

Heads, Hands & Heart Windsor Academy, LLC

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Hours of Operation: 6:30am-6:00pm

2023-2024 PARENT POLICIES

The following are the 2023-2024 policies for Windsor Academy, LLC (hereinafter referred to as the "center") effective September 1, 2023. Please keep these policies for easy reference. To ensure that your child receives the highest quality of care, it is required that everyone follow these guiding principles. We reserve the right to amend the policies at any time during the year.

IMPORTANT CHANGES

- *Carefully review upcoming tuition rates*
- *Make note of some calendar changes*

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Mission Statement & School Philosophy

It is our goal to make each child feel safe and secure, while exposing them to appropriate developmental skills and building a positive self-concept. We encourage children to take risks and learn from their mistakes in both academic and social settings. We use a positive behavior approach and teach children to develop behavior habits and attitudes that will allow them to interact well with others in school and throughout life. We strive to prepare our children for the next step they will be taking- whether it be moving from the infant room to the toddler room, or leaving our program to move onto elementary school.

The center uses a thematic curriculum that is child centered and promotes learning through play. Experiences are differentiated based on the abilities, interests and needs of children in the classrooms. Teachers provide children with opportunities to explore their multiple intelligences and develop in all physical, cognitive, and social/ emotional domains. We provide children with the tools they need to be successful and encourage them to use these tools in a way that works best for them. Throughout every child's experience, it is our goal that families feel supported and nurtured in their child rearing efforts.

Allergy Action Plan

The center will not administer non-patient specific auto injectors. All staff will complete the OCFS online training, Identifying and Responding to Anaphylaxis: Elijah's Law within their first 30 days of employment. This training gives staff a comprehensive look at how to avoid allergen exposure, as well as identify and respond to an accidental or unavoidable exposure.

All children with medically diagnosed allergies will have the following paperwork on file, both in the main office and hanging in the classroom: Individual Allergy and Anaphylaxis Emergency Plan and an Individual Health Care Plan. Any child with an Epi-Pen will have the medication in the first aid bag for the classroom that child is in. There will be a designated staff member on premise at all times who is trained to administer an epi-pen, as well as, identify the signs and symptoms of an allergic reaction.

If an anaphylactic reaction occurs:

1. Administering the child specific Epi-Pen (when available)
2. Call 911 (send the used Epi-Pen to the hospital with the child- if a staff member is extra, he/ she should go to) and follow the directions provided by the EMS responder
3. Contact the parent/ guardian of the child
4. Contact must be made with the OCFS licenser, or someone in that office- You must speak to someone- you cannot leave a message.

Assessments of Children

The center tracks developmental milestones using a checklist from CDC. Head teachers are responsible for conducting ongoing observations and taking notes so that they always have a clear picture of where a child's strengths and areas of opportunity are. Based on the data collected, teachers can then effectively differentiate lesson plans to meet the developmental needs of each child in their care.

Families are formally invited to discuss their child's development three times a year. On these predetermined days, the program will dismiss at 4:30pm (all except school age and extended day). Please see the Closings/ Early Dismissal section of the policies to plan accordingly. In the instance that a parent would like a conference during any other time, arrangements can be made with the Head teacher. During conferences, teachers and families will discuss questions and concerns regarding the child, as well as develop common goals for the child in the future. All teaching teams are required to meet weekly, during rest time, for at least 30 minutes in order to interpret and use observation to align the curriculum and teaching practices to meet the interests and needs of the children.

*For non-English speaking children, every attempt is made to conduct the individually administered assessment by a person who speaks the child's language. At conferences with non-English speaking families present, every attempt will be made to have a translator present.

Attendance

Please notify the center by 9:00am, via the Brightwheel App, if your child will be absent. We are licensed to handle a certain number of children per day, distributed among the

various classrooms in specific ratios. Therefore, we cannot grant make up days or swap days as a result of absence.

Babysitting

If babysitting for families outside of the center, a waiver of liability form must be completed by both the employee babysitting and the family the employee is babysitting for. Additionally, an employee is not allowed to transport any non-familial enrolled child to or from the center, regardless of whether or not a waiver of liability is on file. Any information shared that can be considered gossip or slander, or that breaks confidentiality policies, will result in disciplinary action involving that staff member. It is strongly discouraged that staff exchange contact information with a family, but if required due to babysitting responsibilities, please note that all employees will be held to the highest of standards in maintaining a professional relationship. Any communication about a child while at the center should be done directly through Brightwheel or on the school telephone. Communication with a teacher via personal emails or texts/ calls is prohibited.

Upon being hired, employees agree to a non-compete clause. Therefore, enrolled families are not to solicit childcare services from employees that may directly or indirectly compete with the business and its successors.

Behavior Management

Our staff members are trained to help children develop self control and learn acceptable forms of social behavior through the use of positive behavior management strategies. Teachers will be trained and supported to continually assess the classroom environment, and re-evaluate their teaching strategies and transitional approaches to best meet the needs of the children in their care. They will listen to children and respond to their needs proactively to achieve goals. Children will be kept engaged with activities to help prevent conflict. Preschool and school age children will be involved in the development of classroom rules to help give them ownership.

