



# Parent Handbook

## 2015

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# Center Overview

## History

Broadcasters' Child Development Center (BCDC) was founded in 1980 by and for employees in the broadcasting industry. The urgent need for quality infant and young child care in DC's Northwest area convinced the founders to open the Center to families in the community. In 1985, BCDC became the successful pilot program for the General Services Administration, introducing quality child care, including infant care, to the federal government. Today, BCDC offers full-day care for infants through preschool children and serves a diverse community of families. The Center provides child-centered early education and care, which respects each child as an individual, in a safe and healthy environment. We seek to build a loving foundation for each child that acknowledges the diversity of our staff and BCDC community and provides a curriculum that respects multi-cultural values.

## Philosophy

Broadcasters' Child Development built its reputation by providing an environment that meets the emotional, social, intellectual, and physical needs of our children. Each classroom is designed to stimulate the growth of the whole child in a developmentally appropriate and nurturing environment that encourages imagination and creativity. As dedicated professionals trained in early childhood education, we pride ourselves on meeting each child's needs by assigning each child a primary caregiver/teacher. We use a play-based curriculum (Teaching Strategies GOLD) to encourage development, imagination, learning and growth. We recognize that families are the primary educators of their children and we pledge ourselves to partnering with our families to build a supportive and loving environment as articulated by the National Association for the Education of Young Children (NAEYC).

At Broadcasters' Child Development Center, our program philosophy is rooted in the work and theory of Jean Piaget (1896-1980), the 20<sup>th</sup> century theorist who focused on children and the critical importance of their environment and "play-based curriculum" in their development. Implementing this philosophy facilitates our goal to create a stimulating environment filled with engaged and challenged children. Children learn in many ways, including situational thinking, modeling, manipulation (of fine and gross motor skills), dramatic representation and interaction with adults and peers. Our approach to teaching recognizes both how children learn and that learning is a constant and active process. At BCDC, we recognize that the physical classroom plays a large part in the atmosphere and fluidity of the Center's curriculum and the children's needs. Additionally our curriculum promotes and maximizes an active learning environment through various learning centers, large and small group activities, as well as a theme-based curriculum.

## **Center Programs**

Broadcasters' Child Development Center accepts children from three months through 5 ½ years. We currently have six programs established:

Lambs (Younger Infants): One group of 9 children, ages approximately 3 months to 10 months with a staff-to-child ratio of better than 1:4

Ducklings (Older Infants): One group of 9 children, ages approximately 10 months to 18 months, with a staff-to-child ratio of better than 1:4

Penguins (Younger Toddlers): One group of 15 children, ages approximately 18 months to 2 years, with a staff-to-child ratio of 1:4

Pandas (Older Toddlers): One group of 12 children, ages approximately 2 to 2 ½ years, with a staff-to-child ratio of 1:4

Fireflies (Preschoolers): One group of 18 children, ages approximately 2 ½ to 5 ½ years, with a staff-to-child ratio of 1:6

Rainbow Fish (Preschoolers): One group of 18 children, ages approximately 2 ½ to 5 ½ years, with a staff-to-child ratio of 1:6

The age of the students served in each classroom is periodically reviewed by the Center Director and Board of Directors and may change to best serve the Center and its students.

## **Center Hours**

BCDC is open from 8:00am to 6:00pm, Monday through Friday, except holidays and staff development days (see *Calendar* for more details).

## **Non-Discrimination Policy**

Broadcasters' Child Development Center admits families and employs personnel without regard to race, color, creed, gender, religion, sexual orientation or national origin. The Center will not discriminate against children with disabilities where reasonable accommodation can be made without undue hardship on the Center. The child's right to privacy will be respected and personnel will be advised of the child's condition on a need-to-know basis.

## **Administration of the Center**

Broadcasters' Child Development Center is a non-profit corporation governed by a Board of Directors, which includes representatives of the current parent community, a staff representative, and the Center Director. Elections to the Board are held annually or as needed. Parents interested in being considered for Board membership submit their names and the Board elects from these nominations. The staff elect their representative to the Board. The Board meets monthly and is responsible for overall governance, including setting policies, fundraising goals, and budget development.

The Center administration consists of a Director, Assistant Director, and Business Manager, who oversee the daily operations of BCDC, including personnel and enrollment, relations with parents and the community, staff training, supervision and evaluation, and budget implementation.

