



Monday- Friday
6:30 AM – 6:00 PM

405 16th Street West
(406) 969-2425

Infant Care ; Preschool ; After School Program

Hello! Welcome to Buttons & Bows Childcare

Buttons & Bows Childcare is a licensed and insured childcare center providing services to children ages 6 weeks-12 years. We offer a preschool program to children ages 2 to 5 and an after-school program for children ages 6-12. We are open Monday-Friday from 6:30 am to 6:00 pm.

Buttons & Bows is a family oriented childcare center that first started as an in-home family daycare with just six children. Over the course of 5 years, as families within Buttons & Bows were continuing to grow, so did our facilities. Buttons & Bows added two locations in 2016 and finally, in 2017 all locations were combined into our one and only location; Buttons & Bows Childcare Center. We take pride in providing quality care and centering our care based on family values. We treasure our staff and their commitment to our mission and the children in care here at Buttons & Bows. We hope that as you read this handbook, you become aware of the opportunity your child has to grow and develop and the family dynamic that you will be welcomed into as well.

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Mission Statement

Buttons & Bows Childcare strives to provide a safe, nurturing and stimulating environment for all children in our care. Our role is to encourage and support each child in all areas of development, therefore creating a positive self-image and opportunity for success. Parents and childcare staff both play an integral part in promoting and providing an environment rich in learning experience and growth.

Our Program

Our program believes in respect, guidance, and quality care. We concentrate on respect for all individuals and respect for our environment. As providers, we know that each child is unique. Our goal is to support each child in a safe, clean, and nurturing environment. By creating such environment, the child's willingness to learn and grow within all areas of development will be enhanced. Our program offers experiences in all areas of education to promote the growth and development of the whole child. We offer opportunity for children to experience dramatic arts, creative movement, large and fine motor skills, and language arts. These developmental skills are an important and beneficial aspect of progress relating to cognitive, visual, auditory, tactile, and large motor development.

We believe that YOU are the most important teacher your child will ever have! Open lines of communication between center staff and family members is essential to facilitate your child's growth and learning. Our bulletin boards and newsletters provide news about activities that your child is participating in as well as other important notices and information.

We have an open-door policy. If you ever have any questions or concerns please feel free to contact us. We appreciate your feedback to help us care for your children. We love to hear feedback from our parents! Our contract of care is to protect you the parents, your children and the providers. We appreciate that you have selected us to be the caregivers of your children.

Admission and Enrollment

Admission

After contacting Buttons & Bows for a childcare position, a tour must be completed to receive an enrollment packet. There is a one-time non-refundable enrollment fee of \$100 CASH ONLY per family that is required. Once the enrollment packet is completed and returned, the enrollment fee has been paid, and a contract of care has been signed with the director, your child's spot is reserved.

Enrollment

An enrollment packet consists of the following:

- Emergency contact form
- Immunization Records
- Non-Ingestible OTC form
- All about me form
- Contract of Care
- Infant Feeding Schedule (0-18 months)
- Pediatric Statement of Health/Immunization Records (0-2 years)
- Safe Sleep Policy (0-2 years)
- CACFP Income Eligibility Form
- Emergency Transportation Agreement
- Enrollment Fee

Your child will not be able to attend if any required information is missing or incomplete or if you fail to provide updated immunization records.

Infant Care

While in our care we accommodate each infants schedule. We understand that each infant will eat, sleep and play on their own time. Your infant will start to form their own schedule as they grow. We work hard to copy the schedule that is working at home and to accomplish a similar schedule so we ask that you communicate openly with your child's teacher. Staying on routine is very important especially for infants transitioning to a childcare setting.

In the infant center, we provide a safe and stimulating program which encourages visual, language, gross motor and fine motor experiences to enhance learning and spark curiosity. Infants are rotated through centers often throughout the day.

There are additional forms for infants that are required by the State of Montana. The infant feeding schedule, pediatric statement of health and safe sleep policy are to be completed and signed before the child's first day of care.

