



Little Beans Childcare, LLC

Little Beans Childcare, LLC
1759 S Monaco Pkwy
Denver, CO 80224
(720) 317-9809
rl.rabner@gmail.com

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Dear LBCC Families:

Welcome! We are proud to offer a safe and enriching environment for your children. We are honored that you have chosen us to care for your children. We consistently strive to improve our level of care and the educational programming we offer.

At the time of this writing Little Beans Childcare, LLC (referred to as the "LBCC") is brand new and actively working on expanding our services and offerings for the convenience of our families and the enrichment of your children, our "Little Beans."

We anticipate that we will be adding services that include partial day care options, and occasional field trips. We have added a smartphone app that completely integrates the signing in, signing out, nap tracking, and billing for our families. We are exploring curriculum options that are structured to help children prepare for future school studies, but not be so strict as to interfere with the socializing and confidence building we believe is so important to early childhood development.

Please take a few minutes to review and become familiar with this information. I suggest you keep this handbook as a reference for the future and remind you to complete and return the handbook acknowledgement for located on the back page.

We are looking forward to getting to know you and your child. If you have any questions, please feel free to speak to me anytime. Thank you for trusting us and extending us the privilege to be such a big part of your lives.

Warmest Regards,

Laura M. Rabner
Owner, Primary Child Care Provider
Little Beans Childcare, LLC (LBCC)



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ENROLLMENT

Enrollment is accepted throughout the year based on availability. At the time of enrollment, an agreement is signed that establishes the days of attendance and cost. All enrollment forms are due before your child may attend. These forms include the Enrollment Agreement, Authorized Pick-Up, Emergency Contact Information, Health and Immunization Information, Sunscreen Permission, Picture Release Form, and Acknowledgement of reading the Parent Handbook. Please be sure to keep us updated on any changes to parent, emergency, and critical information as needed. This would include address, home, work, and cell phone numbers, email addresses (for parents and emergency contacts), any changes in your child's medical information, and changes of individuals authorized to pick up your child.

CHILDREN WITH SPECIAL NEEDS

We welcome children with special needs provided that we believe that we can adequately accommodate their needs. If you have a child with special needs, please discuss your child's needs with us so that we can appropriately provide care. If management decides that we are unable to fulfill a child's special needs, we will discuss other resources with the parent. There is always the possibility that additional outside resources may be able to assist and provide on-site assistance to meet the needs of your child.

LICENSING

When we first opened in 2016 the goal was to seek full licensure. Since then the State of Colorado has expanded its exemptions for family child cares operating in the State of Colorado. This includes some of the more onerous and expensive requirements such as the City of Denver's requirement to install a commercial grade fire detection system and cost as much as \$8,000.00 to install. Despite that, this manual is reflective of a commitment to the quality of care that would be available at a fully licensed day care. If you have any questions regarding regulations or other legal requirements applicable to LBCC, please speak with a member of management.

CONCERNS

We work hard to provide a safe and healthy environment for your child. We understand that you may, from time to time have concerns, please speak with a member of management immediately.



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HOURS OF OPERATION

Monday – Friday, 7:30 am – 5:30 pm

We are happy to offer care during different hours that are specially requested (hourly rates may apply) to allow parents to enjoy a night out or a local event such as a wedding that is not child friendly. We are closed for Holidays, pre-arranged vacation for our staff (30 days notice), and In-Service Days. Please see our calendar.

VACATION AND SICK DAYS

Tuition is based on the number of days that your child is enrolled. Currently we only offer full-day/full-week care due to State restrictions on capacity of a family home child care. Other arrangements must be made in advance and in writing.

There will be no credit issued for a child that is out due to illness or vacation. If your child is going to be out for either vacation or illness, please notify LBCC staff as soon as possible.

HOLIDAYS

LBCC will be closed for the following holiday: New Year's Day, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, Thanksgiving Day and the Friday After, Yom Kippur, and Christmas Day and the day after. Early closure at 2:00 pm for the following holidays: New Year's Day Eve, Rosh Hashanah Eve, Yom Kippur Eve, and Christmas Eve. An accommodation may be possible for early closure days. If you would like to seek such an accommodation, please speak with LBCC management.

