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Mission Statement

The mission of BB Childcare LLC DBA Building Blocks Childcare and Learning Center is to provide exceptional care, nurture, and age-appropriate learning opportunities in a safe loving environment. The mission is accomplished through the dedicated effort of qualified owners, management and staff whose concern is for the welfare of the children entrusted to their care.

Dear Parents,

Thank you for choosing our Center to serve you and your family during this important period in your child's life.

We want your child to have the best possible experience while in attendance at our Center. This handbook contains information about our program and policies that will help answer any questions that you may have.

This handbook is intended only as a guideline to familiarize you with our basic policies and procedures. These policies are subject to change or have additions. If there are changes to the handbook you will be notified of the changes made. The handbook is always on our website to view. If you would like a printed copy, please request one from Suzie or Kara. If you have questions about any of the policies, please feel free to contact the owner and/or management.

We hope that your association with our Center will be a helpful and pleasant experience as your child grows and learns.

BB Childcare LLC

DBA (Doing Business As): Building Blocks Child Care and Learning Center.

Suzie Swan

Enrollment Policies

As stated in the enrollment information, we accept children from the age of 4 weeks to 13 years.

After beginning at our Center, if for any reason termination is to happen, we require a full two-week notice from either party. Free days cannot be used after you have given your two-week notice.

A current immunization record is required by South Dakota licensing standards before any child may attend a Childcare Center. The record must be kept up to date. Please see the director if you have any questions regarding immunizations.

Building Blocks will require all children to have current immunizations per the state health department requirements. This immunization policy is for the protection of all children and staff in our building.

Tuition Policies

New Enrollment Registration Fee: There is a \$50.00 registration fee per family. This non-refundable fee is paid only once for children attending continuously year-round.

Infant Room Deposit/Registration Fee: To enroll for our infant room, we require a first week nonrefundable deposit as well as the \$50.00 registration fee, made payable in separate checks. The first week will be applied to your account and will count towards your first week of tuition. If after that deposit is paid, you change your mind on enrolling, you will forfeit both the deposit as well as the registration fee.

School Year/Summer Withdrawal: There is a \$50.00 registration fee per child. We allow a withdrawal of your child/children for the summer months (they would need to be out for the entire summer) This can only be done after the regularly scheduled last day of school and your child needs to be reenrolled on the first Monday after school starts. We also allow a withdrawal for school year if they are only here in the summer. (They would need to be reenrolled by the 1st Monday in June).

Payment of Tuition: Our center rates are flat rates and are for any or all hours daily from 6am to 6pm. If your child is at the center any portion of the day they are charged for the entire day. Rates are based on which classroom your child is enrolled in except for two-year-olds that are enrolled in the preschool 1 room. They are charged the toddler rate until they turn three. All families pay for their contracted days. We do make an exception for our part time preschool families to come for two partial days (8:00-12:00) but pay a 1-day rate. We offer this as a benefit to allow your child to attend more of our preschool program. We only allow two half days to be charged as 1 tuition day if it is an increase in the number of your contracted days.

Tuition is due weekly. You may pay in advance if you wish to pay for more than one week at a time. There will be a \$50.00 late fee if there is any balance on your account, payment must be received by 10:00 am on Friday of each week. If tuition becomes two weeks delinquent, you may be asked to immediately withdraw your child until the entire balance is paid in full.

If payment is paid with cash, please be sure to place it in an envelope or give it to the management. If you need a receipt of payment with each payment for flex spending reasons, please be sure to let the director know. All families will be given a tax receipt at the years end, as a portion of your childcare expenses may be tax deductible.

Contracted day changes: Each family fills out a contract agreement. This agreement is in effect for a minimum of 6 months at a time. We will not allow families to go back and forth (decreasing and increasing days) on the number of days charged. If you would like to drop down in the numbers of days in attendance, please be sure you are able to remain that for at least 6 months as you will not be allowed to increase back up in days until after the new 6-month contract expires. Each family will sign a contract when starting and if they want to make a change, they will be required to sign another for a minimum of 6 months. The only exceptions to the minimum 6 months contract change are for the summer months or while a parent is maternity leave with a younger sibling.

