



Brundage Mountain Resort Daycare Parent Handbook

Welcome to Brundage Daycare!

This comprehensive handbook outlines our policies and procedures to ensure positive, safe, and enriching experiences for children, parents, and staff.

Daycare Mission Statement:

At Brundage Daycare our **mission** is to provide a safe, nurturing, and stimulating environment where children can grow, learn, and thrive. Our program will support your child in physical, cognitive, social, and emotional development while maintaining a stress-free experience for families and staff.

Goals for Children:

Our five goals for children guide everything we do:

1. **Positive Self-Image:** To instill confidence and self-worth in each child through encouragement and recognition of individual achievements.
2. **Safe Environment:** To provide a secure, nurturing environment for children aged 2 years to 6 years that meets all Idaho safety standards.
3. **Individual Growth:** To encourage children to discover their unique strengths, build confidence and foster independence as life-long learners.
4. **Individual Respect:** To honor each child as a unique individual with specific needs, capabilities, and unlimited potential.

Goals for the Program

1. **Educational Philosophy:** To develop a workable philosophy of early childhood that serves our Daycare community and evolves with the needs of the staff, parents, and children.
2. **Community Service:** To serve as an accessible, beneficial program for Valley County and surrounding communities while promoting and encouraging quality childcare standards.
3. **Inclusive Environment:** To create a welcoming space that celebrates diversity, empowers every child and family, and fosters belonging for all



members of our daycare community regardless of background, family structure, or individual differences.

4. Family Empowerment: To serve as an extension of the families we support, empowering parents and caregivers while providing reliable, high-quality childcare that enhances work-life balance and family well-being.

Program Note:

Brundage Daycare offers daily structured activities and developmentally appropriate learning experiences. While we do not offer formal pre-school curriculum or pre-K educational classes, we will always strive to offer engaging, meaningful, and enriching activities and adventures.

Contact Information:

Annabelle Littlejohn
Brundage Daycare Manager
Alittlejohn@brundage.com
(208) 271 - 2402

Zach Miller
Mountain Sports School Director
Zmiller@brundage.com
(208) 596 - 2811

Days & Hours of Operation:

Summer 2025: Wednesday – Sunday, 8:00am–5:00pm MST

Winter 2025–26 Hours: Wednesday – Sunday 8:00am–5:00pm MST

Subject to change

Eligibility Requirements:

- Children ages 2 years to 6 years
- All reservations must be booked at least 72 hours in advance through the Entabeni employee store

Admissions Process

- Schedule facility tour and meet and greet with manager. Your children are more than welcome to attend and visit the space.



- Complete Parent handbook and all required documentation (see *below*)
- Submit current immunization records OR signed exemption waiver
- Assign cubby space and bring child's supplies:
 - Water bottle, Change of clothes, Swim suit (summer), Snow clothes (winter), Diapers, wipes, diaper rash cream, blanket and comfort items.
 - Daycare may request specific items for special activities.

Required Documents:

1. Signed Parent Handbook Acknowledgment
2. Current Immunization Records OR Idaho Immunization Exemption Form
3. Brundage Participant Waiver
4. Student Emergency Contact Form
5. Authorized Pick-up/Drop-off Form
6. Medical Information & Allergy Form
7. EMS consent to treat form

Daily Schedule

8:00am – 9:00am	Drop off/Check-in
9:00am	Circle Time
9:15am	Lesson Plan
10:30am	AM Snack/Water
11:00am	Clean & Outdoor Time/indoor games if inclement weather
11:30am	Lunch
12:00pm	Nap Time/Quiet Play/Story Time /
1:00pm	Half Day pick up
1:30pm	Lesson Plan
2:30pm	PM Snack/Water



3:00pm	Clean & Outdoor Time/indoor games if inclement weather
4:00pm	Indoor Free Play
5:00pm SHARP	Pick-up/Check-out

