

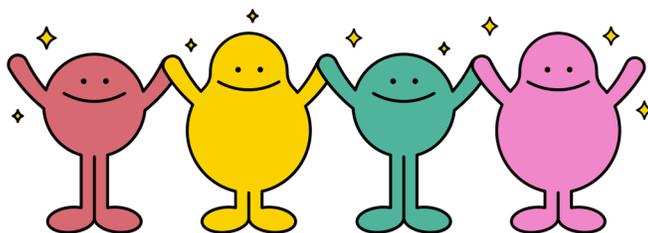


PARENT HANDBOOK

MONTESSORI INSPIRED IN HOME
DAYCARE & PRE-SCHOOL

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DAYCARE POLICY HANDBOOK



Welcome to our daycare! As this space becomes a second home for your child, my commitment is to create a secure, nurturing, and home-like environment that fosters their physical, intellectual, emotional, and social development. I encourage you to review the policies of our daycare for a comprehensive understanding. Your child's well-being and growth are our top priorities, and I look forward to partnering with you on this journey. Family Child Care License: In order to provide child care, I have met all requirements according to the State of New York OCFS Rules License ID# 926695

NONDISCRIMINATION

I will not discriminate in relation to admissions of any child on the basis of race, creed, color, national origin, religion, sex, or disability.

HOUSE RULES

No shoes past the foyer. This means children and parents.

The children will be taught by example here, to have respect for themselves and each other. They will also be taught to respect my home, property, and possessions.

Any negative behavior will not be allowed. This includes but is not limited to: hitting, punching, kicking, biting, standing or jumping on furniture, throwing anything in the house, bad language, etc.

DISCIPLINE

I will strive to offer praise for good behavior. Should negative behavior happen, I will deal with it in one of three ways.

Redirection: Toddlers will simply be told "no", and redirected to another activity or area.

Talking: Once a child reaches the age of two they can be talked to. They will be told in easy to understand terms why the behavior should not continue. Typically, this is highly effective.

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Time-out: firmly follow the redirection method, Should the behavior continue, the child will be placed in a time out chair. I use the one minute per age of the child rule (a three year old gets three minutes). Should a behavior continue after a few time outs, I will talk to the parent. A workable solution can almost always be found.

DROP OFF/ PICK UP CHILDREN

Please arrive on time. If you will be late for drop-off/pick-up, let me know as soon as possible, so I may adjust my schedule if need be. All children over the age of 12 months are expected to arrive fully dressed and ready for the day. Do not bring your child in pajamas.

RESPONSIBILITY AS A PARENT

Return Emergency Blue Card information – update information as needed Medical Forms must be completed by your child’s physician prior to admission – forms must be updated yearly and/or as new immunizations are received. All supplies must be labeled with child’s full name. If your child is in diapers, please provide them with a supply we will notify you if your supply is running low.

SNOW STORM DELAYS/CLOSURES

we want to make sure all parents/guardians are aware of our snow closure policy. In the event that there are 6 inches or more of snow, we will be on a two-hour delay. Depending on the severity of the storm, we may need to close for the day. We will need time to clear the driveway/entrance, outdoor walkways, etc.

FEES

I am paid weekly. Fees are expected in advance, payable on the first day of care in any given week. Should you have a two week/monthly pay period, it is your option to pay me in advance for the two or four weeks, or pay me weekly. My daycare has regular hours. Notify me as soon as possible if you will be arriving early/late. Early/late, meaning any time before/after your regular scheduled hours. An early/late fee of \$10 for first 15 minutes will apply, and \$1 per minute after 15 minutes. These fees are expected to be paid immediately. I do accept checks, cash, Zelle or direct deposit. Should I receive an NSF returned to me, you will be charged a fee of \$35, and will cover any costs my bank imposes upon me. A second NSF will result in all payments made in cash. Fees are expected to be paid whether or not your child attends daycare.

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I require a two-week written notice if you are terminating child care. If none is given, two weeks' additional payment must be made, whether or not your child is present. If I find I can no longer provide care for your children, I will give you at least a two-week notice.

