

***BEST DAY EVER FAMILY
DAYCARE***

PARENT HANDBOOK



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I. About the Center

Welcome and thank you for considering the Best Day Ever Family Daycare. This handbook contains procedures and rules put forth to ensure complete transparency between the Best Day Ever Family Daycare and the parents. Please read it thoroughly and feel free to ask any questions or concerns that you may have. As a parent of 7 children and 3 grandchildren, I have been very blessed through the years. I was a New York State Licensed foster care home for over 22 years and I home schooled my children for over 19 years. They then went on to private and public schools. My experience with children has been extensive. I feel honored to care for your children in my home.

Best Day Ever Family Daycare believes that quality childcare is an important aspect for every family. The staff at Best Day Ever Daycare bases its philosophy on each child's total development. We provide an enriching atmosphere which enables the child to develop socially, emotionally, physically and cognitively. We offer a learning environment which provides developmentally appropriate experiences designed to stimulate these areas of growth. The children are involved in first hand experiences and opportunities for self-exploration and discovery. They are encouraged to explore the world around them through free play and directed activities. Learning through play is the heart of our program. Daily lesson plans are introduced through structured themes with the children's interests in mind. Through play children learn about themselves, others and the world around them.

Children develop and learn on an individual basis. Working with children in small groups enables them to receive the personalized attention they need to excel. Also, it allows our staff the opportunity to observe and meet the individual needs of each child. Our program offers each child the individual care, attention, nurturing and love, which is necessary for healthy growth. We value the individuality of each child by recognizing these differences and offering personal care and attention in a group setting.

Involving families in our program is a top priority. This helps children, parents, and our staff to make the strong connection between home and center. You are free to drop off or pick up your child any time during the day. You are also welcome to come visit, eat lunch, and participate in daycare activities with your child's class.

Communication is an essential aspect of our partnership. As we welcome each new family into Best Day Ever Daycare Family, it is very important that you know that we welcome your questions, concerns, and feedback. Sensitive issues will be discussed in private.

Thank You,

Best Day Ever Family Daycare

II. Program and Developmentally Appropriate Activities

Our program provides for all areas of a child's development including physical, social, emotional and cognitive. Program planning is based on teacher's observations and recordings of each child's special needs, interests and developmental abilities. Classroom environments are designed for the children to learn through active exploration and interaction with adults, peers and materials. Learning activities and materials are concrete, real and relevant to the lives of children.

Each program provides for a wide range of developmental abilities and interests which are increased in difficulty and challenge as the children develop understanding and appropriate skills. Multicultural and nonsexist experiences, materials, activities, and equipment are provided for children of all ages.

INFANTS AND TODDLERS: 6 weeks - 2 years of age

Infants and toddlers begin to develop an understanding of the world around them through their senses and physical actions. To develop these skills our infant/toddler program is designed with various age appropriate experiences and exercises which will help your child develop at his/her own speed. These areas include sensorimotor, psychomotor, language development, cognitive development, large and small motor skills, and social and emotional development. The children are spoken, sung and read to frequently, have many different objects in their environment to see and touch and have many opportunities to develop their fine and gross motor skills.

TWO YEAR OLDS: 2-3 years of age

Two year olds are beginning to develop social skills, enlarge their vocabulary, and test their independence. To develop these skills, our program for this age group offers a group experience which recognizes the special needs of each child. The children have many opportunities to explore and learn about the environment. The children are spoken to frequently and are encouraged to participate daily in individual and group conversations. Toilet training, dealing with frustration, encouraging self-help skills and providing successful age appropriate experiences to enhance the child's self-concept is part of the two-year-old program.

PRESCHOOL: 3-5 years of age

Our preschool program offers a balance of free play and structured individual and group activities which gives the children a well-balanced preschool education. At this age children are developing more intimate peer relationships, asking questions about the world around them and developing self-discipline and control. To enhance these skills our program offers activities and experiences in the areas of science, math, beginning reading and writing experiences, large and

small motor skills, dramatic play, block play, creative and movement activities. Each child is viewed as a unique person with an individual pattern and timing of growth and development. Different levels of ability, development and learning styles are considered when developing appropriate activities for this class. Children are allowed to select many of their own activities from among a variety of learning areas prepared by the teachers. This classroom continues to enhance reading and writing skills to prepare each child for kindergarten. Children are provided many opportunities to develop social skills such as cooperating, helping, negotiating and talking with each other to solve problems.