There may be up to one additional full week so that our staff may have the opportunity for vacation. You will be given 30 days' notice of such a vacation period. We will endeavor to plan for substitute staff to work at the LBCC whenever possible, but as a small business we have limited options. You agree to always keep a close eye on the calendar and communications; both in print and electronic forms.

If a holiday falls on a Saturday, we will be closed the Friday before. If holiday falls on a Sunday, we will be closed on the Monday after.



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There will be up to four (4) In-Service days for cleaning, training, and professional development. These will be posted on the calendar or in communicated in writing in print or electronic form at least 30 days in advance.

IN-SERVICE DAYS

LBCC will be closed from time to time for “In-Service days” throughout each calendar day. These days allow our staff to attend professional training in the areas of child development, curriculum, health and safety. They are critical to the success of our programs and help us to develop our only real resource, our staff. Please keep a close eye on the calendar.

WEATHER

One benefit of enrolling your children in a home based childcare is that someone is generally always available during normal business hours even during bad weather conditions. There may be times that we can only accept a limited number of children to stay below State defined legal adult-to-child ratio requirements. There may also be times that weather conditions are so extreme that the LBCC cannot ensure the safety of the children and staff. If we close early, it is only due to such concerns. We will be guided by closure days for Denver Public Schools, but will at times have greater flexibility due to our location off of a well maintained road, South Monaco Parkway near other large maintained roads such as I-25, Evans Avenue, and Leetsdale Drive.

FEES AND TUITION

Tuition is based on the number of days your child is enrolled and the age of your child. Currently we only offer full-time care. Tuition is assessed either weekly or monthly per your enrollment agreement. Tuition will be billed one month in advance and can be subsequently paid monthly, twice monthly (by written agreement), or weekly (if you are on a weekly plan). Tuition rates will not be adjusted due to illness, vacation, school closures, holidays, in-service days, or weather closures. Families that have two or more children enrolled will receive a discount off the oldest child’s tuition.

Any kind of extended leave of absence that does not require the payment of tuition will need to be agreed to in writing and the terms of subsequent reenrollment priority over other children will be up to the discretion of LBCC management.

DISCIPLINE

Learning self-control is a normal part of growing up and our policies generally prohibit embarrassing or ridiculing a child when he or she misbehaves. While we may physically pick up or otherwise remove your child from his or her physical location to interrupt disruptive behavior, we do not utilize corporal or physical punishment. We focus on positive redirection



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and time-out procedures. Time-outs will last no longer than one minute for each year of the child's age.

If we feel that this kind of discipline is not effectual, we will discuss the matter with the child's parents or legal guardians.

WITHDRAWAL

If you are going to withdraw your child from our program, we need a minimum notice of 30 days. The notice must be in writing and given to a member of management. In the rare event that we do ask a child to leave our program, parents will receive written notice from management. Parents will generally be given up to 2 weeks to find alternative care for the child. If management takes the step of asking a child to leave our program in less than 30 days, a pro-rated refund of the any prepaid tuition will be issued.

LATE PICK-UP POLICY

Please make every effort to pick up your child on time. The LBCC closes at 5:30 pm. If you know you will be unable to pick up your child on time, please arrange to have your child picked up by another adult who has been designated on your authorized pick up form or other communication software designated on such form. If a late pick up is unavoidable and you cannot reach your designated emergency contact, please call the LBCC immediately (or use the designated communication software).

The first occurrence per calendar year will not be charged for the first 15 minutes. After the first fifteen minutes a charge of \$2.00 per minute will apply. Any other late pickup throughout the same calendar year will be charged at the rate of \$2.00 per minute after 5:30 pm.

SICK POLICY

Under some conditions a child with certain symptoms of illness may not attend LBCC until the symptoms are treated and the child is symptom-free for 24 hours. LBCC and its staff reserve the right to ask for a doctor's note. Please see the medication policy regarding the administration of medication.

Symptoms of concern include: blood in stools, diarrhea, eye drainage, fever over 100 degrees, infestation, mouth sores, persistent abdominal pain, rash, respiratory distress, runny nose, unusual color of skin, eyes, stool or urine, unexplained irritability, lethargy, and/or persistent crying, or vomiting.