Policies and Procedures

The Brundage Daycare Facility operates with a set of policies and procedures. Each parent is expected to become familiar with the information and assume responsibility once they sign the contract agreement for Brundage childcare services. In the following pages you will become acquainted with personnel policies and employee benefits. It is not intended that all details of Brundage Mountain Resort policy are covered, but general policy is presented. This handbook supersedes all previous handbooks, and Brundage Mountain Resort ("Company") reserves the right to change policies with or without notice. Nothing in this employee handbook or any other personnel document creates or is intended to create a promise or representation of continued employment for any employee or to limit the company's freedom to make changes or terminate a person's employment at-will. The Brundage Daycare Facility is licensed and approved by the Idaho Department of Health and Welfare. Our Daycare's policies are in compliance with the Idaho Child Day Care Center Regulations. We are required by law to follow these regulations to provide the safest and highest quality care for children.

**Please acknowledge that you have read and reviewed our policies and procedures by signing your initials next to each paragraph.*

I. ENROLLMENT & ATTENDANCE

----- Fees and Registration Policy:

Guests will use entabeni OR you may email our manager or Director to request help with registration.

- All no-call, no-shows will not be subject to refund.
- Cancellations made within 24hrs will be subject to a \$50 fee.
- Daycare operating hours are 8:00am-5:00pm
 - Repeated tardiness may result in loss of service

----- Drop off/Pick up

Drop Off:

Please walk your child into Daycare where you will be greeted by a staff member at the reception desk. Sign your child in on the attendance roster.

Drop Off times:

You may drop off your child/children any time between **8:00am – 9:30am**.

Pick up:

Make sure to talk with a staff member in the reception area. Sign your child out on the attendance roster. *Only pre-authorized individuals will be able to pick up your child.*

Please remember to:

- Check your child's cubby for personal items, notes, or soiled clothing.
- Ensure all pick-up contacts bring a valid photo ID.
-

Brundage Daycare will not release a child to anyone without prior authorization or proper identification.

Absences & Late Arrivals

We request that if your child is going to be absent or late that you contact Guest services. This is extremely important for staffing purposes, illness tracking, and most importantly safety for your child/children. You must call the center by 9:00am if your child/children are absent or will be having an extra late arrival.

II. HEALTH & SAFETY POLICIES

----- Immunization Records:

As required by Idaho law, current immunization records must be provided to Brundage Daycare. Parents choosing exemptions must complete the official Idaho Childcare Immunization Requirements Exemption Form available through the Idaho Department of Health & Welfare website.

Required Immunizations for Idaho Childcare:

- DTaP (Diphtheria, Tetanus, Pertussis)
- Polio (IPV)
- MMR (Measles, Mumps, Rubella)
- Varicella (Chickenpox)
- Hib (Haemophilus influenzae type b)
- Hepatitis B
- PCV (Pneumococcal)

----- Illness Policy:

To keep all children safe and healthy, we ask that sick children stay home. If your child becomes sick at daycare and is unable to participate in normal activities determined by our caregivers, they will be separated from the group while we contact you or another authorized adult to pick them up.

Children must stay home (or will be sent home) if they show any of the following symptoms, including but not limited to:

- Vomiting

- Diarrhea (2 or more watery stools within 24 hrs.)
- Severe coughing, sneezing and/or runny nose (with green/yellow mucus),
- Fever above 99 (your child may return to day care 24 hours after fever breaks without the use of fever reducing medication)
- Severe Sore Throat/white spots on tonsils
- Swollen glands
- Unusual fatigue and/or irritability,
- Red, teary, or inflamed eyes

If your child is on antibiotics:

They may return to daycare 24 hours after the first dose, as long as they are feeling well enough to participate in daily activities. A doctors note clearing the child to return to daycare is required.

Doctor's Note Required:

If your child is sent home for any of the following, a doctor's note clearing them of illness is required to return:

- Rash (open sore rashes or rashes that result in cracked skin and bleeding)
- Pink eye
- Sore throat
- Head lice or nits
- Scabies
- Parasitic infestation
- Contagious skin rash
- Any other contagious illness

----- **Communicable Disease Reporting:** Parents must notify the center within 24 hours if their child or household member has been exposed to or diagnosed with a communicable disease. The center will post health alerts as required by Idaho regulations.