SCHOOL AGE: 6 -12 years of age

As children enter elementary school they are beginning to develop close relationships in peer groups, can communicate more effectively with peers and adults and are better able to problem solve and use abstract thinking. To develop these skills we offer a very small and personalized before and after school program to balance with the more structured public setting. Children in this program are provided with a large variety of stimulating hands-on learning experiences to suit their needs.

ACTIVITIES:

We know that children also learn through play, because of this we do not underestimate its importance on a growing child's mind, body, and spirit. Therefore, the children under our care receive lots of both free-play and structured-play throughout each day. During structured-play we primarily have only one group of toys or activity out a time in order to allow the children to concentrate fully on each thing they do. Activities that we and children participate in include but are not limited to the following:

Indoor activities include: books and story-time, Legos, circle-time, exercises, music and dancing, dress up, play food, interactive stuffed animals, car/trucks/planes; arts and crafts, puzzles, flash cards, animals, trains, musical instruments, balls, dolls and Barbies, various learning toys, musical instruments, various games, various learning toys, blocks, bead string, sing along story books, painting, science, board games, and singing.

Outdoor activities include: running, jump rope, racing, water balloons, catch, bubbles, squirt bottles, various games, water table and water games, neighborhood walks, exploring nature/weather, soccer, and falling. As you know children play hard and will get some bumps and bruises from time to time. We do our best to limit the amount of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. During summer months, we allow for more outdoor activities and creative art projects. Weather permitting, we play outdoors every day.

NAP TIME:

The infants will be allowed to nap according to their own bodily needs. The infants sleep in provider provided pack n' plays and the toddlers sleep on cots or mats. Our goal is to have two different age groups (24 months and older, younger than 24 months) sleeping on the same afternoon nap schedule. Although nap time may vary according to our daily activities, usually it is from 12:30 pm – 2:00 pm. Children younger than 18 months may take a morning nap, while children. We do cater to each individual child, as far as naps are concerned.

6 months and younger may need a third nap during the day, which can be incorporated in to their late afternoon schedule. The state guidelines require that all the children under the age of five have at least a two hour rest period every day. No child will ever be forced to sleep, however they are encouraged to remain quiet and on their mat during this time.

***WE ARE MANDATED TO FOLLOW STRICT REGULATIONS REGARDING INFANT NAPPING: There are NO EXCEPTIONS to these rules, as stated in our regulations from New York State. Please do not ask us to make an exception, the answer will always be no.

- A. All infants will sleep on their back
- B. No infant can have any blankets, toys or food or drink in their sleep area (pacifiers are ok)
- C. You may include a blanket sleeper if you wish

GUIDELINES – WHAT IS ASKED OF CHILDREN?

1. No coloring on anything but provided paper. 2. No playing in the bathroom. 3. No name calling, foul language, or yelling. 4. No hitting, kicking, pushing, pinching, biting, spitting, or pulling hair. 5. No pulling or picking of plants, trees, or flowers. 6. No picking-up, pulling, pushing, poking, or squeezing babies. 7. No playing with wires or other electronic equipment. 8. Take turns and share. 9. Help clean up. 10. Laugh, smile, play, and be happy.