Returned Check Policy: There will be a \$25.00 service charge on any returned checks. If there are more than two checks returned, you will be asked to pay by cash, cashier check or money order.

Returned ACH Policy: There will be a \$25.00 service charge on any returned ACH payments. You will be required to drop off payment in full including the service charge by 10:00 am Friday morning of the week you are notified of the return ACH.

School Age: We have a school age rate for during the school year and a school age summer rate for the summer months. The summer rate begins the first full week of summer through the last partial week of summer. For example: if school releases for summer on a Wednesday, the rate will not change until the next Monday. If the kids go back to school on a Wednesday, the rate will remain the summer rate through that entire week and change on the first full week back to school. The summer rate includes any field trip costs except for Sioux Falls Pool field trips... a Sioux Falls pool pass will be required for each school age child.

For the two full weeks over Christmas/New Years break the rate will be changed to the Junior Kindergarten rate as this does **NOT** include the cost of field trips. With the number of days off over the course of the school year... these two weeks should offset the rest of the days off from school that the rate remains the school age rate.

If for some reason there is a pandemic that requires kids to be out of school for two weeks or greater, the rate will be changed to the Junior Kindergarten rate.

School age kids can be at the center if there is no school for weather, in-services or Holidays, as well as during a late start or early release. We will still bus children to and from school on these days.

Tuition Exemption: For the protection of all children enrolled in our Center, a child will be sent home with illnesses that are contagious. Please see the HEALTH POLICY for more specific information. In case of major illnesses or hospitalization, credit will be given for days missed, with a doctor's written statement. Examples of illnesses qualifying for exemption are: Meningitis, Chicken Pox, Diptheria, Hepatitis A, Mumps, Measles, RSV, Pneumonia, Scabies, Influenza, Covid-19 and any hospitalization or surgery (that would be related to a contagious illness/center injury). If the time is a partial week of exemption, you will be required to pay for the remainder of the week or use free days.

Center Schedule and Holidays: The Center will be open from 6:00 am to 6:00 pm each day Monday through Friday except the following holidays when the center is closed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas. Our Center will close at 2:00 pm on Christmas Eve Day. If one of these holidays falls on a weekend, we will be closed on Friday for Saturday holidays and on Monday for Sunday holidays. All families pay for our scheduled closed holidays, and you are unable to use free days for the holiday.

Free Days: Free days can be used on days that your child is not at the center. Children enrolled in all 12 months receive free days as follows 5 day (10), 4 day (8), 3 day (6), 2 day (4). This credit may be taken at the parent's discretion during each enrollment year. A free day slip must be submitted any

time before or within two weeks of the day of absence that credit is to be used for. Free days start over on each child's anniversary date. Free days may not be carried over year to year.

If you are a family enrolled for school year only...the free days will be as follows: 5 day (7), 4 day (6), 3 day (5), 2 day (3) 1 day does not get free days. If you stay for the summer but less than your contracted days, you will get the number above plus 1. Kids enrolled in summer will get free days as follows: 5 day (3), 4 day (3), 3 day (2), 2 day (1)

Free days can not be used for our paid closed holidays.

Free days cannot be used after a two-week notice has been given.

Split families that both parents pay a split tuition will have any free days submitted credited back to both accounts at their respective percentages.

Charges for Late Pick Up: The Center closes each evening at 6:00 pm. There will be a late charge of \$5.00 per every minute after 6:00 pm up to 6:14 pm. For every minute after 6:15 pm, you will be charged \$15 per minute. The rate is per child. This fee will be charged up to the exact time the parent and child leave the building. The amount is payable to the Center. If a child is picked up after 6:35 pm...a call to law enforcement and child protection services may be made.