Young children often have low grade fevers due to colds or teething. The same is true for a child that is under the care of a doctor for a condition. In these situations, where the illness is



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controlled by medication (or due to teething which does not necessitate medication) a child may remain in our care at the sole discretion of LBCC management.

If your child falls ill while in our care, we will notify you and in some cases request immediate pick-up. At the discretion of LBCC management, we may isolate your child from other children to minimize the likelihood of spreading illness and to make your child more comfortable. In serious cases, your child will be taken to a local hospital by emergency vehicle and you will be contacted immediately. If you cannot be reached, we will then attempt to reach the provided list of emergency contacts. ***The likelihood that all children eventually get sick is one of the main reasons we implore you to keep all contact information up-to-date.***

CONTAGIOUS DISEASES

We will notify all parents of any instance of a contagious disease affecting children in our care if we believe direct exposure has occurred. Occasionally, we may distribute literature about children's health issues. We do require that any child that was absent from care due to a contagious disease may only return with a physician's written statement that the child is no longer contagious and is able to participate group activities.

MEDICATION

A written statement from a physician and the parent is required before any medication can be administered to your child by any LBCC staff member. This includes over-the-counter medication, even rash medication. We will need the medication to be kept in the original container with the child's name, name of the medication, date filled, and directions for proper dosage. Please ask your pharmacist to divide any medications into two containers so that a supply can be kept at home and at LBCC.

Parents will receive daily communications from LBCC staff regarding all administrations of medication, including time(s) and amount(s). Please keep LBCC management and staff informed of all allergies, special needs, and medication information. When bringing medication for your children to the LBCC, please bring the medication in a clear plastic bag with your child's name on the bag. Please hand the medication directly to staff so that we can properly store it in a safe place, away from other children. Medication should not be kept in any kind of accessible storage, such as cubbies, lower shelves, backpacks, diaper bags, etc.

MEDICAL RECORDS & VACCINATIONS

State licensing regulations require that we maintain records related to the medical examination and immunization. You will need to submit such records prior to enrollment and they will need to be updated according to state law.



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ACCIDENTS / INCIDENTS

Because children are children, they will inevitably hurt themselves accidentally. If it is a minor incident, you will be notified as soon as you arrive to pick up your child. If the incident is more severe you will be notified immediately. If you are not available at the time of the emergency, a judgment will be made about what to do. We will use the list of emergency contacts for your child as best we can. ***Accidents are yet another reason that we implore you to keep all contact information up-to-date.***

ABUSE

LBCC staff has a legal responsibility to report any possible incidents of child abuse or neglect. These reports are made to the Denver Department of Human Services (720-944-3000). Child abuse does not include the normal scrapes and bruises that nearly all children experience, but instead means indications of physical abuse, sexual abuse and/or neglect that threaten the health and welfare of a child. We strongly suggest all parents to familiarize themselves with all applicable Child Abuse and Neglect laws. We encourage all parents to be willing to report any suspected incidence of abuse or neglect.

You may also call 1-844-CO-4-KIDS (844-264-5437) to report child abuse and neglect.

FOOD & NUTRITION

For children that are not ready to eat table food, the LBCC requires that parents provide appropriate food for your child. If a mother would like to breastfeed her child, we encourage you come to the LBCC and as often and for as long as you wish. All pre-mixed bottles of formula and breastmilk will be refrigerated.

We will provide morning snack, lunch, and an afternoon snack. We ask parents that pick their children up at the very end of the day, after 5:30 pm, to consider providing an appropriate small dinner-like meal or to reach some other arrangement with LBCC management to ensure your child is never hungry and always receives a nutritional meal.

If your child has food allergies, we will follow the instructions of health information forms provided or updated since enrollment. Please be aware of the food allergies posted at the LBCC and be cautious when bringing snacks that could harm other children. We will post a list of any known food allergies for children in our care.

REST TIME & NAPS

We believe all children need some quiet time each day. We will provide nap and quiet time for all children in our care each day. Each infant will have a crib. The toddler and pre-school aged



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children will all have mats or cots with a sheet and blanket. Most children will take naps, particularly if they see other children taking a nap. LBCC staff will encourage resting by providing soft music, dimming lights, back rubs, and rocking for infants. We would ask you to consider any favorite sleep toy or blanket that will help your child rest comfortably.