BEHAVIOR MANAGEMENT and DISCIPLINE:

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness, and to be respectful to others. We do not practice in any way: corporal punishment, humiliation, or shaming tactics to discipline children. In order to help children we use a variety of techniques aimed at empowering the young individual to control conflicting situations whether internal or external. We will explain the unacceptability of inappropriate behaviors, give them choices, demonstrate appropriate behavior, and have the child demonstrate that he/she understands. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression etc.), hurts others, or property, the following developmentally appropriate

guidance techniques will be used. These techniques are as follows:

1. Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.
2. Redirection: The child is redirected to another activity and given an opportunity to try again at another time.
3. Time Out: The child is separated from the group for an age appropriate amount of time (one minute per one year of age). The technique is only used when a child repeatedly disobey to our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting oneself, others, or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
4. Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

TOILET TRAINING:

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

III. Program Policies

ADMISSION POLICY/ ENROLLMENT:

Best Day Ever Family Daycare welcomes any child regardless of race, sex, creed, color, religion, or national origin. All forms received must be completed and returned prior to enrollment. The following forms are required by New York State Law and need to be completed prior to placement:

- The Emergency Information/Enrollment Card
- If an infant: feeding schedule (when/what/how much)/Bottle to Food Plan (parent written)
- Signed Consent form for sunscreen
- Medical Form (signed by a P.A., nurse practitioner or your doctor) and Immunization records
- Signed Contract

It is the parent's responsibility to keep the immunization form up to date. According to state regulations this form must be updated and returned to Best Day Ever Family Daycare. You are required to keep us informed of any changes in address, telephone numbers, and other pertinent information listed on any/all of the above forms. Please inform us if your child has ever had fever

related seizures, or other serious medical conditions or food allergies.

STATE LICENSING REQUIREMENTS:

Best Day Ever Family Daycare is licensed and complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, caregiver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our home is subject to inspection by state, and city health, fire, and licensing officials.

We are required by law to have 2 Evacuation Drills per month as well as 2 Shelter In Place Drills (Shelter In Place Drills will be done in September and March). You will receive a notice at drop off time if a drill is going to be given that day.

A list of communicable diseases are listed on the New York State Dept of Health website. Any positive test or diagnosis by a health care official needs to be reported to the daycare so we can send out warnings to the other families (this will be done anonymously).

We are mandated by state law to report any viable child abuse indicators that are present with reasonable findings.

We are required to give parents the following information:

- Info on SIDS
- Info on Childhood Obesity
- Info on Lead Screening and the effects of Lead Poisoning
- Info on FLU

They will be attached to back of everyone's contract, please do not think we are singling anyone out, EVERYONE gets the same info in their packet.

The State requires us to disclose that there is a fire arm on site. It is located in an area not accessible to the daycare. It is in a locked gun safe on a different floor unavailable to anyone except my son who is a licensed Federal Agent.

The number for The New York State Office of Children & Family Services for any complaints is 716-847-3745. The New York Statewide Central Register of Abuse phone number is 800-342-3720, for your convenience in case you are ever aware of any child abuse in New York State.

HOURS OF OPERATION:

Best Day Ever Family Daycare is open from 7:30 AM to 5:30 PM; Monday thru Friday with the exception of vacations, sick leaves, and following holidays:

Holidays:

New Year's Eve / New Year's Day

Memorial Day July 4th/ Independence Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Day

Note: If a holiday falls on a Sunday, the daycare will be closed the Monday after. This is subject to change to our discretion and we might be open. So please check with us.

FINANCIAL AGREEMENTS:

There is an annual, non-refundable \$40.00 registration fee for each family. This fees is payable on the anniversary that the child enters care.

Fee Schedules: Tuition is due the Monday of the week for which care is provided for part time. A tuition late fee of \$10.00 will be added each day until tuition fee is paid in full (on or before close of business Monday). Wednesday is the latest payment can be given. If payment is not paid by Wednesday the child cannot attend until the tuition as well as late fees are paid in full (all subject to agreement if other arrangements have been made).

Check Charge: Parents will be charged a fee of \$35.00 if a check is returned for insufficient funds. After 2 returned checks, center will only accept cash as payment.

SICK/PERSONAL DAYS:

As strong as our immune system has become over the years, we unfortunately still get sick from time to time. Because of this we allot five sick/personal days per year. We also use these days for our continuing education classes (CPR, Pediatric First Aid, etc) in order to keep our childcare license in good standing. We will provide as much of an advance notice as possible if such situations arise. So far we haven't had to use any :0)

VACATIONS:

We allot ourselves one/two weeks of vacation a year. The dates of our vacation will be notified at least two weeks in advance.

