



Parent Handbook

Welcome to Firm Foundation! We're so excited to have you join our family! This handbook outlines the policies, procedures, and philosophies that guide our program to ensure a safe, nurturing, and enriching environment.

Table of Contents

1. About Our Program
2. Philosophy & Mission
3. Hours of Operation
4. Enrollment & Tuition
5. Daily Schedule
6. Drop-Off and Pick-Up Procedures
7. Meals and Snacks
8. Health & Safety Policies
9. Behavior Guidance
10. Communication with Families
11. Supplies and What to Bring
12. Holidays and Closures
13. Emergency Procedures
14. Licensing & Regulations
15. Parent Agreement
16. Consent Forms
17. Screen Time Policy
18. Brightwheel
19. CCAP policy

1. About Our Program.

My name is LaDaija Hobgood, and I'm the proud founder of Firm Foundation Early Enrichment. I've spent several years working in early childhood education, and am also a dedicated homeschooling mom of three. My passion lies in helping children grow, explore, and develop a love for learning from an early age. I believe that the early years are the most important for building a strong foundation—not just academically, but emotionally, spiritually and socially as well. I feel truly blessed to walk alongside families during these special years, and help each child become the best version of themselves.

2. Philosophy & Mission

At Firm Foundation, our mission is to provide a loving, Christ-centered environment where children are guided to grow spiritually, emotionally, socially, and intellectually.

We believe that every child is uniquely created by God and deserves a safe, joyful place to explore, learn, and thrive. We value the whole child and provide developmentally appropriate experiences rooted in Biblical truth. Through play, prayer, structure, and creativity, we help children build confidence, kindness, and a lasting love for God and others.

3. Hours of Operation

- Monday – Friday
- Opening Time: 7:30 AM
- Closing Time: 4:30 PM
- Late pick-up fees apply after 4:40 PM. Flat fee of \$15+\$1per additional minute added to weekly payment

- 4. Tuition & Payment Policy.

- Tuition is due on time to ensure consistent, high-quality care. The following outlines our current tuition rates and payment expectations.

Tuition Rates

- Daily Rate: \$55 per child
- Weekly Rate (Full-Time): \$275 per child (Monday–Friday)
- Weekly Rate (Part-Time) : \$165 per child (for 3 days a week)
- Sibling Discount: 10% off for the second child enrolled. Applies to full-time families only.

Payment Schedule

- Tuition is due every Friday for the upcoming week.
- If tuition is not paid by Monday at drop off, care will not be provided
- Payments can be made via:
 - Cash
 - Cash App
 - Zelle

- **Brightwheel App**

Late Payment Policy

- A \$10 late fee will be added if payment is not received by the following Monday at drop-off.
- 3 late payments will result in termination of care.

Absences, Holidays & Closures

- Tuition is not adjusted for absences, including illness, personal days, or holidays.
- Full tuition is due each week regardless of attendance.
- If the provider is closed, tuition will not be charged for those days.

Enrollment Fee

- A non-refundable enrollment fee of \$50 is due at registration. This covers start up costs for your child's needs.

5. Daily Schedule

- 7:30–8:30 AM: Arrival & Morning baskets
- 8:30–9:00 AM: Breakfast
- 9:00–10:30 AM: Circle Time, Bible lesson, and Learning Activities
- 10:30–11AM: Snack
- 11:00–12 : Recess , Outdoor Time. (May have indoor movement depending on weather)
- 12:00 PM: Lunch
- 12:45–2:30 PM: Nap/Quiet Time/Personalized instruction for older children
- 3:00 PM: Afternoon Snack
- 3:30–4:30 PM: Story Time, Art, Free Play, More outdoor time

6. Drop-Off and Pick-Up Procedures

- Only authorized individuals may pick up your child.
 - Please sign in/out daily via brightwheel
 - Notify me in person or by phone if someone different is picking up.
- Cut off time for drop off is 9AM. Exceptions made for scheduled appointments

7. Meals and Snacks

- We provide breakfast/lunch/snacks.
- All food allergies MUST be disclosed upon enrollment.
- We follow a dye free, whole food diet (special foods/ treats may be given occasionally)