Infant Feeding

Staff will follow each child's infant feeding schedule. This form must be updated any time milk or formula ounces are changed, new foods are added, or any foods are removed. It is the parent's responsibility to update these forms as needed.

Buttons & Bows participates in the food program and supplies Similac Pro Advance/Members Mark Advantage formula. If you choose to decline our formula, you will need to fill out a form stating that you decline and will provide your own. Breast milk may be thawed or frozen, but an adequate supply of clean bottles must be provided per day. Bottles will not be washed by the daycare center or refilled, therefore parent's need to provide enough clean bottles to last the child for the day. The bottles will be sent home at night to sanitize, and must be returned the following day. A note will be sent home when your child is running low on formula if you provide your own.

For children old enough to eat food, we provide Gerber Infant foods for your child. We also provide fresh fruits and vegetables, grains and meats to your child that are age appropriate if their feeding schedule allows. Foods will be provided unless the parent wishes to decline our meals in which an Infant Food Decline Form will need to be completed and appropriate foods will need to be provided by the parent. If you are bringing food from home, please clearly label the container with your child's name.

Empty bottles and reusable food containers will be returned to the child's bottle bag or cubby for the parent pick up at the end of each day.

Infant Sleeping

Our infant center accommodates children 6 weeks to 24 months old. All staff follow our safe sleep policies and guidelines. Infants 6 weeks to 12 months will be placed in a crib to sleep. All children over the age of 12 months will have a nap mat if there is signed consent from the parent or guardian. If there is no written consent for a mat, the child will stay in a pack and play for sleep. Children will switch to a nap cot at the age of 2 therefore, transitioning children to mats before the age of 2 is helpful. The safe sleep policy must be signed and returned prior to your child's first day of care.

Diapering

Buttons & Bows does not supply diapers and wipes. Parents must bring diapers and wipes, labeled with the child's name. Diaper changes occur every two hours unless child has a soiled diaper which is changed on demand. Buttons & Bows will give notice when a child is getting low on diapering supplies. Any diapers the center provides will cost you \$1.00 per diaper which will be added to the following months bill.

On your infants 1st day you will need:

(all items must be labeled)

- 3 extra outfits with socks in gallon Ziploc
- Diapers
- Wipes
- Clean bottles in labeled bottle bag
- 1 light blanket
- 1 sleep sack (no swaddling allowed)
- Formula (if not accepting provided brand)
- Breast Milk (if breast feeding)
- Baby foods/meals (If not accepting meals provided)
- Pacifier (If applicable)
- Diaper rash cream

Policies and Procedures

Rates & Payment

For a complete list of rates, please see the rate sheet.

Flat monthly rates are only offered to full-time families. Any family scheduled less than 5 days a week will pay the daily rate.

Payment obligation is based on the scheduled times in the contract of care agreement NOT the actual times you bring your child. You will be responsible for payment whether your child attends or not. No refunds or credits will be given if your child does not attend on a scheduled day.

Payment is for the slot your child takes. Therefore, all payments need to be paid the Monday of the week of care. No payments after childcare has been provided NO EXCEPTIONS.

Payments may be made by cash, check (made out to Buttons & Bows Childcare) or by credit or debit card. There is a 2% card processing fee automatically added to credit/debit card payments.

Payments can be made weekly, bi-weekly or monthly but must be made in advance.

Additional Fees

For scheduling purposes and your child's well-being, daily rates apply for only a maximum of 10 hours of childcare per day per child. If you arrive past your scheduled pick up time, as stated in the contract of care, a late fee will be applied. The late fee of \$10.00 for every 15 minutes late must be paid at pick up to the employee staying past scheduled time with your child.

A late fee of \$20.00 per day will be added to your account if payment is not received on or before the due date and the child WILL NOT be able to attend until account is current. Any accounts 5 days past due will result in loss of your childcare spot.