Note: Parents are responsible for finding back up care for their children during provider vacations, holidays, and sick/personal days resulting in the daycare closing.

ABSENCES:

When children are absent from the center, whether due to illness or vacation, there is no reduction in tuition. No adjustments are made in tuition for missed days, holidays or snow days. After 6 months in care we do give 1 sick day per child and after 1 year 2 sick days per calendar year (you will not have to pay during those issued days).

TERMINATION POLICY:

The first four weeks will be regarded as trial period, in which case either party may terminate the contract without notice. After the first four weeks of enrollment, two weeks of written notice from parent or provider is required to terminate the contract, with the exception of gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and then parents will pay all legal and collection fees incurred.

ARRIVAL & DEPARTURE:

Each day, please send your child ready for the day with all of child's necessary supplies needed for that day's care. It is normal for some children to have difficulty separating from parents, or cry when being dropped off. Please try to be brief (no more than 5 minutes) during drop-off times; the longer the departure the harder it gets. A smile, cheerful goodbye kiss, and a reassuring word that you will be back are all that is needed. Please be assured that if your child is having a difficult time settling down and is crying for a prolonged period of time, we will contact you. Please be in control of your child during drop off and pick up times. AS PER NY STATE LAW ALL CHILDREN MUST BE AWAKE WHEN DROPPED OFF. Thank you for understanding, we know you may have just gotten your baby asleep, but the law requires us to only accept children who are awake. We will do our best to make the transition quick and return your child to their restful sleep.

RELEASE OF CHILDREN:

Your child/children will not be released to anyone except those indicated on the enrollment and emergency form. Parents must leave the names and telephone numbers of authorized adults who can be contacted in the case of an emergency. No one under age of 16 will be allowed to pick up your child. If there is an exception due to emergencies, you must bring a written release note with that person. Identification will be required. Parents will be contacted. It is your responsibility to update or add/delete the emergency contact list that we have in the office. Please be sure to notify your emergency contacts that you are using them as such.

SICKNESS POLICY: (you are still charged when your child is absent, we will work with you to ensure another day can be swapped out as long as it is in the same week)

A daily health check will be observed and noted at drop off and in the afternoon as per NY State Regulations. Just in case the child seems ill or not himself, it gives us a good starting point to be able to judge if he/she is getting sick as the day goes on.

Parents agree to keep their child/children at home or seek alternative care arrangements for the following conditions:

- Pain - any complaints of unexplained or undiagnosed pain
- Fever (100°F/38.3°C or higher)
- Sore throat or trouble swallowing
- Unusual or unexplained headache or stiff neck
- 3 unexplained diarrhea or loose stool in close increments
- Nausea, vomiting or abdominal cramps. The child will be kept at home until all symptoms have stopped.
- Severe itching of body and scalp
- Known or suspected communicable diseases.
- Any green discharge or drainage from eyes, nose, ears, or open sores.

When a child becomes ill, we will make the child comfortable in a quiet place where he/she can rest and will be closely supervised away from the other children. Parents will be notified immediately and agree to begin to making alternate work arrangements or arrangements for alternate care. If your child is seriously ill, you or an alternate must come for the child IMMEDIATELY. If we cannot reach a parent, we will call an emergency contact listed on the registration form or 911 may be contacted depending on the seriousness of the illness.

***Any contagious illness or illness treated by a healthcare professional must have an “able to return to daycare” note from their doctor.

MEDICATIONS:

Prescription medications will only be given to a child in care with the following conditions:

- First dose is always administered at home.
- Parent may have a relative stop at the center to administer medicine. Written permission must be dropped off with child at drop off time, we have forms here for you to sign. Relative must bring ID with them when administering dose.

SUPPLIES NEEDED AT THE DAYCARE:

Parents are responsible for supplying the following items. Supply items are listed below according to the age of your child. Please make sure you label your child's item clearly.