Withdrawals: The parent agrees to give the Director a minimum of two weeks' notice when choosing to withdraw a child from the Center. Free days cannot be used after the two-week notice is given. The Center reserves the right to unenroll a child if necessary. A two-week notice would also be given to the parent if this situation were to arise.

Field Trips: Field trips taken outside the Center sometimes require an activity fee to cover the trip. We try to keep fees to a minimum. These fees are made payable to the center by cash, check or Venmo.

Busing Fees: There will be fees collected semesterly for school agers riding our bus to and from school. There will also be fees collected for summer activities associated with gas prices. These fees are payable to the center by cash, check or Venmo.

Program Activities/Program Schedule: Our Centers program is a theme-based program that has lesson plans developed by the classroom lead teacher and approved by our curriculum director (assistant director). The lesson plans are age appropriate and cover the following areas of development: Gross motor, fine motor, music skills, math/science skills, art, social emotional skills, and language development. The schedules are specific to each classroom but flexible to incorporate changes in child's moods.

Parent Communication: When there are any significant changes that take place with any of the above items, health/sick notices, parent volunteer opportunities or major changes in our Center.... management will notify parents by either a front door note, phone vite message or a note on child's hook.

Health

State and Center Health Requirements: Before a child may be enrolled in a Childcare Center, the Center must require a child's parent or guardian to submit current immunization records that have been obtained from the child's doctor or nurse. If your child's immunizations have been done in South Dakota we are able to access them.

Parents will be notified if we have multiple cases of an illness going around the building.

Medication: Medications may only be administered with the written consent of the parent or guardian. Medications must be kept in their original container with the original label. The label for prescription medications must contain legible directions for use, the expiration date, the child's name, and the physician's name. A drug container without a label or an illegible label is not permitted. All medications requiring refrigeration will be placed in a specific container marked "medications". Absolutely NO medication should be left in backpacks, diaper bags, etc. Make sure all medications are given to a staff member upon your arrival at the Center. Children must have a medication form filled out in its entirety for staff to be able to administer the medication to the child.

Prevention and Response to Allergic Reactions: Upon enrolling at the Center, the parents will fill out Center enrollment paperwork to include any allergies a child may have. If allergies are noted, the center has an additional form that the parent(s) will fill out. The form states what the child's allergy is, what steps to take if there is a reaction and contact information for the child. Our Center will have a copy of the form in the Child's classroom, the kitchen and the child's file.

Bio Contaminants: When needing to deal with a child and bodily fluids; the teachers using the following precautions. Teachers will always wear gloves when dealing with any type of bodily fluids. We will separate the child from all other kids to the best of our abilities. When we are done caring for him/her...all used materials (gloves, rags, Kleenex) will be placed into a

garbage bag and tied shut and taken to the dumpster. If the child's clothes need to be changed, his/her clothes will be bagged up and tied shut and hung on their hook.

Illness: We strive to prevent the spread of illness, and your cooperation with our policies regarding this will be of tremendous help. If your child has a fever (100.0), diarrhea, or any other symptoms of a contagious illness, in all fairness to the other children, please keep him or her at home. Since minor respiratory problems are common and danger is minimal, we do not require that your child stay home due to a cold. However, all children are taken outside twice a day for fresh air and exercise. If your child is too ill to participate in outdoor activities, your child is probably too ill to attend the Center.

Should your child become ill while at the center we will separate him/her from other children and always phone you to make you immediately aware of his or her condition. If your child has a temperature of 100.0 F Degrees or higher, you will be alerted by phone and you must remove the child from the Center within an hour. Please read the following health guidelines to further acquaint yourself with our policies regarding illness. All infectious diseases must be reported to the state health department.