- Covid
- Flu
- RSV
- Whooping Cough
- Measles
- Mumps
- Rubella
- Tuberculosis
- Strep Throat
- Hand Foot and Mouth
- Impetigo
- MRSA
- Ringworm
- Scabies
- Head Lice
- Pinworms
- Chickenpox
- Pertussis
- Hepatitis A
- Any Illness requires hospitalizations
- Any Fever paired with rash

----- **Parent Responsibility & Policy Enforcement:**

It is the parent's responsibility to keep children home if there is any doubt about the child's fitness to participate in Brundage Mountain Resort Daycare.

Parents who fail to follow our health and safety policies, or who are repeat offenders, may have their daycare privileges revoked.

----- **Medication Policy:**

Brundage Daycare will not be administering medication to children. If your child/children require medication during their attendance at the Daycare, please plan with our manager to schedule times in which you may enter the Daycare and administer the medication to your child. We are able to store prescription medication for your child onsite in our locking medical cabinet. This doesn't include OTC medications such as Tylenol, Advil, Allergy medications, etc.

----- **Sunscreen:** We are happy to apply sunscreen to your child prior to outdoor play IF:

- You provide your child with sunscreen (preferably sunscreen stick for face, and cream for body)
- You sign the Sunscreen Application Consent Form

----- **In Event of Injury:** If your child is injured at the Daycare, you may want to consult with your family physician to determine whether the nature of the injury requires medical attention. If your child requires immediate medical attention, the proper emergency steps will be taken. If your child receives a small injury during the day, an incident report form will be completed by our staff, and a parental signature will be required. If your child receives an injury from another child, names will be kept confidential. If your child receives a bite or bites someone else, you will receive a call from administration and/or an incident report. If your child receives a bite at the center, we will comfort your child and care for his/her needs immediately. Due to confidentiality, the name of the child who bit will not be released. If your child bites repeatedly, Brundage Daycare will develop a plan with you to try to correct the problem. However, if the biting is aggressive or does not lessen within a reasonable time frame, Brundage Daycare may temporarily withdraw your child until the biting diminishes. Upon your child's return, if biting continues Brundage Daycare will then again, withdraw your child until he/she is older and the biting behavior has subsided.

----- **Medical Emergencies:**



In the event of a medical emergency involving your child, every effort will be made to contact you immediately. It is essential that we always have up-to-date contact information so we can reach you without delay.

Please notify us promptly if:

- Your schedule changes,
- You plan to leave Brundage Mountain property during your child's stay, or
- Your designated emergency contact or their phone number has changed.

If we are unable to reach you, we will contact the emergency contact listed on your child's enrollment form. In serious situations requiring immediate medical attention, we will call emergency services and accompany your child to the nearest medical facility if necessary.

----- **Other Emergencies:**

Evacuations:

In the event of an emergency and an evacuation of the building is necessary, children and care providers will exit the building according to the posted evacuation plan. The meeting place, in case of evacuation, will be in front of the ski patrol building. Communication will be made with parents to arrange for pick up. It is your responsibility to ensure we have current contact information.

Closures:

Please refer to the calendar for any pre-scheduled closures. In the event of unsafe conditions (i.e. building repair/power outage/flooding, etc. or other circumstances, Brundage will call for a closure of the Daycare.

III. BEHAVIOR & GUIDANCE

----- **Discipline Policy:**

At Brundage Daycare we believe in fostering a positive, supportive, and safe environment for all children. Our approach to discipline is rooted in positive guidance, redirection, self-calming, and teaching appropriate behaviors. We believe in positive guidance strategies that help children develop self-regulation and problem-solving skills. Instead of traditional "time-outs," we

use "Taking a Break" as a tool to help children reset and regain control of their emotions in a supportive way.