Child who are not tired, do not need a nap, or will not fall asleep will still need a period of quiet time. We will always do our best to provide a minimum of 30 minutes of quiet time. If the child cannot sleep after this period, we will provide them with quiet toys or activities.

OUTSIDE PLAY

Here at the LBCC we have a wonderful large back yard. We have constructed a special area dedicated to the use of the children in our care. That play area is fully enclosed and is kept free of dogs and other pets. Staff will apply sunscreen to children outside for extended periods of time in accordance with sunscreen permission slips.

DIAPERING

Parents are responsible for providing diapers and wipes in adequate supply at the LBCC. When your child's supply is low we will add a note on your daily report or communicate through other electronic means.

Children in diapers need to be changed at least once every two hours. All staff wear disposable gloves, for sanitary reasons, and all children are changed on a table that is cleaned and disinfected after each diaper change. The hands of both the child and staff member will be washed after every diaper change. Rash treatment creams or medication must be provided with a medical authorization form signed by your physician.

Toilet training is important and if you are beginning toilet training at home, please let LBCC staff know so that we can reinforce toilet training while the child is in our care. When toilet training it is important to keep two extra sets of clothes at the LBCC (including socks and shoes). If your child has just started they may still wear diaper during times set aside for napping or resting.

LAUNDRY

LBCC will wash sheets and blankets once a week and when damp or wet. Parents are responsible for washing wet or soiled clothing and blankets that are brought in with the child. We will put these in a marked plastic bag when you pick up your child.



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TOY DISINFECTIONS

Toys that have been “loved” a little too much and been soiled (i.e. saliva) will be put in a basket for cleaning. This helps keep everyone healthier. If you are ever around and see a toy get a little too much “love” from one of the children in our care, please feel free to point it out so that we can set the toy aside or in the basket. Please help us keep everything cleaner and healthier.

HAND WASHING

We encourage and practice frequent hand washing with soap and water to prevent the spread of disease and bacteria. Children and adults will wash hands before preparing or eating food, before and after play, and toileting. If soap and water are not easily available for some reason, we will use anti-bacterial hand gel.

SHOES IN ROOMS WITH INFANTS

If we have infants in our care, we will ask that you either do not wear shoes or that you wear booties over your shoes before entering a room where we care for any infants. This is because infants spend the bulk of the waking hours crawling around on the floor. Thank you in advance.

EMERGENCY PROCEDURES

If an actual emergency requires evacuation of the premises, you will be notified as soon as the children are safe. Staff will stay with all children until a parent or guardian can pick them up. Staff will be trained in First Aid and CPR.

EVACUATION PLAN

Under development

KEEPING TRACK

Under development and is largely duplicative of Signing in and Signing out.

SIGNING IN, SIGNING OUT, DROP-OFF, PICK-UP

When you arrive at the LBCC, please let a staff member know your child is here. Please then sign in for your child and fill out the relevant sections of the daily report sheet or use the software app on your smartphone. All children must be signed in and out by a parent or



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guardian every single day. We use the records to verify headcounts, safety of all of the children, and to comply with State regulations.

No child will be released to anyone unless they are on an authorized pick-up form and can supply identification. All staff are instructed to require identification from people with home they are not familiar. Please do not be offended. This policy is merely to ensure the safety of all the children in our care.

If your family has specific legal custodial agreements, we will need documentation stating those guidelines on file with the LBCC.

CHILDREN LEFT AFTER CLOSING

If a child is not picked up within 45 minutes of closing and we are unable to make contact with you or any emergency contact, we must contact Social Services for assistance. Please contact us if you will be arriving late, for any reason.

CHILDREN ARRIVING LATE AFTER A FIELD TRIP HAS LEFT

From time to time, we will arrange for field trips or outings. If your child arrives after the group has left, you have two options. First, you can leave your child with a staff member if available. Second, you may transport your child to the field trip to join the group. If you are going to do this, please communicate with staff directly and confirm the group's location before departing.

CUSTODY & VISITATION POLICY

All custody or divorce issues must be addressed in enrollment forms and any legal paperwork regarding access or restrictions on access by custodial and non-custodial parents/guardians must be on file. If such legal arrangements exist, they must be discussed in detail with LBCC management and all information must be kept up to date.