8. Health & Safety Policies

- Sick Policy: At Firm Foundation, the health and safety of all children and staff is our top priority. To help prevent the spread of illness and maintain a healthy environment, we ask that you keep your child home if they are experiencing any of the following symptoms:

1. Fever of 100.4°F or higher
2. Vomiting or diarrhea within the past 24 hours

3. Persistent or severe coughing
4. Unexplained rash or skin irritation
5. Pink eye (conjunctivitis) with discharge
6. Head lice or nits
7. Difficulty breathing or wheezing
8. Sore throat with fever or swollen glands
9. Any contagious illness (e.g., flu, strep throat, COVID-19, RSV).

Return to Care Guidelines: Children May Return to Care When:

1. They are fever-free for at least 24 hours without the use of medication
2. Vomiting and diarrhea have stopped for at least 24 hours
3. They have been on antibiotics for at least 24 hours (if applicable)
4. They are able to participate in daily activities comfortably
5. A doctor's note is provided if the illness was contagious or required medical clearance.

Notification for Pickup if your child becomes ill while in care:

1. You will be contacted immediately.
2. You are expected to pick up your child within one hour of being notified.
3. Your child will be kept comfortable and separate from others until they are picked up.

Medications:

1. Medications will only be administered with written parental permission, and when applicable, a doctor's note
2. All medications must be in their original containers with the child's name and dosage instructions clearly labeled

Immunization Policy

To ensure the health and safety of all children in care, this program follows state immunization guidelines for all enrolled children.

- Proof of up-to-date immunizations is required before enrollment and must be kept on file.

- Families must provide an updated Immunization Record (or Health Examination Form) signed by a licensed physician or healthcare provider.
- It is the parent's responsibility to ensure that their child remains current on all required immunizations.
- If a child is on a delayed schedule or exempt for medical or religious reasons, proper documentation must be submitted according to Kentucky's legal exemption requirements.
- In the event of an outbreak of a vaccine-preventable disease, unvaccinated children may be excluded from care per public health guidelines

9. Behavior Guidance

We use positive discipline techniques, including redirection, natural consequences, and modeling good behavior. Yelling, physical, emotional, or spiritual punishment is NEVER used.

10. Communication with Families

- We use the brightwheel app to share live updates and photos throughout the day.
 - Parent-teacher conferences are always available upon request before or after care
- Please keep the provider informed about any significant changes at home (such as a new sibling, changes in schedule, separation/divorce, illness, etc.) as they may affect your child's behavior or emotional needs during the day

11. Supplies and What to Bring

- We do a lot of sensory play, outdoor activities, and art. I do my very best to keep them clean, but your child may get messy throughout the day. Please send them in shoes safe for outdoor play, extra underwear for accidents & a change of clothes. You may also designate a pair of shoes / change of clothes to keep here. Everything else will be provided
- Comfort items such as blankets/plushies etc may be brought from home, Firm Foundation is not responsible for any lost or broken items

12. Holidays and Closures. Vacation Policy

Closed all federal holidays unless otherwise noted, closed the second Friday and following Monday in January, September & June every year.

To ensure consistency and fairness for both the provider and families, this vacation policy outlines time off for the childcare provider as well as enrolled families.

Provider Vacation

The provider is entitled to 2 weeks of paid vacation per calendar year. Parents will be given a minimum of 30 days' notice prior to any scheduled closures.

- Full tuition is still due during provider vacation time, as these are planned and accounted for in the annual calendar.

- All planned provider closures will be communicated in advance and included on the Annual Calendar.

Family Vacation

Each enrolled child is eligible for up to 7 tuition-free vacation days per calendar year after completing 90 consecutive days of enrollment.

- Vacation days may be used consecutively or non-consecutively.
- Vacation days must be requested in writing at least 2 weeks in advance.
- Unused vacation days do not roll over to the next calendar year and are non-refundable.
- These days are granted per child, not per family.

For any absences beyond the 7 tuition-free days:

- Full tuition will still be due in order to retain your child's spot in care.
- No credits or make-up days are offered for additional absences.