How "Taking a Break" works:

1. Gentle Redirection – If a child is engaging in unsafe or inappropriate behavior, a caregiver will first offer guidance, redirection, and choices to help them make a better decision.
2. A Calm Space – If the behavior continues, the child may be asked to take a short break in our designated "calm-down" area. This is not a punishment or attempt to isolate the child, but instead a chance to pause, breathe, and reset.
3. Support and Reflection – A caregiver will stay nearby to offer reassurance and help the child process their emotions in an age-appropriate way.
4. Rejoining the Group – Once the child is calm and ready, they will be welcomed back into the group to continue playing and learning. Caregivers may briefly discuss better choices with the child to reinforce positive behavior.

The above techniques will be used in all situations unless there is a threat of safety, where the provider may remove a child from the group (for safety reasons not discipline). If a child has repetitive behaviors that involve harm to self, others, or the environment, a conference with parents, the Manager, Director and care provider(s) will be held to determine an appropriate behavior plan or to discuss alternate placement options. ** If there is permanent damage to the environment, parents will be asked to replace/fix the damage.

We do not use corporal punishment or harmful methods at Brundage Mountain Daycare. Food, rest, bathroom, recess, corporal punishment, humiliation, intimidation, isolation, shaming or profane language will never be used to discipline a child.

----- **Biting Policy:**

While biting is a common developmental behavior in young children, especially during teething or moments of frustration, it can be distressing and potentially harmful. At Brundage Daycare, we take all biting incidents seriously and work closely with families to address the behavior in a supportive and constructive way.

If your child bites more than once, the following steps will be taken:

- 1. Behavior Support Plan**

We will schedule a meeting with you to discuss the incidents and collaborate on a plan to address the behavior. This may include observation, documentation, and consistent strategies between home and daycare.

- 2. Temporary Withdrawal (If Necessary)**

If biting is frequent, severe, or aggressive—and does not improve within a reasonable timeframe, Brundage Daycare may require a temporary withdrawal to ensure the safety of all children. This decision is not punitive but based on the responsibility to protect every child in our care.

- 3. Return & Follow-Up**

Your child may return to daycare once there has been improvement in behavior or they have reached a developmental stage where biting is no longer a concern. If biting resumes after returning, a second withdrawal may be required until the behavior has fully subsided.

Our goal is to support your child's social-emotional development while maintaining a safe environment for all. We appreciate your partnership in navigating this stage with care and consistency.

----- **Toileting and Diapering:**

Children attending Brundage Daycare are not required to be toilet trained by a specific age. We believe that a child should begin toilet training when he/she is physically and psychologically ready. Parents and staff should be alert to signs of readiness and together discuss an individual plan. We will continue the toileting process here once it has begun at home. Children must

be ready to participate willingly if the process of toilet learning is to be a positive one and, to this end, Brundage Daycare cannot and will not force a child to use the toilet.

Children in diapers are changed every other hour and on an as needed basis.

----- **Meals/Feeding Policy:**

Brundage Daycare will be providing lunch and AM, and PM snacks for your children. The daycare department will be sending home a menu that will be the same every two weeks. Parents are allowed to pack their kids lunch and snacks for the day if they wish.

Grapes and hot dogs must be cut lengthwise and in very small pieces. The program will not serve popcorn, raw peas, hard pretzels or meat larger than can be swallowed whole to reduce the chance of choking.

We will occasionally provide food for birthdays/events, etc, and you will be notified of these occurrences.

----- **Food Allergies** Please note that Brundage Daycare is NOT currently a peanut/nut-free facility

We currently don't allow mangoes in the center due to an allergy

Parents must inform staff of any dietary restrictions and/or allergies.

Brundage does not encourage the sharing of food due to potential allergic reactions. If birthday treats or other snacks are brought in to share with a group, please ask ahead of time to avoid allergen contact and to promote the inclusion of all children.