SAFETY

Your child's safety is paramount. All lower cabinets (kitchen and bathroom) have safety locks. Upper cabinets that could pose a problem (i.e. medicine cabinet) are also locked. All electrical outlets have child-proof safety covers. I have smoke detectors and carbon monoxide detectors on each floor, and a fire extinguisher in the kitchen. The door at the top of the stairs is sturdy and child proof. Emergency numbers are posted next to the phone. I also have two first aid kits, several flashlight/lanterns, and a portable battery operated radio. Tornado/storm and fire drills are practiced monthly and logged. I have taken classes in Infant/Child CPR and First Aid, Child car restraint safety, SIDS prevention (Back to Sleep Program), and a class to help reduce the risk of Shaken Baby Syndrome, And Health and Safety 15 hours.

SHELTER IN PLACE

- Written notice will be given to parents 48 hours prior to any shelter in place drill. Shelter in Place drills will be conducted and held at least 2 times per year and documented. All doors will be locked as if we were having a real emergency, phone calls and texts will not be answered during this time. Shelter in place drill can last anywhere from 15 minutes to 45 minutes depending on the scenario we are using.
- In the event of an actual emergency, OCFS will be notified of shelter in place as soon as all children are safe, and parents have been notified. Children's health needs will be handled as they arise, ex. first aid applied as needed, quiet place to rest if the child is not feeling well. The safety of the children will be the main focus while sheltering in place. Rooms with limited windows will be used during high winds or severe storms or any emergency that may arise due to a person using excessive force. Competent supervision of the children will be maintained at all times. The children's emotional needs will vary during any emergency. Staff will be sensitive to all children and will give extra comfort to children who have feelings of anxiety. Children will be calmed by reassurance and various activities, such as coloring, reading stories, finger play and songs.

PHYSICAL ACTIVITY

o Active Play and Inactive Time

We provide at least 120 minutes of active play time to all children each day.

We provide opportunities for outdoor play 1 or more times per day.

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We ensure that children are not seated for periods of more than 15 minutes, except for mealtime or engaged in play.

MANDATED REPORTING

As a licensed child care provider, I am a mandated reporter. All providers must report suspected physical abuse, sexual abuse, or neglect of a child to the agency or police as required by Your State Statutes 911. This is simply listed to make you aware. In the event you have concerns about my care, you may contact Family Services, Division of Child Care Services, The number is (845) 708-2400 OR (800) 732-5207 with any concern or questions about Child dayCare.

QUIET TIME

Every day between 12:00-2:00, we have quiet time. All younger children will lay down to rest. Older children will be given quiet time activities (coloring supplies, puzzles, movies, etc.). I ask that you keep visits and phone calls during this time to a minimum. Items from home: Your child may bring a special blanket or stuffed animal for quiet time. Please do not allow your child to bring anything else into the daycare setting. No toys, candy or snacks, money, etc.

MEALS AND SNACKS

All food served during the day will include servings from each basic food group as specified by the United States Department of Agriculture. Breakfast is served at 8:00am to 9:00am. If you will be arriving later than 9:00 am, please see that your child(ren) has eaten breakfast prior to arriving. There will be a snack served at snack time, lunch at 11:30 am, and another snack at the end of quiet time. No supper will be served to daycare children unless we have a prearranged agreement. If any food or bottles are brought from home, they must be clearly labeled with the child's name. It is important to let me know if your child has any nown food allergies.

PROGRAM

A written programming plan of activities will always be available for parents. The schedule is made flexible to meet the needs of all the children. Plans will include playtime, meals, nap/rest time, learning activities and outdoor time. The program will promote education, social, emotional, and recreational activities. My assistants and I are mandated reporters.

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SICK POLICY

I will notify you immediately should your child develop any of the following symptoms:

- The underarm temperature of 100 degrees Fahrenheit or over, or the oral temperature of 101 degrees Fahrenheit or over (no rectal temperature will be taken).
- Vomiting or diarrhea.
- Any rash other than mild diaper or heat-related rash.