Health Guidelines

Guidelines For Sending a Child Home

- *If a child has a temperature of 100 degrees F.
- *If a child is vomiting.
- *Has any type of undiagnosed rash.
- *Chicken Pox—Slight fever, fine blisters on scalp, face or body.
- *Diarrhea—At least two watery bowel movements within one hour.
- *Measles—runny nose; watery eyes; fever; cough, rash.
- *Mumps—Pain in cheeks; swelling over jaw and front of ear.
- *Pink Eye—Red eyes; discharge from eyes; crusted eyelids
- *Strep—Fever; sore throat
- *Head Lice— we will refer for treatment at end of program day.
- *Ringworm—Itchy, scaly patches on scalp or body

- *Impetigo—Small blisters that become crusted and contain pus.
- *Thrush—Sores usually in mouth and throat
- *Croup—A type of influenza, coughing, fever.
- *RSV—Viral respiratory illness, fever, vomiting, diarrhea.
- *Hand, Foot & Mouth—Lesions in/around mouth, palms, fingers & soles of feet.
- *Covid-19—A combination of many of the symptoms above as well as a fever. We will follow current CDC guidelines for Covid.

The Center may send a child home if behavior indicates illness or if they are unable to participate in daily activities.

Children may also be sent home if their behavior requires one-on-one attention for more than a short amount of time.

Guidelines for Returning a Child to the Center

A child sent home because of a fever may return 24 hours after their temperature is normal without the aid of aspirin, Tylenol or ibuprofen. Your director may ask for a doctor's note stating that your child may return to the Center. Other communicable diseases will require a note from the doctor before returning to the Center.

Fire, Tornado, Lock Down and Natural Disasters

Our center has special procedures set up to deal with such emergencies as fire, tornado, locks downs and natural disaster. Our staff is trained annually and updated as needed as changes are made to the procedures. The center is inspected on a regular basis by the South Dakota department of Health. Fire drills are held 4 times a year, tornado drills-- twice a year and Lock Downs— twice a year. During severe weather, a constant check is kept for emergency information through internet and weather radios.

Emergency evacuation drills are practiced each year. It is very important for children to know what to do and where to go if an emergency exists; this is one way to limit panic and fear and to speed up any evacuation if necessary. In cases of emergency evacuation, children and staff will follow plans posted within the center.

For fire evacuation, children are instructed to use exits as posted and proceed outside and away from building as directed. For other emergency evacuation, children are instructed to follow teacher's directions according to posted plans.

Inclement Weather Information

Our center will not close for business during inclement weather unless it is extremely severe winter weather or summer storm that causes the functions of the entire community to shut down. It is the parent's discretion whether road conditions are safe or passable.

There may be times when our center may be forced to delay opening or close early due to road conditions which inhibit staff abilities to reach the center by 6:00 am, or travel safely home. In the unlikely event of a delayed opening time not opening at all, or closing early we will send out a phone vite message. The message will have all the details needed and will come through your phone from the Building Blocks phone number.

Authorizing Individuals to Pick Up Your Child

If someone other than yourself will be picking up your child, a written notice must be left with the directors or lead teachers in the morning or you must call the center to inform staff of who will be picking your child up. We require picture identification from anyone other than yourself picking up the child. Individuals picking up children must be at least 18 years old or have a valid driver's license/ID card and written/verbal permission from a parent. We will not allow older siblings to pick up unless they have a driver's license and parents have given approval for them to pick up.

We will not, under any circumstances, allow your child to leave with an unauthorized person, and please understand that this is completely for the protection and safety of your child. If custody situations arise, please provide the Director with proper legal documentation. If someone other than yourself will be picking up, please do not provide them with door entry codes. We prefer that they ring the doorbell for entry.

Arriving and Leaving the Center

Center hours are 6:00 am to 6:00 pm, Monday through Friday. Children should not be dropped off or picked up outside of these hours. All children MUST be brought into their classroom accompanied by the adult dropping the child off. No child should be left unattended in any area of the building while being dropped off or picked up.