Our center is licensed as a child development center in the District of Columbia through the Office of the State Superintendent of Education and must comply with DCMR 2 regulations in order to maintain its licensure. The center license capacity is 85 children total of which only 26 can be under the age of two years old. Adult to child ratios are required at all times during operating hours. A copy of the current operating license is posted at the front of the center.

## **Staff**

Our staff are caring, loving and respectful of children as individuals. Staff are selected based on their ability to promote education and provide stimulation, with special attention to fostering development in the following domains: social, emotional, physical and intellectual. Each classroom/program has a Lead Teacher and Assistant Teachers. The Lead Teachers are responsible for the classroom schedules, curriculum implementation, and communication with parents. Each child is assigned a primary caregiver who is a primary point of contact for parents. Although each child has an assigned primary care giver, all teachers are responsible for all children in the class.

Lead teachers hold an AA or BA degree in early education or a related field and CDA credential. Assistant teachers are required to hold an AA degree in early education or a related field, or a CDA credential, or CEU 15 credits from a reputable university or college and working towards a credential or degree.

Each center personnel are to have 18 hours of training per calendar year as required by the district's Office of the State Superintendent of Education. All staff are required to be CPR/First Aid certified. All staff have a current criminal background check upon hiring (and every 2 years) as well as a current physical (every year) with TB shot (every 2 years).

# Center Policies

## Code of Conduct

BCDC works to foster a safe and nurturing environment for children and we emphasize positive, responsible and appropriate interactions throughout the Center including those involving parents and guardians with other members of the Center community. Such interactions include, but are not limited to, those with administration, staff, other parents and children at the Center. This standard is grounded in our belief that teachers, administrators and parents should model the behaviors we hope to instill in our children. We encourage Center families to provide constructive feedback, ask questions, share concerns and generally advocate on behalf of your child. We expect, however, that this is done in a responsible and respectful manner that does not interfere with or detract from the safe and nurturing environment that we strive to maintain. In the event that a parent or guardian's behavior fails to adhere to this standard, BCDC reserves the right to take all actions it deems appropriate to remedy the situation, up to and including termination of enrollment.

## Calendar

BCDC typically closes on the following days or holidays: Labor Day, Columbus Day, Veteran's Day, Thanksgiving, day after Thanksgiving, Christmas Eve or day after Christmas (dependent on calendar), Christmas Day, New Year's Day, Inauguration Day, Martin Luther King Jr. Day, President's Day, Memorial Day, and Independence Day. For more details, please see the school calendar, which is distributed in July prior to the beginning of the school year and available online.

In support of the professional development of our teachers, BCDC also closes for the third full week in August for staff education and program development week. This week also provides time necessary to make improvements to the classrooms in preparation for the new school year. Tuition is not adjusted for these professional development days.

## Inclement Weather

BCDC follows DC Public Schools for closure in case of inclement weather. If DC Public Schools are closed due to inclement weather, BCDC will also be closed. If DCPS has a delayed opening, then BCDC will delay opening by the same amount of time (ex: if there is a 2 hour DCPS delay, the Center will open at 10:00am). If DCPS closes early, parents should pick up their child(ren) as soon as possible. In addition to media coverage of DCPS closures/delays, parents can call the BCDC information line (202.364.8799 x18) or check the BCDC website for weather-related closing information.

In case of inclement weather when DCPS was previously scheduled to be closed (such as for a holiday or school break), BCDC will follow Arlington Public Schools. If Arlington Public Schools are also previously scheduled to be closed (such as over the holidays or summer), then BCDC will follow the federal government.

If there is a unique weather occurrence or an emergency occurs (such as a power outage or non-weather related event), the Director will make the determination whether to close the Center in order to protect the health and safety of the children and staff. In such cases, all parents will be notified by email and called to pick up their children.

## **Drop Off and Pick Up**

Access and Security: Access to the Center is controlled and the doors to the Center are locked at all times. Each family is given two key fobs upon enrollment which unlock the main door. These fobs are recorded and additional (or replacement) fobs can be purchased from the Business Manager if needed, and must be returned when a family withdraws from the Center.

Sign-in/sign-out sheets are prominently placed in each classroom. Please sign your child in and out each day. These sheets help ensure that the Center knows which children are in the Center at all times, especially in case of an emergency.

Parking is provided for parents and legal guardians in the private circle outside of BCDC. Families are issued two BCDC parking permits, which should be displayed from the rearview mirror. The names of parents/guardians are also the security gate "admit" list. This temporary parking is provided to families for dropping off/picking up children at BCDC. Since space is limited, we ask that families are mindful of the time spent dropping off and picking up.