VISITORS / VOLUNTEERS POLICY

We always welcome and encourage parents and family to stop by and visit any time throughout the day. Please just check with us to help ensure nap/quiet times are not disturbed. If you would like have an extended visit with your child inside the classroom, please make prior arrangements with LBCC staff.

Children benefit from your involvement. Whether you would like to participate in the classroom, at the program or the event level, please know we appreciate your involvement.



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TRANSPORTATION

All transportation will be planned in advance. All children will be seated and secured in child seats. Due to the wide range of possible ages, we do not anticipate a lot of trips without the assistance of additional staff, volunteers, or parents. Should it be necessary, we will contract a small bus with a licensed driver for future events. Authorization for all trips requiring vehicle transportation be required from parents or guardians in advance.

FIELD TRIPS

Off-site events will be pre-planned in advance and require parental consent and potentially additional fees.

WALKING EXCURSIONS

Weather permitting; we will take children for walks when it fits the children's schedule. Some of these walks are just around the corner or to Cook Park just down the street. We will favor the back yard play area over walks because the streets near our location are very busy. You will be asked for signed permission forms that specifically authorize staff members to take children on any walks off of the premises.

DRESS FOR THE WEATHER

Colorado can have drastically different weather conditions throughout a single day. Please dress your child appropriately, or have extra clothing or gear in their cubby (or other storage area) at all times. If we are going to take children out for an extended period of time, we will apply sunscreen in accordance with any signed sunscreen permission slips. Please make sure that any extra clothing or gear is clearly marked with your child's name.

CLOTHING

Your child should wear comfortable, washable clothes, as well as rubber-soled, closed-toe shoes. We do not wish to kill any "fashion sense", so if your child would like to wear other flip-flops or sandals, please bring a pair of closed-toes shoes for outdoor play. We also request that you keep two additional sets of clothes at the LBCC, just in case. If your child is potty training, please see the policy regarding potty training.

Please clearly label all clothing, particularly jackets, sweaters, hats, etc. We cannot be held responsible for any clothing that is lost or damaged.



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CUBBIES

Once constructed/purchased/installed, all children will have access to a cubby to store their personal belongings such as diapers, extra clothing, outerwear, sheet and blanket, and any special object or toy for rest time or show and tell. Please remember that all items that are brought *must* fit in their cubby. This will assist us in meeting Health Department regulations. Please do not send valuables or money with your child to school.

CHILDREN'S BELONGINGS

We strive to maintain an ample supply of educational toys, games, and books. We encourage you to only bring items that make your child feel more comfortable, particularly for rest times. Please refrain from bringing personal toys and games as we cannot account for lost or damaged toys throughout a busy day, not to mention the additional challenges of toy sharing with young children. Any items brought for activities such as show and tell will be kept in storage at the end of such activity. We are not and cannot be responsible for lost, stolen, or broken items.

PHOTOGRAPHS & VIDEO

From time to time, children will be photographed for cute labels on storage areas, such as cubbies, a cute moment, or to just capture day-to-day activities. We expect to share photographs through a software communication app we hope to use in our operation to maintain communication with all parents. Parents will be asked to sign a permission form for release of images. These photos will be used only in the rooms, on the premises, given out to parents, or for educational purposes. Whenever a specific purpose is needed for a picture – such as a brochure, advertisement, or website, - you will be contacted and permission will be requested ahead of time before any such use of an image of your child is used.

TELEVISION & VIEWING VIDEOS

Television and video viewing is not intended for daily activities throughout the day. Part of the reason is that such viewing may inhibit nap times. We do expect play appropriate videos early in the morning and late in the afternoon to ease drop-off and pick-up of children as we operate much longer than most businesses. If you are uncomfortable with this, please address any concerns with LBCC management.

Additionally, we will occasionally allow children to watch videos that are educational in nature or involve group dancing and singing. We will play music through multiple platforms including such streaming services as the Pandora music streaming service through our television. We have the ability to completely turn off the screen of the television while still allowing audio content to play.



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There will be times that family is in our home throughout the day and may view videos or television when children are not in the room. Staff will ensure that any children that are present for any period of time are only subject to any programming that is appropriate, paused, or turned off for that period.