Please notify the center when your child will be unable to attend the center that day. If your child does not show up by 9am and is scheduled to be at the center for the day, our staff will contact you to see if your child/ren are coming. If a school age child is not riding our buses back from school, please be sure to contact the cell phone assigned to the bus that drives your child's school to let them know you are picking up at school.

Lunches, Snacks, and Feeding Times

Lunches and snacks are included in tuition for all programs enrolled. Children may also bring their own lunches to the center. We are a NUT free center. Please no peanut butter of any sort. Please do not send candy as part of their lunch or for snacks. Children also are not allowed to drink pop in the center. No gum or hard candy is allowed in the center either.

Our menus have been designed to meet state requirements and are intended to give each child a well-balanced meal. A wide variety of food choices are served to help your child begin a lifetime of healthy eating habits. We recognize that all children will not eat all types of foods, but we feel exposure to a wide variety of foods at an early age is important. We strongly encourage each child to take a bite of everything on his/her plate.

The menu is posted in the dining area and each of the classrooms. It is also on our website. If your child requires a special diet, food must be provided by the parent.

Lunch is provided from approximately 10:45am to 12:00pm each day. Snacks are provided each morning and afternoon, check with the Director for exact times. We do not provide breakfast, but you may bring a breakfast item for your child to have and we will help assist them in preparation of their food.

Treats: Special treats are permissible if prior arrangements have been made with the Director or your child's teacher. Due to potential allergies, all treats must be store bought and no items containing peanuts will be allowed.

Infants will be held while bottle-feeding, or per parent's request. We do not "prop bottles up" while a child is feeding.

Reporting of Child Abuse/Neglect

On or before the first day at our center, all staff members are required to read and sign a statement which defines child/abuse neglect and states reporting requirements.

Any staff member who feels that a child in the center may have been abused/neglected is required by law to immediately report to the Director who will inform the Department of Social Services or law enforcement agency. The Director must then ensure that the alleged abuse/neglect will not recur, pending investigation. Protection will be provided if it is felt that the child may be in immediate danger by either reassigning the staff member to a non-child-caring role or by temporarily suspending him or her until the investigation has been completed.

Continued employment ability of any staff member involved in an incident or child abuse/neglect will be evaluated.

***Shaken Baby Syndrome...* which is a serious injury resulting from forcefully shaking an infant or toddler. Our staff is trained with annual in-service trainings and a variety of online classes. These classes teach our staff to know when they need a break, when to ask for help and when to help fellow coworkers if they feel they need a break. Our staff also knows that they are all mandated reporters and that they are required to report to a State of South Dakota intake worker if they suspect any type of abuse taking place.

We are all mandatory reporters so if any parent or caregiver picks their child up while under the influence of alcohol or drugs, we are required to report them to local authorities.

Child Behavior Guidelines

Any discipline will incorporate:

- *positive guidance
- *redirection of energy
- *setting of reasonable limits

Any peer pressure as a discipline measure and any humiliating or frightening form of punishment is prohibited.

If your child is experiencing some behavioral difficulty, you will be notified by your child's teacher, or the Director and a conference will be scheduled. The Director and teachers will then work closely with you to see if the problem or problems can be resolved. As a last resort, we reserve the right to ask you to withdraw your child from the center with a two-week's notice.

The following information is intended as a guideline for working with children who are having difficulty in adjusting to or abiding by certain rules of behavior in a classroom or the center.

- 1.Center management is always obligated to look first within the center, staff, schedules, and/or activities to see if the center can realistically offer any changes in its program that will help the child adjust behavior appropriately.
- 2.Center management and staff will communicate with parents as situations develop to keep them informed and involved.
3. If your child is requiring a one-on-one ratio for an extended period of time you will be asked to pick your child up as we do not have staffing to provide one-on-one care.
4. If problems continue, the Center Director will hold a parent conference to form an "action plan" to help facilitate more appropriate and/or acceptable behavior on the part of the child. Also, at this time, an agreement should be reached as to when or what behavior should warrant the Director and her/his staff contacting parents during the day regarding the child's behavior and when the Director will call the parents to pick the child up before their normal pick-up time.