----- **Nap/Rest Time:**

Rest and nap time is provided for any child based on their schedule preferences. Rest time is quiet time (with quiet activities provided) for children who do not nap. Nap time will occur in sleep-safe approved cribs or pack 'n plays for younger children/babies, and cots will be provided for older children. Please send your older child/children with blankets/pillows if needed for naptime.

----- **Safe Sleep Policy:**

****Please refer to Attachment B "Safe Sleep for Infants Procedures" for more detailed information.**

1. Sleeping children will always be under direct visual supervision while attending Daycare.
2. Blankets, "loveys" or any other items are not permitted in pack n plays/cribs. Only sleep sacks and pacifiers without anything attached to them (such as loveys, clips, etc.) are permitted in cribs.
3. After being placed on their back, an infant who can easily turn from back to front and front to back may remain in the position they are in once asleep.
4. No child under twelve months of age shall be placed in a crib containing pillows, comforters, stuffed animals, or other soft, padded materials. Devices such as wedges or infant positioners will not be used.
5. In keeping with Early Education and Care best practices all infants will be placed unrestrained in their designated pack n play or crib for napping.
6. We will ensure that crib slats are no more than $2\frac{3}{8}$ inches apart and cribs will have firm, properly fitted mattresses with clean coverings without areas to trap small heads.
7. Alternate infant sleep positions require a written and signed physician's note explaining medical reasons why an infant sleeps in a position other than unrestrained on their back. In this event, we will keep a note in the child's file and post a notice by their crib. All childcare providers will be informed of any medical requirements.
8. In keeping with best practice recommendations for Infants in childcare settings, the Center will not swaddle Infants after 8 weeks of age.

II. FAMILY PARTNERSHIP

----- **General Communication:**

We will be communicating through text messages by the manager. Failure to respond to communication attempts will result in temporary pass deactivation until we can resolve the matter.

----- **Parent and Staff Communication Policy:**

If a parent finds that they have a difference of opinion with a Brundage Daycare staff member regarding their child, there is a set procedure that must be followed.

1. Every effort should be made between the parent(s) and the staff member(s) for open communication to address the situation as soon as it is apparent that a difference of opinion exists.
2. If a fair and equitable resolution to the situation cannot be reached between the parent(s) and staff member(s), the parent(s) may request that a meeting be scheduled with the Manager or Director of the Brundage Daycare. This will be held at the earliest convenience of all parties involved.
3. During the meeting between the parent(s), the Manager and/or Director, every effort will be made to find a solution that aligns with the concerns of all involved and supports the best interests of the child. If, after the meeting concludes, no equitable solution can be reached, the final step (4) may be requested.
4. The last step in the parent/staff communication procedure is to request a meeting with the Brundage General Manager. This will be held at the General Manager's convenience and all parties involved must be present. The decision of the General Manager will be final.

----- **Photographs**

No agency outside will be allowed to photograph the children without parental consent (signed media release form). Often parents will take pictures or videotaping of the children during a special event, (i.e. birthdays, graduation, etc.). **Please inform the Brundage Daycare manager if you do not want your child to be photographed in these instances.

----- **Daily Supplies:**

To ensure your child has a comfortable and successful day, please provide the following items each day, clearly labeled with your child's **first and last name**:

Clothing & Weather Gear

- A full change of seasonally appropriate clothing (including socks and underwear)
- Layers for indoor comfort (sweater or light jacket)
- Outdoor gear suited to the season:
 - **Winter:** coat, hat, snow pants, mittens/gloves, warm socks, boots
 - **Summer:** swimsuit, towel, swim shoes, sunhat

Note: We go outside daily, weather permitting. Please dress your child for outdoor play.

Diapers & Wipes

- Brundage Daycare requires **disposable diapers** only.
- Please provide enough diapers and wipes for the week.
- If your child runs out, a fee of **\$3.00 per diaper** will be added for any provided by the Daycare.

☒ Naptime Items

- If your child needs a pillow, it must be **travel-sized** due to limited storage space.
- You may also provide a small blanket or comfort item, labeled clearly.