For families who walk to the Center, individual stroller storage is available in a closet located in the Center.

Late Drop Off: Children should arrive at school no later than 11:00AM since late arrivals are disruptive to the classroom. Exceptions will be made for doctor's appointments or when advance approval has been given by the Director. Failure to abide by the drop off policy may result in a child not being admitted that day, suspension, or termination of enrollment.

Late Pick Up: The Center's late pick up policy allows for unexpected events while providing consequences for the rare cases when families may abuse the system. The following policy applies on a rolling, 3-month basis, beginning from the date of the first late pick up.

- *First late pick-up:* We will give one (1) courtesy allowance.
- *Second late pick-up:* If a parent is late a second time, your account will be billed a \$50.00 late fee.
- *Third late pick-up:* If a parent is late a third time, the Director and/or the BCDC Board of Directors has the right to dismiss your family for two days of care at BCDC.
- *More than three late pick-ups:* If late pick-ups continue or are excessive after the third instance, the Director and/or the BCDC Board of Directors may recommend termination from BCDC.

Impaired Parent Pick Up: If, in the opinion of the senior staff member present at the Center, a parent or authorized person who arrives to transport a child home appears to be in an intoxicated or drugged condition, the staff member must: (1) notify the other parent or guardian of the situation, (2) offer to call a relative, friend, or taxi (at the parent's expense) to drive the person and child home. If the parent or authorized person insists on driving the child home, the senior staff member present will note the license plate and notify the local police department and other appropriate agencies immediately.

Legal Custody and Pick Up: The Center cannot prevent the release of a child to the child's parent or legal guardian who has or shares legal custody of the child and who presents photographic identification and is on file at the Center. Usually, both parents have equal custody rights unless a court order or valid written separation agreement provides otherwise. Therefore, if you do not authorize your child's other parent or guardian to pick up your child, you must provide the Director with a certified copy of the court order or separation agreement awarding custody solely to you or denying custody to the other parent or guardian. If you are experiencing custody difficulties, we strongly urge you to keep the staff fully advised of circumstances that might affect the Center.

Non-Parent Pick Up: The Center requires written notice (including via email) from a parent authorizing pick up by a non-parent. All non-parents picking up students at BCDC must be at least 18 years of age and BCDC staff will require proof of age and identity via a government-issued identification card.

Drop-in Care: Subject to availability (an open spot), drop in care is available to siblings of current students at BCDC. Siblings must meet the age requirements of BCDC and provide all appropriate documentation, including a DC Health Form, prior to the period of care. Please contact the Director for further information.

### **Emergency Procedures**

Drills: As required by the D.C. Office of the State Superintendent of Education and D.C. Fire Marshal, fire drills and evacuations, both announced and unannounced, are held once a month. Evacuation plans are posted near each classroom indicating how to get the children outside. These routes are discussed and practiced with the children on a routine basis.

Evacuation: If an emergency occurs where the children and staff are instructed to evacuate the building, everyone will proceed to Edmund Burke School, located at 2955 Upton Street, NW, Washington, DC 20005. The phone number for the school is 202-362-8882. Classroom teachers will then notify all parents of the Center's pick-up procedures. Please be sure your contact information is always up to date.

Medical: In case of a serious medical emergency (such as unconsciousness, broken bones, serious cuts, foreign object in the eye/nose/ear, etc.), the staff member must:

1. Call 911 and ask for an ambulance.
2. Notify the Director or designated senior staff member.
3. Call the parent.
4. Ensure that the child's emergency form (located in the child's file) is taken to the hospital with the child and a staff member. The staff member will accompany the child until the parent arrives at the hospital.
5. Call the Center to notify the Director about the status of the situation.
6. Fill out an accident/incident report, upon arrival back at the Center, and put it in the Director's office. A copy will be given to the parent.

In cases of ingestion of poisonous material, we will call the Poison Control Center at 800-222-1222.



## Enrollment Policies

### Application

To start the pre-enrollment process, families must complete and submit a wait list application along with a \$100 non-refundable wait list fee. The wait list application is available online and from the Center. Priority for admissions is determined by the following preferences in the order as listed: current siblings, occupants of the building in which the Center is located, and other members of the community. In addition, tours of the Center are offered every Wednesday at 10am and prospective families are welcome to visit the Center (although a tour is not a required part of the application process).