Unplanned Closures

If the provider must close unexpectedly (due to illness, emergency, or other reasons not outlined in the holiday/vacation calendar), families WILL NOT be charged for those days if no care is provided.

13. Emergency Procedures

- Fire and tornado drills conducted monthly
- Emergency contacts must be current
- In any emergency, parents are notified immediately by both text and phone call

14. Licensing & Regulations

Licensed family childcare home in the state of Kentucky

License/CLR #C71289

Provider Name:Ladaija Hobgood

15. Parent Agreement

We ask that each parent/guardian signs an agreement form stating they have read, understood, and agree to follow the policies outlined in this handbook.

16. Consent Forms

- Emergency Medical Consent

- Sunscreen / Bug Spray Permission
- Field Trip Permission

17. Screen Time Policy

At Firm Foundation we believe young children learn best through hands-on play...

Our Screen Time Guidelines:

- Screens may be used occasionally for:
 - Holiday parties
 - Educational videos
 - Music and movement
 - Severe weather indoor days

Supervision & Selection:

- All content is age-appropriate and pre-screened.

Children are never left alone with a screen.

18. Brightwheel

Brightwheel is our primary method of communication. Before your child's first day, I will send an invitation to join brightwheel via text message or email. You will be assigned a code that will be used each day to complete health checks and to sign your child in and out. You may also set up your profile for tuition to be paid automatically through the app. I log each child's meals, progress/ learning updates, photos etc multiple times a day to keep parents updated. You may also set your profile up to receive as many or as few notifications as you would like.

19. CCAP

Firm Foundation Early Enrichment accepts the Child Care Assistance Program (CCAP) as a payment source. Participation in CCAP comes with specific responsibilities for both the provider and the parent/guardian. By enrolling a child using CCAP, families agree to the following terms:

1. Parent Responsibility
2. CCAP is a child care subsidy, not full coverage. Parents are responsible for:

Any copayment assigned by the CCAP program

Any fees not covered by CCAP, including but not limited to:

Registration or supply fees

Late pick-up fees

Returned payment fees

Care provided outside approved CCAP hours

Care provided when CCAP authorization is inactive, expired, or terminated

All parent-paid fees are due according to the program's regular payment policies.

2. Attendance & Authorization

CCAP payments are based on approved days and hours.

Parents must ensure their child's attendance matches their approved CCAP schedule.

Care provided outside authorized hours may be denied or billed directly to the parent.

Repeated misuse of CCAP hours may result in termination of care.

3. Maintaining CCAP Eligibility

Parents are responsible for:

Completing CCAP applications, renewals, and redeterminations on time

Reporting changes in income, employment, household size, or schedule

Ensuring the provider is correctly listed with CCAP

Firm Foundation Early Enrichment is not responsible for lapses in CCAP coverage due to incomplete paperwork, missed deadlines, or caseworker delays.

4. Payment Gaps & Denials

If CCAP payment is delayed, denied, or reduced for any reason, the parent is responsible for the balance.

Care may be suspended or terminated if payment issues are not resolved promptly.

5. Absences & Closures

CCAP does not always pay for absences, provider holidays, or closures.

Parents may be responsible for payment during these times according to CCAP rules and provider policy.

6. Termination of Care

Firm Foundation Early Enrichment reserves the right to terminate care if:

CCAP policies are repeatedly violated

Parent payments are consistently late or unpaid

CCAP coverage lapses and is not promptly resolved

Termination will follow the program's standard notice policies whenever possible.

Acknowledgment of CCAP Agreement

I understand that CCAP is a subsidy program and that I am financially responsible for all fees not covered by CCAP. I agree to comply with all CCAP requirements and Firm Foundation Early Enrichment policies.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Emergency Medical Consent Form

Child's Full Name: _____

Date of Birth: _____

Parent/Guardian name: _____

Phone Number(s): _____

In the event of an emergency and I cannot be reached, I give permission to LaDaija Hobgood, the provider of Firm Foundation Early Enrichment to seek emergency medical treatment for my child. I understand EVERY effort will be made to contact me before such action is taken. I give consent to any licensed physician, dentist, or emergency personnel to provide the necessary medical treatment for my child.