If at any time a check is returned for non-sufficient funds a \$40.00 service charge as well as any additional fees incurred by the provider will be added to your account. In the event this occurs, care for your child will be suspended until account including all service charges and fees are paid and current. If a check has been returned, the only method of payment that will be accepted from then on will be cash or money order. If you become delinquent on payments, the provider has the right to refuse service and will terminate this contract as outlined in this contract without said notice. Delinquency in payment will not be tolerated.

Any unpaid accounts will have 14 days to make payment arrangements with the director. If the family has not contacted the director, any unpaid balances will be in the possession of CBB Collections agency and the family will be responsible for collectors' fees of 33.3% of the total invoice. Payment arrangement agreements that are broken by the family will be

released to CBB Collection agency within 14 days of broken contract. Collectors fees will apply.

Best Beginnings Childcare Scholarship

If you are on Best Beginnings Scholarship you are personally responsible to pay for any/all hours and days not paid by HRDC. This includes absent days not covered, loss of coverage, failure to recertify, additional fees, and copay amounts established by HRDC.

If your child does not attend on a scheduled day and your absent days do not cover all days missed, you will be responsible for paying the total amount owed by the 20th day of the month following.

If you receive or will receive Best Beginnings Scholarship you must provide proof of authorization **before** the first day of care. This can be provided by either a phone call or email from your HRDC case worker. Or you will pay in advance for any services provided prior to authorization being received.

The best beginnings scholarships reimburse a set daily amount. Buttons & Bows rates may differ from the allotted scholarship reimbursement funds. Parent will be responsible to pay for the difference in rate amounts per day.

Illness & Medication Policy

Daily attendance will be refused to any child who arrives at the facility, or during care displays any of the following illnesses:

ILLNESS

- A temperature above 100.4 degrees for any reason.
- Vomiting and/or diarrhea
- Lice
- Unknown rashes
- Sore throat
- Impetigo, pink eye, skin infections
- Chicken pox
- Hand Foot & Mouth Disease
- Other serious medical condition

REQUIRED BEFORE READMITTANCE*

- No fever for at least 24 hours without medication
- No vomiting and/or diarrhea for 24 hours
- Home treatment with complete elimination of eggs
- Medical attention and release from Doctor
- Release from doctor
- On antibiotics for 24 hours
- After sores dry up (5-7 days)
- Medical attention and release from Doctor
- Medical attention and release from Doctor

- Uncontrollable runny nose (green or clear)
- Nose is no longer running

A current copy of the child's immunization record must be submitted to the provider before care may begin. If at any time immunizations become outdated care cannot be continued until such immunizations become current.

If an illness required or resulted in medical attention, you are required to bring a physician's note clearly stating that your child is not contagious and is able to be in a daycare setting.

Upon arrival, staff will be obligated to administer a quick health check before the child is admitted into the facility.

If the illness occurs during the time of care, the parent will be notified and the child will be isolated in a comfortable place until he/she is picked up. Pick up must be made within one hour of the time that the parent is notified.

Prescription medication will be administered only with a written prescription from a licensed physician, including child's name, duration of medication, dosage amount, route of medication and times to be administered as prescribed by your child's pediatrician/physician. Both prescription and non-prescription medication must be in the original container with the child's name on it (this includes inhaler boxes and prescription creams). Additionally, the parent(s) must fill out a medication authorization form. The first dose of any daily medication regiment must be administered at home in the morning before arrival. Any antibiotics that are to be given twice a day need to be given at home. Controlled medications will not be given at this facility unless a physician's note states it is required. A medication log will be kept for each medication given at the childcare facility.

Any child that is not able to participate in all daily activities which include going outside, cannot be brought to daycare. This includes uncontrollable crying that disrupts the daycare setting.