### Enrollment

Upon acceptance into the program, a \$550 deposit is due. This deposit is refundable provided the minimum notification of a child's withdrawal from the Center is met (see below). Accepted families will receive a pre-enrollment packet with required paperwork that is due no later than the child's orientation date. Per D.C. licensing, these forms must be completed and returned to the Center before a child can be admitted.

Prior to the official first day, new children will have transition period of 3-5 days to get accustomed to their new classroom. Generally these visits will be for a few hours and may progressively get longer. During this period, parents or guardians will also meet with the child's primary caregiver.

Families are responsible for providing the following items for their child. Please remember to label all items with a permanent marker or name labels.

- Two complete, seasonally appropriate changes of clothes, including underwear, socks.
- Sunscreen (if over 6 months) and sun hat
- All diapering items, including diapers, wipes, and ointment (for children in diapers only)
- Bedding supplies for nap time. A portable crib sheet and sleep sack/swaddle are needed for infants. All other children need a crib sheet and blanket. All bedding must be taken home on Friday to be laundered.
- Lunch (clearly labeled) (see *Health* regarding Center policies on allergies)
- Children may also bring personal belongings (such as plush toy, blanket, book, etc.) that may help them during nap time or moments of insecurity. Older children's classrooms encourage children to bring other toys and books on the designated weekly share day.

In addition, parents will need to provide infants with formula and/or breast milk in bottles and/or sippy cups clearly labeled with the child's name and date of preparation. Mothers are also welcome to come in during the day to nurse their child and appropriate facilities are available. Infant parents are also asked to provide 3 community bibs and 3 community washcloths, which will be laundered by the Center.

## **Re-Enrollment**

The re-enrollment process occurs in March. Parents are asked to submit a one-page form if they wish to re-enroll their child for the following school year or notify the Center if they plan to withdraw their child. For pre-K aged children (turning 4 years old by September 30<sup>th</sup>), families must submit a non-refundable deposit equal to the current year's monthly Firefly/Rainbow Fish tuition rate with their re-enrollment form. This deposit will be credited towards tuition in September. This allows the Center to plan its enrollment and to notify parents on the waiting list of upcoming vacancies before summer vacation begins. Before re-enrolling, a family must have no outstanding debt to the Center or violations of Center policies.

## **Withdrawal**

Written notice is required prior to withdrawal from the Center and must be given by the last day of the month prior to the child's last month at the Center (i.e., written notice must be given by October 31<sup>st</sup> if the child plans to leave the Center at the end of November). During the summer months of June, July, and August, two (2) months advance notice is required. Families must also return the BCDC parking hang tag and key fobs to the Business Manager. Assuming these time frames and all obligations are met, the deposit paid upon enrollment will be refunded. Please note that tuition is not pro-rated if a family chooses to leave the Center before the end of the month.

## **Dismissal from the Center**

The Center reserves the right to take any appropriate action, including the right to terminate a child's enrollment, if any of the following occur:

- The Director and Board Chair determine that your child's behavior threatens the physical or mental health of other children or staff at the Center.
- The Director and Board Chair determine that any individual responsible for your child engages in inappropriate conduct toward any other member of the Center community or fails to comply with the Center's Code of Conduct (see *Center Policies*).
- The Center is unable to meet the developmental or social needs of your child.
- Tuition is 15 days or more late (see *Tuition Policies*).
- Repeated failure to pick-up child by 6:00pm (see *Center Policies*).
- Failure to maintain up to date health, immunization and/or dental records (see *Center Policies*).
- Failure to abide by any policy that is in place for governance of BCDC

# Tuition Policies

## Tuition Payment Procedures

Tuition is paid monthly and due on the first school day of each month. There is a five school day grace period. After five days a late fee of \$50 will be charged. The fee for a returned check is \$25 plus the late fee if applicable. If a family is late two times within a six month period, the Center will require that family to participate in the automatic payment program.

Tuition can be paid by personal check, money order, or cashier's check and deposited in the tuition box outside the Director's office. An automatic payment program is also available where an authorized agreement for direct payments is completed and monthly tuition is automatically deducted each month. Automatic transfers are acceptable.

Tuition is paid in full regardless of vacation, illness, and holidays for as long as your child is enrolled in the Center. If parents plan to have a child out of the Center for more than a month, they can withdraw by giving the Director written advance notice (see *Withdrawal Policy*). The child can be placed on the wait list for the desired return date, however, we cannot guarantee that an opening will be available at that time.

