fever or chills
 - Cough
 - Tiredness
 - Congestion or runny nose
 - Sore throat
 - Diarrhea
 - Headache
 - Loss of taste or smell
 - Rash on skin
 - Fatigue
 - Muscle or body aches
 - Shortness of breath or difficulty breathing
 - Nausea or vomiting
 - Blisters in mouth or toes
 - Conjunctivitis (pinkeye)

Parents, please help us in our efforts to keep your children healthy by cooperating in the following ways:

1. Notify us within 24 hours if your child has been exposed to a communicable disease.
2. Keep your child home if they are sick.
3. If your child shows any symptoms mentioned above while in care, you will be called and asked to come immediately. Children must be picked up within one hour of being called. Failure to do so will result in parents being charged a late fee of \$10.00 per minute per child. Please help us protect the other children by responding promptly.
4. Parents of school-age children: If the school excludes your child for any illness, they must be excluded from childcare until cleared by a physician.
5. Parents of school-age children: If the school or classroom is placed under quarantine, children must be excluded from our facility for the duration of the quarantine.

Note: Any child returning to the daycare after being excluded for any of the above symptoms must have a doctor's note to return.

Staff Development

Our centers may be closed for up to two days periodically throughout the year for staff development. These days will be announced in advance to ensure parents have adequate notice.

Vacation Weeks

Each family is entitled to half off tuition for one week of vacation per year. Vacation leave must be taken for a full week, starting on a Monday and ending on a Friday. To be eligible for this benefit, a child must be enrolled for a minimum of 90 days. Parents must submit their written request to the Center Director in advance, and payment for the vacation must be made prior to leaving.

Fire/Tornado/Shelter-in-Place Drills

The center conducts drills once a month. During these drills, students are taught what to do in case of a fire, tornado, or intruder. While drills are in progress, students cannot be dropped off or picked up until the "all clear" is given.