Transportation

When children are transported for any reason, consent for transportation must be checked on the child's emergency contact form. Field trips will happen often and will be listed on the newsletters. If you do not wish for your child to attend a field trip, alternate care will need to be arranged by the parent. Reasonable precautions for the child's safety will be taken and Buttons & Bows will provide the proper carrier device for each child unless the parent prefers to provide their own. In case of an emergency, parents must fill out the emergency transportation agreement to give consent for transportation if relocation is necessary.

Toilet Training

As children progress to the preschool building at two years old caregivers will begin toilet training. While toilet training, your child will have ample opportunities to use the bathroom and receive assistance as needed. We have set times during the day that children are encouraged to use the toilet, such as before going outside, after meals and before naptime, but children are not forced. We will not toilet train if it is not being encouraged and practiced at home as well. Parents must communicate with staff that toilet training has started and share what has been working at home. Children will not be moved into the 3 to 4-year-old preschool class until they have been successfully dry for two weeks. Once permitted to the 3 to 4 year old preschool child will undergo a trial period in which they must remain dry. If continued accidents occur during trial period child will move back to the 2-3 year old class.

Emergencies

In the event of an emergency, 911 will be contacted prior to contacting the parents. In the event that the emergency involves poisoning of any kind, Poison Control will be contacted at **1-800-222-1222**. A conscientious effort will be made to notify parents in case of emergency. The expense of any services rendered will be the responsibility of the parents.

Fire drills are done monthly. In the event of a fire, all staff will utilize the fire evacuation plan and evacuate all children from the building in a quick and calm manner. 911 will be contacted prior to contacting the parents.

Our emergency preparedness plans are posted throughout the facility. If we need to relocate for any reason, our in-neighborhood relocation site is Miles Avenue Elementary and our out of neighborhood relocation site is St. Francis Early Childhood Center at 1734 Yellowstone Ave. If there are any questions with our emergency preparedness plans, please do not hesitate to ask any staff member.

Mandatory Reporting

All Buttons & Bows Childcare staff are mandatory reporters for abuse and/or neglect. If any employee has reasonable cause to suspect, through personal observation or information they receive, that a child is abused or neglected by anyone, a report will be made. Regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, they will report the matter promptly to the State of Montana, Child Protective Services hotline at (866)820-5437.

The state licensor is notified immediately after a CPS report is made by the facility.

Custody Orders

Until custody has been established by a court action, one parent may not limit the other from picking-up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director

Termination & Discipline Policy

Each child admitted will be considered on a *six-week trial basis* from the admittance date, during this time the provider may terminate care without cause or reason. No refunds will be given.

If a child is to be withdrawn from the program, a 2-week written notice and immediate final payment for the final two weeks must be given to the director. If no notice is given you will be charged for the month tuition.

The goal of discipline is to help the child develop inner controls so that he/she may move toward appropriate social behavior. Praise and positive reinforcement are effective methods of behavior management for children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy.

Methods for resolving conflicts are:

Positive guidance

Setting clear limits

Redirection

Time away

In the event that the above methods do not appropriately solve behavioral issues with a child parents will be notified of the behavioral issue. A behavioral incident report will be given to the parent. The parent will be responsible for actively resolving the issues with the provider. Sometimes the easiest solution is the child becoming aware that their teachers and their parents are communicating and are both aware of issues occurring. Failure for the issue to be resolved could result in termination of childcare.

In the event of any actual physical harm including but not limited to hitting, punching, biting, kicking or any threat of physical harm to others, could result in immediate termination of care for the child.

Parental actions that may result in termination include but are not limited to failure to pay or habitual lateness in payments, failure to complete required forms, habitual tardiness when picking up your child(ren) and/or verbal abuse to staff.

Meals & Snacks

Our facility participates in the Child and Adult Care Food Program (CACFP) and follow all guidelines including our responsibility to serve meals to all enrolled children without regard to age, race, color, national origin, sex or disability.