Changes in overall tuition rates are made by the Board of Directors on an annual basis and announced in July for the school year beginning in September. Current tuition is posted at the front of center and online.

## **Center Activities**

### **Outdoor Play**

Play is the essence of being a young child; not only is it lots of fun, but it is also the way in which children learn and develop. We are fortunate to have an indoor play structure for the days when the weather does not permit outdoor play. However, weather permitting, children will be taken outside twice a day to play in BCDC's private playground. In addition to time on the playground, children will also take short walks around the block (no street crossing). Infants will take walks around the block in specially designed strollers.

Your child should have appropriate outdoor clothing (and footwear) as dictated by the day's weather. We ask that during the summer months you apply sunscreen to your child before coming to school and bring a hat. Closed-toe shoes are required and flip-flops are not permitted to be worn by children at any time.

### **Enrichment Activities**

Enrichment activities are included for all children at BCDC, including infants, at no extra cost. Enrichment programming may include music, storytelling/drama, Spanish, and movement class. The Center also brings in other performers throughout the school year as well. These enrichment activities are funded by the annual auction.

### **Field Trips**

Field trips outside of our neighborhood are planned for children 3 years old and older as a resource for learning and discovery. For these field trips, information about the trip and permission forms will be given to parents in advance for their signature. A child must turn in their permission slip signed by the parent/guardian in advance of the trip or the child will not be allowed to go on the field trip. We maintain an adult-to-child ratio of 1:2 for all non-neighborhood outings. This requires the help of parent volunteers, who are recruited to chaperone field trips in their child's classroom.

### **Birthday Celebrations**

Children may enjoy celebrating birthdays at the Center. Parents are encouraged to discuss ideas with their child's teachers. A special lunch or treat (such as cake, cupcakes, fresh fruit, cookies, etc.) is a popular way to celebrate, but please be aware of dietary restrictions in the classroom (including allergies and the peanut and tree nut free policy). All items should be packaged (unopened and not expired) and baked goods from home are not allowed. Balloons are not permitted since they are a choking hazard for young children.

# Parent Involvement

## Communication

We believe that parents and teachers need to communicate. Every day at pick up you will receive a daily report from your child's teacher. You will also receive a weekly Center-wide email with information about upcoming events and news from the Center. In addition, periodic email reminders of Center events are distributed as well as flyers posted in the classrooms and on our front door. The BCDC website is also a source of information about events at the Center. In addition to Center-initiated communications, we welcome parents to talk with their child's teacher at the Center during drop off or pick up. Parents can also leave a note requesting a call or note of response.

## Parent-Teacher Conferences

Every teacher uses Teaching Strategies GOLD to assess each child throughout the year, with parent-teacher conferences typically taking place in November and May. Assessments cover social, emotional, cognitive and physical areas as well as development and learning. Parents are given a copy of the parent - teacher conference forms after the meeting. There will be sign- up sheets for your convenience and conferences will be held at a time that works for the parent.

## Open Door Policy

The Center is open for you to visit any day. Please feel free to drop in and visit your child's class at any time. Parents are a valuable resource at Broadcasters' Child Development Center. If you (or a family member) has a project/interest you would like to share with your child's class, please let their teacher know. If appropriate, they will arrange a time for you to share with the children. Parents are expected to comply with the Center's Code of Conduct while at the Center (see *Code of Conduct*)

## Volunteer Opportunities

Parents traditionally devote time to volunteer activities at the Center. This volunteer activity not only enhances the quality of the program for the children, but it also promotes the open communication necessary to establish continuity between home and the Center. Volunteer opportunities also provide a way for parents to get to know both teachers and other parents better, which contributes to the strong sense of community that BCDC values. Parents are largely responsible for the governance of the Center (through the Board of Directors), as well as for fund-raising. Our annual auction is the Center's major fundraiser (with proceeds going towards enrichment activities) and a highlight of the BCDC community calendar. Parents are also called upon to help with special projects in the classrooms and chaperoning field trips.

# Health-Related Policies

## Health and Immunization Record Keeping

The DC Office of the State Superintendent of Education, which oversees childcare licensing in the District, requires that all children maintain current health and immunization records with their childcare center. Parents must submit to the Center a new D.C. Department of Health issued form after a child's annual well-visit for certification of exam as well as upon any updates to vaccination records. The District of Columbia requires all American Academy of Pediatrics immunizations be given as well as lead test and tuberculosis test. These forms are available online or from the Center. Also, children age three and older are required to have an annual oral health exam and parents must submit the D.C. Oral Health Assessment Form to BCDC. The Center Director will attempt to notify families when their health and/or immunization records require updating, but it is parents' responsibility to keep these records up to date. Failure to maintain updated health, immunization, and dental records constitutes grounds for dismissal from the Center.