Should your child develop any of these symptoms, you will be expected to pick up your child within one hour. If this is not possible, you will need to have another person listed on your emergency information form that can. You will also be called at my discretion should your child clearly appear to be uncomfortable, regardless of whether other symptoms have appeared. I'm not willing to accept a child with any of the above-listed symptoms. Symptoms must be gone for 24 hours prior to re-admittance.

IMMUNIZATIONS

All children in my daycare must have the appropriate immunizations for their age or written notarized documentation on the immunization form opposing immunizations.

Medical Policy /Anaphylaxis Policy

Food allergies are the most common cause of anaphylaxis outside the hospital setting. The most common food allergies in infants and children are eggs, milk, peanuts, tree nuts, soy, wheat, fish and shellfish. Other causes of anaphylaxis include allergies to insect bites, dogs, cats, medications, and latex. Nearly 85 of United States children (1 in 13 children) have at least one food allergy, and approximately one in five children with a food allergy reported one or more allergy-related emergency room visits in the previous year.

Cleaning and Disinfection Protocol

Regular practices of cleaning and disinfecting will be implemented, including a schedule for routine cleaning and disinfecting of surfaces, equipment, tools and machinery, vehicles, playground equipment and areas, including but not limited to the restroom, kitchen, classroom and dining /living rooms. Throughout the day frequent cleaning and disinfecting is conducted of high-touch areas, including phones, keyboards, door handles, railings, copier, light switches, restroom etc.

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SLEEPING

Each child will be provided with a safe comfortable sleeping space with separate bedding. Infants will sleep in cribs with waterproof mattresses or pads. I will sleep infants on their backs according to the recommended guidelines from the American Academy of Pediatrics for SIDS. If your baby needs to sleep on their stomach or in an unauthorized sleeping arrangement, you must obtain a written statement from a doctor.

EMERGENCIES/ BACK-UP

If for any reason, I need to leave for an emergency, I have an adult who can come in for a short period of time until you arrive. In the event that I am ill or on vacation, and cannot provide care, you will need to have your own backup arrangements available. I will notify you as soon as possible, when I am unable to provide care for your child.

Should your child require emergency medical attention, I need written permission to follow any steps necessary for his/her well being. I will notify you at the earliest possible time. You will be responsible for all medical expenses incurred.

SUPERVISION

I am required to be within sight or hearing of an infant, toddler or preschooler at all times so that the caregiver is capable of intervening. For school-age children, I am required to be available for assistance and care. Written permission is needed from you if your school-age child is to be off my property. This includes walking to/from the bus stop or school.

AUTHORIZED PERSONS

Occasionally your child may need to be picked up from care by someone other than a parent/guardian. Unless the names are listed on your emergency forms, your child will not be released. In case of an emergency, please provide a reliable list of people to reach.

PARENTS IN DAYCARE:

You have the right to stop in anytime during your child's regular daycare hours. You do not need a reason. You are welcome to pop in any time.

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Emergency Policies

Parents will be notified of non-serious accidents, injuries, or incidents verbally by a staff member. Should a Serious accident, injury or incident occur that needs professional assistance 911 will be called, the parent/guardian will be contacted when the situation is secure. NYS OCFS will be called when the situation is secure. incident report will be given at pick-up time, this will need to be signed and dated.

Emergency Evacuation Plan

- o The safe evacuation of children is our first priority.
- o Children will never be left without adult supervision.
- o Fire/evacuation drills will be conducted monthly on various days and times according to NYS OCFS regulations.

DAYCARE FORMS All forms must be completed prior to the first day of care. All weekly fees must be paid prior to the start of care in any given week. If forms are not completed or fees are not paid, no care will be provided.

HAND HYGIENE

Basic infection prevention measures are being implemented at our program at all times.

The undersigned have read and agree to abide with the Day Care Policies.

Parent Signature/ date

Parent Signature/ date

Provider Signature / date

