



## Milk and Honey Childcare Services, LLC

"We Believe In Family"

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### Welcome

It is with the Joy of the Lord that we welcome you as part of the family of Milk and Honey Childcare Services, LLC. Milk and Honey is a year round, Christian based enrichment program that caters to infants, toddlers and young children. Our Staff is always open to answer questions, consider new ideas and address any concerns that you may have. We sincerely hope that you will be pleased with our services and look forward to getting to know you better.

### Our Vision/Mission Statement

We believe that EVERY CHILD is special and created to fulfill a specific purpose. Milk and Honey programs offer unique opportunities to help children to fulfill their destiny by engaging in academic, social, physical and spiritually developmental activities. Our ultimate goal is to do all we can to ensure that families who participate in milk and honey programs will become strong, empowered, productive and victorious citizens.

### The Infant and Toddler Program

The Infant and Toddler Program provide the first steps to developing the "whole child". Complete with age appropriate toys, furniture, equipment, and educational materials in a safe, spiritually based environment.

### The Pre-School Program

The Pre-School Program is designed to assist young children in developing those skills that will prepare them for learning on a higher level. Focus areas include, letter, number, object, shape and color recognition. Other areas of development include activities that re-enforce positive socialization skills.

### The Before and After School Program

This program offers a "holistic" approach to learning by ministering to the whole child, in body, mind and spirit. We offer assistance with homework, computer activities, arts and crafts and activities that promote positive social interaction.

### Arrival and Departure Policy

The hours of operation are 7:00 a.m. - 6:00 p.m. Monday -Friday, including school holidays and vacation periods other than State and Federal public holidays. School-Age students should be at the Center no later than 7:30 a.m. for Breakfast.

### Pick Up Policy

Those persons who are authorized to pick up children enrolled in Milk and Honey Childcare Services, LLC must be listed on the child's emergency form. Written documentation is acceptable along with proof of identification (i.e. Driver's license, Maryland State I.D., picture Work I.D. etc.) for those not listed on the child's emergency record.

### Transportation/Van Policy

- o There will be a written warning sent home for those children who misbehave on the milk and honey Van for the first time.
- o The second infraction will result in a one-day suspension from the milk and honey van.

- o **THREE STRIKES** and you are **OUT** – Your child will automatically lose the privilege to ride on the Van after three infractions.
- o Fighting on the Van will result in **automatic dismissal**
- o Children **must board the van on time** every day. The driver cannot wait any longer than ten (10) minutes after dismissal (Please advise their teachers of this)
- o Please contact the milk and honey office if you are picking up your child from school (410) 644-2222 NO LATER THAN 1:00 p.m.

### **Holiday Closings and Emergency Weather Policy**

Milk and Honey Childcare Services, LLC is open year round with the exception of the following holidays.

- o New Years Day
- o Martin Luther King's Birthday
- o Good Friday
- o Memorial Day
- o Independence Day (4<sup>th</sup> of July)
- o Labor Day
- o Thanksgiving Day and the Day After
- o Christmas Day (Day After Christmas)

There are times throughout the year when extreme conditions may force the closing of the Center. In the event of severe weather conditions such as snow, and ice on the streets, please tune in to WJZ TV channel 13 or WBAL radio 1090 or call (410) **644-2222** to check for closing or late opening. In the event that the center closing occurs after the center has already opened for the day, parents will be notified at least two hours prior to closing if at all possible. All students will be dismissed to parents, or the parents designated choice before the staff leaves the premises.

### **Meals**

Children at Milk and Honey are provided with breakfast, lunch and snacks. All meals are approved by Childcare Administration.

### **Discipline Policy**

Discipline will be encouraged through positive reinforcement. We praise children for acceptable behavior and will reward them with stickers, individual attention, kind words and pats on the back to help reinforce positive behavior. Positive praise will encourage the child to continue demonstrating acceptable behavior. Milk and Honey Childcare Services, LLC will not tolerate will acts of cruelty, such as biting, kicking, hitting, or shoving that could cause serious injury to another person. Such behavior can be cause for immediate expulsion from the Center.

When an inappropriate behavior occurs the staff may do one or more of the following:

- o Identify the reason for the behavior and redirect the child
- o Communicate with children in language they understand and provide the child with appropriate alternatives
- o Let children express their feelings and ideas; Set clear limits, establish and use rules consistently
- o Model acceptable behavior, use polite, not harsh language
- o Contact the child's parent if negative behavior becomes extreme or repetitive. A conference may be necessary to assist staff in determining the cause of the child's behavior. (Regular communication between home and Milk and Honey may eliminate this step.

### **Biting**

At times children express aggressive behavior by biting. These incidents will be addressed in the following manner:

1. Staff will intervene and separate the child(ren) who engages in the biting.
2. Wash the area and identify if the skin is broken and apply ice to help reduce any swelling.
3. Notify parents and document incident in writing.
4. The injured child must be seen by a doctor

The parents of a biter and the staff will consult if the child show's a pattern of this type of negative behavior. Dismissal of the child may need to be the last resort.

### **Child Abuse**

The Staff does not condone physical/corporal punishment, or threats of such punishment. There will be no verbal abuse; no belittling or demeaning the children. We will however, continually guide children with their behavior by providing a consistent, predictable schedule for the children and by establishing routines and rules which will lead the children to guiding their own behavior in appropriate and acceptable ways.

### **Field Trips**

On occasion your child will be going to the Playground, Library or on Nature Walks, etc. with Milk and Honey Childcare Services, LLC. During the summer program field trips are scheduled weekly. Permission Slips must be filled out, signed and returned to the office in order for children to participate.

### **Fundraisers**

Milk and Honey Childcare Services, LLC has only three (3) Fundraisers per year to support special activities and purchase educational and recreational materials. Each parent is required to support the Center in these efforts.

### **Grievance Procedure**

Please see Ms. Marian Johnson or Mrs. Joanne Jamison with any grievances or complaints that you may have. All grievances must be put in writing.

### **Medical Emergencies**

After determining the severity of an injury, the staff will immediately administer first aid to the child. After which the parent or designated emergency person will be contacted.

### **Out-door Play**

Please make that your children are dressed appropriately for outside play. During the summer and for warmer weather, children should have sun hats and sunscreen available. During the fall and colder months please make sure that your child has hats, gloves, sweaters and warm jackets to wear.

### **Transition Policy**

A letter requesting permission for a child to be moved to the next level of learning will be sent home to parent's when the staff feels the child is ready. Parents must grant permission in writing for the child to move to the next group beforehand. Conferences may be scheduled regarding transitioning at the parent's request.

### **Withdrawal Policy**

Notification in writing must be given at least two weeks in advance before withdrawing a child from Milk and Honey Childcare Services, LLC. All payments must be current before your child's last day.

**Infant and Toddler Daily News**

A copy of each child enrolled in the Infant and Toddler Center's daily activities (Daily News) will be available to parent's everyday. These activity sheets should be in the child's cubby or in their personal bag.

**Change Of Clothing Policy**

All children infant through four years of age should have at least two sets of clothing, complete with underwear and socks to remain in their cubbies. They should also bring a top and bottom sheet for resting. Crib or twin sheets work best. All covers ought to be taken home on Friday and returned to the Center on Monday. Infants and Toddlers should also have an adequate amount of diapers and or pull-ups, wipes, bottles and formula. Whole and 2% milk is provided by the Center.