Potty Training

- If your child is potty training, please send **multiple changes of clothing**, including extra socks and bottoms.
- Clothes should be easy to manage for self-dressing and bathroom use.

***** Soiled Clothing:** The Centers for Disease Control of the United States Public Service require that clothing which has been soiled with bodily fluids be placed UNRINSED in a bag. The bag will be put in the child's cubby and picked up by the parents at the end of the day.

Sunscreen

- Sunscreen may be applied with a **signed parental authorization form**.
- We ask that all children have sunscreen applied before arriving and sunscreen bottles sent with them for reapplication as needed (we recommend a sunscreen stick for the face and spray for the body)

Toys from Home

- We prefer children do not bring toys from home unless they are intended to be shared with the group.
- If a toy causes disruption or distress, it will be stored until pick-up.
- Any personal items must be labeled.

Please note that Brundage Daycare is not responsible for lost items, including toys, bottles, cups, or clothing.

Accessories & Jewelry

For safety reasons, we do not allow the following items:

- **Dangly earrings** (small stud earrings are permitted)
- **Necklaces of any kind**
- **Bracelets with beads or charms** (plain rubber, fabric, or thread bracelets are okay)

Small accessories can be choking hazards or pose a risk of injury during play. We ask all families to be mindful of this when dressing children for the day. Please label all personal belongings with your last name. Brundage is not responsible for lost or damaged personal property. A "Lost and Found" Box will be kept in the reception area for any unlabeled/misplaced items. Please check it regularly. At the month end, it will be donated to a local charity.

----- **Outdoor Play:**



Our staff strive to get the children outdoors every day, either in our fenced Daycare playground or another appropriate location. This is a group care setting, and all children will be going outdoors. Children remain inside when the weather is inclement (raining and icing) or in EXTREME hot or cold.

V. OPERATIONS & TEAM MEMBERS

----- **Staff and Volunteers requirements**

All direct care providers at Brundage Daycare are required to:

- **Pass an Enhanced Background Check** conducted by the Idaho Department of Health and Welfare to ensure the safety and well-being of all children in our care.
- **Maintain current certification in Pediatric CPR and First Aid**, in compliance with state regulations and best practices for early childhood care.

These requirements apply to all staff and volunteers who provide direct supervision or interact regularly with children at the daycare.

----- **Confidentiality**

Brundage Daycare is committed to protecting the privacy of all children and families. All personal information—including but not limited to medical records, contact details, addresses, school records, conversations, and family concerns—will be kept strictly confidential.

Staff are required to maintain the security of all sensitive information and will not share personal details with unauthorized individuals or outside agencies without written consent, except as required by law (e.g., in cases of suspected abuse or when mandated by state regulations).

We appreciate your trust and are dedicated to upholding the highest standards of confidentiality and professionalism.

----- **Required Reporting**

All employees and volunteers at Brundage Daycare are **mandated reporters** under Idaho state law and are legally required to report any **suspected child abuse, neglect, or endangerment** to the appropriate authorities.



Brundage Daycare staff will complete **Mandated Reporter Training** to ensure they understand their responsibilities and the proper procedures for identifying and reporting concerns.

Reports will be made **immediately and confidentially** to the Idaho Department of Health and Welfare or law enforcement, as required by law. The safety and well-being of the children in our care is our top priority.

ALL CHILD CARE WORKERS ARE MANDATED REPORTERS. IF BRUNDAGE RESORT CHAIN OF COMMAND FOR REPORTING IMPEDES THE REPORTING OF THE SUSPECTED CASE OF ABUSE OR NEGLECT, THEN ANY INDIVIDUAL BRUNDAGE DAYCARE STAFF MEMBER WITH A CONCERN IS OBLIGATED BY LAW TO REPORT THE INFORMATION THEMSELF.

----- **Dismissal from Program Policy**

Adherence to company policy is a very important requirement for our employees and daycare parents. Each employee is responsible for reading and understanding the policies and guidelines presented in the Parent Handbook. Brundage Mountain Resort reserves the right to temporarily or permanently suspend daycare benefits or facility access to any individual who fails to contribute to a respectful, safe, and courteous environment.