## Sick Policy

We want to keep all of our children healthy. Therefore, as a courtesy to the BCDC community, we ask families for their full cooperation in following the Center's sick policy.

- Parents are requested to notify the Center if their child contracts or is exposed to any contagious disease.
- If your child becomes ill at the Center, a parent or authorized individual will be notified and may be asked to immediately pick up the child.
- Children sent home with any of the symptoms below will need to be kept home for at least 24 hours and must be symptom-free before they can return to BCDC. Children sent home with a fever must be kept at home for at least 24 hours without a fever and without the use of medication to reduce the fever before they can return to the Center. Symptoms include any of the following: (1) fever above 101 degrees Fahrenheit, (2) colored mucous coming from eyes, nose, ears, or mouth, (3) "Pink Eye" (i.e., colored drainage, eye pain, and/or redness of the eye), (4) skin rash (must be diagnosed by a doctor and return to Center requires a doctor's note), (5) vomiting, (6) diarrhea, (7) general feelings of illness/tiredness not related to daily activities.

## Biting

Biting is a normal phase in the development of many children 12 months to three years old and may occur for many reasons. Unfortunately, it is also one of the most upsetting experiences for the children, parents, and staff involved. If biting continues to be a problem with a child, the teacher will meet with the parents to discuss patterns of biting and possible motivations for the biting incidents. Articles and ideas will be shared and the teacher and parents will agree upon strategies to use at home and at the Center. A follow-up meeting should be arranged to discuss how the strategies are working.

## **Medication Rules and Guidelines**

Non-Prescription Medication: We encourage you to visit the Center to administer over-the-counter medicines. However, if this is not possible, our staff will administer such medications provided you have a physician's written authorization, the medicine is in the original bottle or package and the medicine authorization form is completed with the following information: child's name, name of medicine, doses and times the medicine should be administered, name and phone number of the child's physician. Once all information and medicine are provided as described above, a staff member will administer the medication and keep a daily record of medication administered. A new prescription is needed with each illness.

Regularly-Required Medication: A physician can write standing orders for regularly needed medicine (including for allergy), but the parent must sign a medicine authorization form for each period of time medication is administered. The medicine authorization form for administering medication will not exceed ten workdays.

Teething Medication: If the parent and caregiver determine that a child is uncomfortable and/or presenting a low grade fever (under 101F) as a result of teething, a physician may write a 3-month prescription for acetaminophen (Tylenol or equivalent) that states it is to be given for symptoms related to teething only. Aspirin will not be given at any time because of the danger of Reye's syndrome.

Prescription Medication: In order for our staff to administer prescription medications, the parent/guardian must fill out a medication authorization form with the child's name, name of medicine, doses and times medicine should be administered and then sign the form. Prescribed medication must be given to the caregiver in the original prescription bottle with the pharmacist's label. The name on the bottle is the only person to whom we are authorized to administer the medication and we will keep a daily record of the medication administered. As with non-prescription medication, we encourage you to visit the Center to administer the medicine at any time.

## **Allergies**

An allergy action plan should be completed for any child with a known allergy. Families must also provide the Center with a written doctor's note specifying the child's allergy. A list of children with allergies will be posted in the classroom and in the Director's office, as well as elsewhere in the Center if appropriate (i.e., food allergies posted in kitchens). Parents should update a child's allergy information and instruction with the child's teachers. Given the increasing number of children with life-threatening allergies to peanuts and tree nuts, BCDC is a **peanut and tree nut free** Center.

**Snacks and Meals**

BCDC serves two nutritious snacks each day. A morning snack is served between about 9:00 and 10:00 am and an afternoon snack is served between about 3:00 and 4:00pm. These healthy snacks consist of two food groups (frequently fruit/vegetable and grain) and a snack calendar is sent home monthly. Milk and water are both provided to children at all snacks.

Parents are expected to provide daily lunches for their child(ren) in an insulated lunch bag. The Center is equipped with microwaves and refrigerators to accommodate hot or cold food. For infants, parents are expected to provide all formula/breast milk as well as jarred food, cereal, and home-prepared food as desired for the child.

**Child Abuse**

D.C. law requires childcare centers to report evidence or suspicion of child abuse or neglect.