Medical Information:

- Medications: _____
- Allergies: _____
- Preferred Hospital: _____

I agree to hold Firm Foundation and staff harmless for any decisions made under these conditions.

Parent/Guardian Signature: _____

Date: _____

Sunscreen & Insect Repellent

- We use Hello bello SPF 50 sunscreen and insect spray, both child-safe and free of harmful chemicals.
- You may also supply your preferred brand (labeled with your child's name).

I give permission for Firm Foundation to apply:

- Sunscreen
- Bug Spray

These products will only be applied according to packaging directions

Parent/Guardian Signature: _____

Date: _____

Photo & Video Release Form

Child's Full Name: _____

I give permission for my child to be photographed and/or video recorded while attending Firm Foundation Early Enrichment. These images may be used for:

- Class activities and documentation
- Parent communication (e.g., shared privately with enrolled families)
- Marketing materials such as flyers, social media, or website
 - I approve ALL uses listed above
 - I approve internal use only (classroom and parent communication)
 - I DO NOT give permission for any photo/video use

Parent/Guardian Signature: _____

Date: _____

Allergy & Dietary Needs Form

Child's Full Name: _____

Date of Birth: _____

Does your child have any known allergies?

Yes

No

If yes, please specify:

• **Allergens (food, environmental, etc.)**

• **Is medication (e.g., EpiPen, Benadryl) required?**

Yes No

If yes, provide a Medication Authorization Form and supply medication to the provider.

Dietary Restrictions (e.g., vegetarian, religious restrictions, etc.): _____

Parent Signature: _____

Date: _____

Authorized Pick-Up Form

Child's Name: _____

Parent/Guardian Name: _____

The following individuals are authorized to pick up my child from care:

1. **Name:** _____

Phone: _____

Relationship to Child: _____

2. **Name:** _____

Phone: _____

Relationship to Child: _____

3. **Name:** _____

Phone: _____

Relationship to Child: _____

- Anyone not listed here **will not be allowed** to pick up your child without written or verbal authorization from a parent.
- A valid photo ID is required for all non-parent pick-ups.

Parent Signature: _____

Date: _____

Childcare Enrollment Form

Child's Full Name: _____

Date of Birth: _____

Start Date of Care: _____

Primary Hours of care:

From: _____ **To:** _____

Days of week in care: M T W Th F

Parent/Guardian Information:

Parent 1 Name: _____

Phone: _____ **Email:** _____

Address: _____

Parent 2 Name: _____

Phone: _____ **Email:** _____

Address (if different): _____

Emergency Contact (other than parents):

Name: _____

Phone: _____

Relationship: _____

Pediatrician Name: _____

Phone: _____

Preferred Hospital: _____

Medical Concerns/ Allergies/ Dietary Restrictions

Immunization Records Provided? Yes No

Permission Forms Completed? Yes No

Parent Signature: _____ **Date:** _____

Parent Conduct Policy

To maintain a respectful, professional, and safe environment for all children, families, and staff, parents and guardians are expected to:

- Treat the provider, staff, and other families with respect at all times.
- Communicate concerns in a calm and appropriate manner.
- Refrain from using profanity, aggressive language, or threatening behavior on the premises.
- Follow all arrival and departure procedures, including drop-off/pick-up times.
- Be honest and transparent about a child's health, behavior, or any household changes that may affect their care.
- Ensure all tuition payments and required paperwork are submitted on time.

Failure to follow this policy may result in a warning, written notice, or in serious cases, termination of care.

I strive to partner with all families in a positive and respectful way for the benefit of the children I serve.

Parent Handbook Acknowledgment Form

I, _____, parent/
guardian of _____ (child's
name), confirm that:

- I have received, read, and understand the **Parent Handbook** for Firm Foundation Early Enrichment
- I agree to follow ALL policies and procedures outlined within the handbook, including but not limited to: tuition and fees, illness policy, vacation policy, behavior expectations, and communication guidelines.
- I understand that failure to comply with these policies may result in termination of care.
- I will direct any questions or concerns to the provider in a respectful and timely manner.

Signature of Parent/Guardian:

Date: _____