Infants:

- Labeled Seasonal Blanket (for cots only), if child uses one.
- 1-2 weather appropriate clothes (include shoes & socks) with child name labeled inside them in gallon Ziploc Bag
- Labeled Diapers/Wipes/Creams (creams require parents signed permission on file)
- Formula/Breast Milk and baby jar food
- Signed Sunscreen Permission Form (see attachment)

Toddler/Two's:

- 1-2 weather appropriate clothes (include shoes & socks) labeled in gallon Ziploc Bag
- Labeled Underwear/Diapers/Wipes/Creams (creams require parents signed permission on file)
- Labeled Seasonal Blanket
- A Labeled Sippy Cups (for water/milk) if they have a special one
- Signed Sunscreen Permission Form (see attachment)

Preschool:

- 1-2 weather appropriate clothes (include shoes & socks) labeled in gallon Ziploc Bag
- Underwear/Diapers/Wipes/Creams (creams require parents signed permission on file)
- Labeled Seasonal Blanket
- A smock/big shirt for messy art projects
- Signed Sunscreen Permission Form (see attachment)

We apply sunscreen every day before any child is taken outside to play unless notified by the parent to do otherwise. It is State Regulations to go outside every day weather permitted. There is a good possibility that your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. We are not responsible for replacing stained or soiled clothing. Furthermore we suggest you write your child's name on tags of their clothing (especially socks and underwear) in order to prevent any clothing mix-ups. Also, the daycare will not be responsible for any lost or damaged jewelry.

MEALS

Breakfast will be provided between 8:00-8:30 am. If you are dropping off after 8:30 please be sure you have already fed your children breakfast (other arrangements can be made as well). Nutritional snacks will be provided to the children at approximately 9:45 am in the morning and at 2:15 pm in the afternoon. Lunch is provided at 11:45. Parents are required to provide food if you would like your child to have anything other than the provided meals. Please do not send unopened cans or foods which require the use of stove to the daycare. Snack donations are always appreciated, but not required.

CONTRACT ADHERENCE

This is our home as well as our business, so please be respectful of our family and home by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If and when we do make a change to contact you will be given a copy. Please note we are required to give your children direct supervision, if you call the daycare during business hours you may need to leave a voicemail or text. We will return your text/call as soon as we safely can.

PRICING:

Daycare pricing is \$70/day anytime from 7:30 am-5:30 pm Monday- Friday. Second Child within the same family is \$60/ day. Breakfast, lunch, dinner and 2 snacks are provided. There is also a \$50 registration fee (per child). We also offer half day options (\$10/hour min of 4 hours per day – for contractual spots). HOWEVER MANY DAYS YOU ARE CONTRACTED FOR IS THE AMOUNT DUE EVERY WEEK, WHETHER YOU COME OR NOT. IT ALLOWS US TO HOLD YOUR SPOT WHICH GUARANTEES YOUR SPACE. BY SIGNING THIS CONTRACT YOU ARE AGREEING TO THIS POLICY.

PAYMENT IS DUE IN THE BEGINNING OF THE WEEK. THANK YOU.

A FINAL NOTE

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures, it is important that you express that to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of Best Day Ever Family Daycare handbook are understood and agreed upon.

I commit to: MONDAYS TUESDAYS WEDNESDAYS THURSDAYS FRIDAYS and acknowledge that a 2 week written notice to change is required, if space is available.

(Circle All That Apply)

Child Name _____ Child Name _____

Child Name _____ Child Name _____

_____ (signature) _____ (date)

_____ (printed name)

_____ (relationship to child)

TO REGISTER:

1. Print and return a completed “Blue Card” for each child. (See attachment). Be sure to include all persons 16 and older who are authorized to pick up your children.
 2. Print and return Signature page of this Handbook.
 3. Include your \$50 registration fee and 1 week of daycare fees (see “pricing” for more details).
 4. Include all shot records & supplies before or on the 1st day of care.
 5. Please fill out ALL ATTACHMENTS that apply to your child
- ***Depicts mandatory paperwork for everyone

PDF ATTACHMENTS:

- A. Infant Feeding Schedule pdf
- B. Medical Form pdf***
- C. Relative Medicine Release Form pdf
- D. Non-Prescription (Sunscreen) Release pdf***
- E. Bottles to Solid Food Schedule pdf

F. Blue Card pdf ***