Breakfast is served from 7:30-8:30, Lunch is from 10:30-11:15 for infants and 11:30 to 12:30 for preschool and an afternoon snack at 2:00 for infant and at 3:00 for preschool. Children are served well-rounded, nutritious meals and snacks and are offered milk or water.

CACFP Non Discrimination Statement

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at the [USDA Office of the Assistant Secretary for Civil Rights](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) Fax: (202)690-7442; or

(3) Email: [USDA Civil Rights](#)

This institution is an equal opportunity provider.

How to File a Complaint

If you believe that you have been discriminated against because of race, color, national origin, age, disability, and sex, you have a right to file a complaint.

To file a complaint of discrimination contact:

Office for Civil Rights
U.S. Department of Health & Human Services
1961 Stout Street - Room 1426
Denver, CO 80294
(303) 844-2024; (303) 844-3439 (TDD)
(303) 844-2025 FAX

[How to file a Civil Rights claim](#)

OR

Patty Butler, Chief
Early Childhood Services Bureau
DPHHS, P.O. Box 202925
Helena MT 59620-2925
or call toll free 1-888-307-9333

USDA is an equal opportunity provider and employer

Allergies

Parents need to inform the center of any allergies their child has concerning foods, medications etc. A written statement from a physician is required. Infant allergies must be listed on the pediatric statement of health completed by their pediatrician. For food allergies, a list of food substitutes may be requested.

Naptime

Naps are mandatory for all children who are in attendance for the day. We require that parent's send a blanket for your child to be left at school for the week. This will lessen any chance of forgotten blankets. Please send weather appropriate blankets as the seasons change. We also ask that you please take them home each Friday, or your last workday, to launder. When you return their blankets, we ask that you return it to your child's cubby. Please remember to mark your child's name on their blanket as well as all belongings. For sanitary reasons, we will not provide blankets if your child does not have one.

Holidays and Vacation Time

If you are planning to have your child **NOT** attend due to vacation you agree to advise the provider in advance of the planned vacation. Payment is still due when children do not attend. You pay for the slot your child takes, not for the days they attend. Failure to notify provider or not paying for childcare during vacation will result in loss of your child's scheduled space.

The center will close as well. Parents will not be charged for days in which the facility is closed unless you pay the flat monthly rate in which the rate is constant.

Holiday Closure dates are posted on the bulletin boards, on the website and a paper copy can be found at the front desk.

Authorized child pick-up

I understand that only persons named on the Emergency Contact and Consent Form are authorized to pick up my child. In the event a person is authorized to pick up my/our child that is not listed I will provide written permission prior to my child being released. Written permission may be in the form of an email or on paper. E-mail must be sent to buttonsbowsbillings@gmail.com from an e-mail the provider has on file to verify it was sent by you. For both the child's and provider's safety under no circumstances will the provider release your child to anyone without prior written permission. Facility staff will require proof of photo identification from any person not known to on duty staff.

Preparedness

Children must be prepared for all activities throughout the day. The parent must provide an extra set of clean clothes (labeled in a gallon Ziploc bag), appropriate daily clothing for outdoor play, and shoes must be worn daily. In the winter, your child needs a coat, gloves, hat and boots. In the summer a swim suit, sun hat and sunglasses may be required. Children brought to the center must be dressed, groomed and with a clean diaper (If applicable). If your child needs a change of clothes and none are available you will be called to bring your child the necessary items. Children who are not prepared for the day will not be allowed to attend.

It is not acceptable for children to bring any toys, toy weapons, money or candy (including chewing gum) to the facility. Items brought to the center will leave with the parent unless they are requesting for a show and tell activity.

Preschool

Our Curriculum

We offer a child-centered and a developmentally appropriate program for children 2-5 years old. Our program is a system of age appropriate goals of child development-social/emotional, movement/physical, cognitive and language/communication. Each week a theme and new letter will be introduced. Monthly, our curriculum introduces essential academic based skills to assist in preparing your child to reach their preschool goals.

- Developmental

Our program understands that each child develops at their own pace. For that reason, each child will be respected and supported at every stage of their development.