STAFF

LBCC expects to initially operate employ one full-time provider. This full-time provider is Laura Rabner and she is also the managing member of Little Beans Childcare, LLC. Laura has a bachelor of arts degree from the University of Northern Colorado where she also studied education related coursework. Laura is a mother to two wonderful boys, aged 19 months and 3 years at the time of this writing (September 1, 2016).

Laura will be assisted by Richard Rabner. Richard Rabner will be pursuing training to serve as an emergency back-up caregiver. He is the father of Laura's two boys. Richard's main involvement with the LBCC is as a Business Consultant and Legal Consultant drawing on his experience as a Lawyer and Regulatory Consultant in his work outside of the LBCC.

Future plans include the hiring of additional staff and substitute staff in accordance with licensing regulations.

FAMILY PARTICIPATION

Parents, guardians and other family members are always welcome at the LBCC. We very much encourage you to attend any special events or field trips. We believe that your participation and involvement is very important. We also believe that positive and frequent communication with parents is extremely important. If you ever have any concerns, please do not hesitate to address them with staff or management.

HOLIDAYS AND BIRTHDAYS

Holidays and birthdays are special for all children. We would love to help make these days special for your child. If you would like to celebrate a birthday or special day, please make arrangements ahead of time with LBCC management.

Any discussion or activities related to holidays will be educational in nature and with as little religious content as possible. Such activities will focus on the fun aspects that children enjoy and omit most religious elements. We are always open to discussing these subjects with you and in the event that our class sizes are small enough, we can make special arrangements.



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PORTRAITS

In the event that we schedule school portraits, you will be notified in advance. We will of course attempt to take pictures for you and the children throughout the year. The smart phone app we utilize allows for photos to be taken and shared with you throughout the day.

EXTRA-CURRICULAR ACTIVITIES

We will be developing extra-curricular activities for the children. Initially, such activities will be limited to those lead by LBCC staff, such as fun yoga-like stretching activities. We will be exploring the addition of activities that could involve third-party vendors that are authorized to come into the LBCC or to pick children up their own programming, such as group dance classes or personal religious activities. Any third-party that wishes to sign out a child must have full authorization on file from the child's parents. We encourage parents to set up such activities to enrich their family's personal lives and the development of their children throughout the year.

SECOND HAND SMOKE

The LBCC and the in-door premises of the home itself are smoke-free. No smoking outside will be permitted by any person while any children are in our care. This will apply to parents, staff, volunteers, family members, vendors, and any contractors working on our facilities. It is our belief that any second hand smoke is too much and is unacceptable. We also believe that any indoor smoke residue is unacceptable.

STORAGE, LOSS, DAMAGE OR THEFT

As mentioned in other sections of this handbook, please do not send valuables with your children. Children have accidents, the childcare premises are busy, and children are particularly prone to damaging items and sometimes unintentionally hiding them around the home or removing them from the premises. Please check your children's belongings, bags, and your vehicles each day and promptly return any property that might belong to other children enrolled at the LBCC or that belongs to the LBCC.

We are not responsible for storage, loss, damage, or theft of your family's or children's personal belongings or clothing.

Additionally, should serious damage to equipment or facilities occur do the actions of your child we hope you will work with us to replace or repair such items. Normal wear and tear on toys and equipment owned by the LBCC or the home's residents will be covered by the LBCC and



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any insurance we carry. Should an insurance claim arise, we do we request that you help us with any documentation to file a claim with our insurance.



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PARENT HANDBOOK ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT

I have read and fully understand the guidelines set forth in the Parent Handbook. I have a copy or electronic access to this handbook for my personal reference. I know that if I have any questions I am to contact Laura Rabner or any other management employed by the Little Beans Childcare, LLC (LBCC). I understand it is my right to file a complaint with the Denver County Department of Human Services (303-866-5958) if the Little Beans Childcare does not follow applicable state and federal regulations. I additionally understand that the Little Beans Childcare is currently in the process of seeking licensure and may not meet all requirements until such a license is maintained and is not required to meeting many requirements before a license is required or obtained.

Parent/Guardian _____

Date _____

Parent/Guardian _____

Date _____