5. The center reserves the right to unenroll a child when:

A. Parent action is not followed or if there is no positive change in the child's behavior as per time limits previously set in the "action plan."

B. Center has accumulated numerous incident reports documenting the child's behavior to this particular point.

Transportation

Transportation is provided to and from Brandon Elementary, Robert Bennis Elementary and Fred Assam Elementary during the school year and we also transport for field trip activities throughout the year. We do not transport to Valley Springs or Inspiration. For transportation to school our busses leave the garage at 7:30am SHARP and will not wait for any child. We do not take attendance for morning bus run but do make sure that all children that have been dropped off with a teacher are on the bus. For transportation from school our bus will not leave a school until all children are accounted for. If your child will not be riding the bus, please text or call the bus phone associated with your child's school.

Our center is not responsible for accidents or other problems which occur if your child uses other forms of transportation to and from our center including the public-school buses.

Our busses do not have seat belts on them. The law does not require seat belts on buses. This makes it very important for you to reiterate with your children the importance of bus safety.

All families will need to sign the transportation authorization form included in your child's application for enrollment packet.

Field Trip Rules

Periodically trips away from the center are planned and our wish is to include all children for this special activity. Occasionally we may ask for an activity fee to cover the cost of the field trip. All children in attendance at the center during the time of their scheduled field trip must attend the outing. They may not stay back with another group due to ratios and scheduling. If your child arrives after the group has departed from the center you must drop them off at the field trip location. If your child needs to be picked up during a field trip you must sign them out with a staff member.

We do have guidelines that need to be followed by children in order to make it a positive experience for all. Please be aware and supportive of these guidelines.

1. All children must always display appropriate behavior. The following behavior is unacceptable on any trip:
 - a. Running ahead of the group.
 - b. Running away from the group or teacher.
 - c. Not listening.
 - d. Not following directions.
 - e. Showing disrespect to adults.
 - f. Profanity of any kind—words or actions.
 - g. Throwing temper tantrums.

2. All bus rules must be obeyed (listed below).
 - a. Get on and off the bus one person at a time.
 - b. Use quiet bus-voices!
 - c. Keep hands in lap, backs against the seat, and your feet on the floor.
 - d. There is no bouncing or rough housing.
 - e. All items must be put in back packs while traveling on the bus.
 - f. Children are responsible for cleaning up after themselves on the bus.
 - g. No children should put their hands, arms, coats, etc., out of the windows.
 - h. Be polite to the driver and your friends at all times!
 - i. Children will be supervised by an adult at all times.

Insurance Coverage

We ask that all children enrolled in our Center be covered under a health insurance policy.

If your child is involved in an accident while at our center and requires medical attention, our insurance has a med pay plan that will cover your out-of-pocket dollar amount up to \$5000.00. If the injury is bigger than that we have additional coverage that would proceed through an investigation before making payment.

If your child has an accident, we require several forms including copies of the itemized billing from the doctor or hospital, and a copy of the explanation of benefits from your insurance company. Your director will have the forms you need and can explain the process if such a case arises.

Miscellaneous

Clothing-It's important for children of all ages to have a complete change of clothing at the center, since even those beyond the age of "accidents" will occasionally spill juice, milk, or paint. We ask that you please clearly mark each item and send them in a bag also marked with your child's name. Please dress your child appropriately for the preschool environment and for the weather since we feel it is important for children to get out and get exercise and fresh air each day. Mittens, hats, scarves, boots and snowsuits should be labeled. Please send your child in shoes that are comfortable and easy to play and run in. Open toe sandals are strongly discouraged and not permitted on field trips. We will try our best to help the children keep track of personal clothing but cannot be responsible for misplaced items.

Blankets-Children attending during nap should bring a small blanket and/or a small pillow or a child sized sleeping bag. These items must be clearly labeled and taken home weekly to be washed. If you would like your child to sleep on a nap mat, please provide a mat with your child's name on it.