- Play-based

Play is an important process for learning and development. With play-based learning children develop socially, emotionally, physically, and intellectually. As children play they learn new skills, develop coping mechanisms, test new ideas, and master their bodies. During play, children have opportunities to explore social mechanisms and gain confidence in finding their own identities.

- Child-directed

Children learn best when they have some control over their learning. When children choose what materials they use and how they are used they gain meaningful and relevant knowledge. These choices empower children to take control of their own learning and to become motivated which is the most effective and engaging way to learn.

- Teacher-supported

Rather than the traditional teaching model our teachers' primary focus is allowing the child to learn from his/her own experiences and mistakes. Preschool curriculum is pre-planned and prepared based off children's interests and most current events. The teacher prepares a nurturing environment using a wide variety of materials and activities, and ample opportunities to explore.

- Integrated

Preschool curriculum includes all parts of the day, which includes arrival, routines, transitions, and departure through well-planned activities and spontaneous free play. Learning occurs in all areas of the classroom and is not an isolated event, drill, or activity.

Preschool classes

Buttons & Bows understands that all children grow and develop at their own pace. Therefore, our preschool building is equipped for ages 2-5 and is separated by age into multiple classrooms. Those classrooms are determined by teachers, center directors, and assessments to ensure the child has optimum opportunity for growth. Each classroom in the preschool will follow the same curriculum and themes. The difficulty of the tasks and the complexity of each skill will vary with the age and development of each individual child.

On your pre-school child's first day, they will need:

- A change of clothes in a labeled Ziploc bag (including socks and underwear)
- Weather appropriate outdoor wear (labeled)
- Shoes
- A blanket (labeled)
- A pillow (Optional)
- Preschool supplies (List can be acquired from teachers/directors)

6:30 - 8:30 a.m.	Arrival/Health Check/Toileting/Breakfast/Free Play
8:30 – 9:00 a.m.	Transition to classrooms/Beginning of day activities
9:00 – 9:30 a.m.	Circle Time. Pledge of Allegiance, National Anthem, Separate to classrooms.
9:30 – 10:30 a.m.	Preschool Rotation 1. Toileting at 10:30
10:00-10:45 a.m.	Preschool Rotation 2
10:45-11:30 a.m.	Preschool Rotation 3
11:30-12:00 p.m.	Lunch
12:00-12:30 p.m.	Toileting
12:30 – 2:30 p.m.	Naptime/Quiet time
2:30 – 3:00 p.m.	Toileting
3:00 - 3:30 p.m.	Snack
3:30 - 4:45 p.m.	Outdoor play or indoor large motor (Weather Permitting)
4:45 - 5:00 p.m.	Toileting
5:00-5:30	Free choice in activity areas
5:30-6:00 p.m.	Clean up/Prepare for departure

Preschool Supply List

- 1 set of watercolor paint (Crayola)
- 1 4 oz Elmers glue
- 6 glue sticks
- 1 pkg 8 count washable markers (Crayola)
- 2 boxes of 24 crayons (Crayola)
- 8 Expo dry erase markers (Fine point)
- 1 pack of multi color construction paper
- 1 bottle of hand sanitizer
- 3 containers of Clorox wipes
- 2 large boxes of crackers

After-School Program & Summer Care

After school transportation

All details regarding your child's transportation from school are outlined on your contract of care. See director for complete list of schools that transportation will be provided from as it changes annually.

School aged children will have an afternoon snack upon arrival to the center. Following snack, they have the opportunity to do homework, outdoor play and activities planned by our after-school program staff.

Summer Care

During the summer months, we offer a structured program for children who are entering first grade through the age of 12 years. This program includes various off-site activities in which a monthly newsletter will be provided to inform the parent of the scheduled activities.

We are thrilled to welcome you into the Buttons and Bows family. For any other questions about our program, please contact Jacqui or JJ. Thank You!