Please be aware that should one of the following situations arise, Brundage Daycare may withdraw your child from the program immediately:

- Verbal abuse by yourself, your child or any "authorized pick-up" to other children, Brundage staff, or another parent. Our goal is to always ensure the safety of everyone in our Daycare. A child's/parents, language, or behavior, which is hurtful to other children or staff, such as profanity, sexual language, humiliating behavior, throwing rocks, furniture, toys or anything harmful is inappropriate and unacceptable.
- If your child bites or hurts another child excessively and/or has an extreme behavior problem and we are unable to get this behavior problem under control.
- Refusal to pick up your child if they are sick or continually dropping your child off when they are ill, is grounds for dismissal from the center.

Children need to be picked up within thirty minutes of notification of exclusion.

- For any other reason Brundage Daycare deems appropriate for the well-being of Daycare and the preservation of the proper childcare environment.

Attachment B

SAFE SLEEP FOR INFANTS PROCEDURES

In compliance with EEC regulation and to provide the best quality care, attention, and safety for all children and reduce the risk of SIDS (Sudden Infant Death Syndrome).

- For Infants under 12 months: Programs serving infants must place infants on their backs for sleeping, unless the child's health care professional orders otherwise in writing.
- Each Infant naps in an individual crib with a firm, properly fitted mattress and a clean, fitted sheet with no potential for head entrapment areas. Car seats and other sitting devices are not allowed for sleep routine. Cribs meet CPSC and ASTM safety standards.
- Blankets, comforters, pillows, stuffed animals, wedges, positioners, bumper pads or other soft padded materials or toys may not be placed in the crib with the Infant.
- Sleep sacks are an acceptable alternative for blankets ensuring Infants' heads remain uncovered during sleep. Only sleep sacks and pacifiers without anything attached to them (such as loveys, clips, etc.) are permitted in cribs.
- The program will not swaddle Infants after 8 weeks of age. If an Infant 8 weeks or younger is swaddled to be comforted and soothed, any swaddling wrap is removed before they are placed in the crib.
- Infants may not have bottles while in their cribs.

- After being placed down for sleep on their backs, Infants may then assume any comfortable position they can roll into.
- Sleeping children are directly, visibly, and auditorily monitored and always supervised.

Parent Signature Page

I, _____, & _____
the parent(s)/guardian(s) of

_____, &
_____, have read the Brundage Employee Parent Handbook and fully understand the Brundage Daycare's policies and procedures. I agree and comply with all policies hereby stated in this handbook. I understand that violating these policies will jeopardize my child's enrollment in Brundage Daycare. I understand that the policies in this handbook are subject to change without notice.

Parent/Guardian Signature _____ Date _____

Printed Name _____

Parent/Guardian Signature _____ Date _____

Printed Name _____

Daycare Manager Signature _____

Date _____

Printed Name _____

MSS Director Signature _____

Date _____

Printed Name _____

Please note that both parents/guardians must sign the signature page if applicable

Brundage Employee Parent handbook addendum



Shoulder Season (Spring & Fall) Hours: Monday – Thursday, 8:00am – 5:00pm MST

We ask that all Brundage daycare employees utilizing the daycare give us their kids schedule for a month at a time through bright wheel.

Will be billed bi-weekly as a payroll deduction

Custody Arrangements:

If there are custody restrictions, a **notarized court order** must be on file with the daycare. We strictly follow the guidelines outlined in court documents.

Communicate illnesses or absences by 9am or you will be charged for the day.

We use the mobile app Brightwheel for daily communication and updates.

Please ensure you provide information and updates about your child by WRITTEN communication (by email, text or Brightwheel) to our manager. We will not accept verbal exchange/conversations between parents and staff as confirmation of schedule updates/child needs/etc

Tardiness/ Late pick up

If parents is late picking up their child 3 times a meeting with the manager/ Director to discuss further actions will be required.