Toys from home- We strongly encourage you to leave toys from home at home. We do not want them to be broken or stolen. Classrooms may occasionally have a show and tell day and teachers will give information about this to all parents.

Personal Items-The department of Social Services has passed a law requiring each licensed child care center in the state of South Dakota to have individual storage receptacles for personal belongings. We ask that each child has a bag for their personal belongings to be stored. The intent of this law is to prevent cross-contamination and the spread of infectious diseases and lice.

Special program charges-We may offer special programs, such as swimming lessons, tumble bus, dance and sports camps. The fees for these programs are in addition to your weekly tuition. All programs are optional to your child.

Rest Time-Our center has a scheduled rest period. Please check with the

Director for specific times.

Custody Issues-We feel that it is in the best interest of the children to remain neutral in custody issues. We recommend that these issues be resolved outside of the Center. We will provide basic information such as attendance records, or incident/accident reports to the guardians of the child.

Outdoor Activities- Questionable weather/temperature guidelines for outdoor playtime are as follows, but these are at the discretion of the Director.

Fall/Winter: The temperature needs to be above zero with the wind-chill factor not less than zero. Children who do not bring snow pants or boots will be required to go outside but will have to stay next to the building on the playground. All children will have to go outside as a group otherwise one child may potentially put our classrooms out of ratio.

Spring/Summer: Unless temperature rises over 100 degrees, the children will go outside as scheduled. In extremely hot weather, shorter periods of outside time will be advised. Staff will encourage children to drink lots of fluids and apply their sunscreen as needed.

Sunscreen and Bug Spray-Each child will need to pay the current yearly rate. The center will provide the sunscreen/bug spray for the summer. If your child needs special sunscreen, we will allow you to bring your own and not pay the fee. You, however, are responsible to replenish and always have some at the center.

Refund of Over Payment-In the event of withdrawal and an overpayment is on your account, we will issue a check refunded to your last known address.

Reporting of changes of circumstances-Building Blocks Childcare and Learning Center will report changes of circumstances which may affect ability to comply with licensing rules, i.e. new program location, building renovations/remodeling, suspected in-house child abuse and neglect, ownership change, or new Director.

Announcements of center events and our activities will be posted at the front entrance and also on classroom doors.

Center Staff Requirements

- Each Staff Member must be at least 18 years of age and under supervision of managements.
- Secondary Staff (14-17 years of age) must never be left alone with the children and will work under the direct and constant supervision of an adult.
- Our Center programming is handled by the Assistant Director, who has a 4-year degree in education. Our Center Lead teachers, write the room lesson plans and they are critiqued and observed by the program coordinator.
- All of our Center staff go through an extensive background check to include: 3 reference checks, child abuse and neglect screening, sex offender screening, DCI screening, FBI screening...this is done prior to employment and every five years thereafter.
- Center Subs—if we need to use a sub to cover a regular teacher to remain in ratio...those subs would need to have all of the same screenings done as regular staff members. They would also need to complete the 90-day orientation with CPR/first aid.
- Center Volunteers---as long as a volunteer is not counted in a ratio and taking the place of a paid employee, they do not need to have all state required paperwork done and orientation completed. We do still recommend volunteers be CPR certified.

Parent Referral Program

Whenever you, as a currently enrolled parent, refer another parent, you will receive a \$100 credit on your account after the new family has completed their first week of enrollment.

Building Blocks Childcare and Learning Center
1714 Frontier St.
Brandon, SD 57005
www.buildingblocksbrandon.com

suzieswan9288@gmail.com
kara.knoll@outlook.com

Suzie Swan—Owner/Director
Kara Knoll—Assistant Director/Program Coor.

4 weeks to 13 years
605-582-5437—Main
605-582-4111—School Age
605-582-5685—Fax

Hours: 6:00 am-6:00 pm
Monday through Friday