A child may only be disciplined by a staff member. All rules will be applied consistently and appropriately to the ages of the children and their developmental levels and abilities. Any discipline used will relate to the child's actions and be handled without prolonged delay so that the child is aware of his/ her actions and the consequences of these actions. A child may be separated briefly from the group, but only long enough to gain self-control and must be in view of, supervised and supported by a staff member. The use of corporal punishment is prohibited. The use of room isolation is prohibited. Food or rest cannot be used or withheld as a punishment or reward. Methods of interaction that punish, demean, or humiliate a child are prohibited. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is absolutely prohibited. Physical restraint and intervention are prohibited.

Teaching staff monitor behaviors closely and keep objective anecdotal records on conflicts that arise in the classroom and how resolutions are being carried out. When a child's behavior is concerning enough to require anecdotal notes, the parents will be notified of the concerns. If behaviors occur consistently that are disruptive to the rest of the children in the program, the teaching staff meets with an administrator or a

community specialist to create a strategy, which will then be shared with the family. Our goal is to limit or eliminate the use of suspension, expulsion, and other excluding methods to deal with difficult behaviors. However, in the instance that the behaviors persisting are severe and present safety concerns, even after professionals have been consulted and new strategies applied, it will be at the discretion of the Director if the child's behavior warrants removal from the program. At this point, any tuition paid in advance will be prorated and returned to the parent/ guardian.

Biting

A child biting another child is one of the most common and most difficult behaviors in childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses from the biter, the victim, the parents, and the caregivers involved. For many toddlers, the biting stage is just a passing problem. Toddlers are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to get the response they want. However, they often grow out of this stage by feeling the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For some children, biting may become a persistent or chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

When a child is bitten, the biter is immediately removed from the situation, with no emotion using the words "teeth are for eating, not biting friends- biting hurts." The teacher avoids any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim. The victim is separated from the biter, comforted by the teacher, and first aid is administered. Afterwards, the biter is redirected to other play and talked to on a level the child can understand. The incident is recorded on a classroom observation log and the parents of the biter and victim are both notified in writing on an incident report, and via Brightwheel. If there is an injury from a bite that resulted in broken skin, parents of the victim will be contacted via telephone.

Parents will be notified when biting becomes a concern. Our goal is to limit or eliminate the use of suspension, expulsion, and other excluding methods to deal with difficult behaviors. However, in the instance that the biting continues to leave bruising and broken skin, even after professionals have been consulted and new strategies applied, it will be at the discretion of the Director if the child's behavior warrants removal from the program. At this point, any tuition paid in advance will be prorated and returned to the parent/ guardian.

Brightwheel App:

Brightwheel is an App for iOS and Android devices that allows teachers to manage classrooms, observe students, and stay in touch with families. All enrolled families are required to sign up and utilize this app for daily communication and billing account details. Throughout the day, teachers will log feedings (infants & toddlers), diaper changes/toileting (infants & toddlers), nap times, learning activities, and incidents. Classrooms are required to post daily to update parents on what learning is occurring in the classroom. While parents can communicate with teachers via the Brightwheel App, this method should not be used for urgent matters, as all important messages

should go through the main office via a telephone call. Additionally, it remains our priority to stay hands on with the children and so on a busy day, it is possible that Brightwheel may not be updated as frequently as you are used to. If you have a concern, please call the main office. All families in our program, by registering, are allowing the center to photograph their child and share photos on Brightwheel that may be seen by other parents.

Calendar of Closings & Early Dismissals

Labor Day- September 4, 2023

Professional Development Day for Staff- September 5, 2023

Early Dismissal Parent Conferences (4:30pm closing)- October 6, 2023 (UPK & SA regular day)

Columbus Day- October 9, 2023

Veteran's Day- November 10, 2023

Thanksgiving Day- November 23, 2023

Day after Thanksgiving- November 24, 2023

Christmas Day- December 25, 2023

Day after Christmas- December 26, 2023

New Year's Day- January 1, 2024

Martin Luther King Jr. Day- January 15, 2024

Early Dismissal Parent Conferences (4:30pm closing)- February 16, 2024 (UPK & SA regular day)

President's Day- February 19, 2024

Professional Development Day for Staff- March 28, 2024

Good Friday- March 29, 2024

Memorial Day- May 27, 2024

Early Dismissal Parent Conferences (4:30pm closing)- June 14, 2024 (UPK & SA regular day)

Juneteenth- June 19, 2024

Independence Day- July 4, 2024

Child Abuse & Mandated Reporting:

In accordance with the Social Services Law, child day care center staff must report any suspected incidents of child abuse and maltreatment concerning a child receiving daycare to the Statewide Central Register of Child Abuse and Maltreatment, or cause such a report to be made, when such staff have reasonable cause to suspect that a child coming before them in their capacity as child day care center workers is an abused or maltreated child.

Confidentiality

All information provided by parents is kept confidential and only referenced by administration, teachers with direct responsibility for a child, the child's parents/guardians, and regulatory authorities. Information is never to be shared with other families, nor should actual names be used when discussing concerns regarding a child in an area where parents are passing through or may overhear conversations. Under no circumstances will staff be allowed to share information regarding a child with another family in the center or any individual in the outside community. This violation of privacy and confidentiality will result in immediate termination of the staff member.

Diapering/ Potty Training

Diapering: For children still in diapers, they will be changed every two hours, upon waking from nap, and more frequently as necessary. Parents must supply diapers, wipes, and ointments (with a non-medication form) and will be notified when diapering supplies are getting low so that they may be replenished.

Potty Training: Teachers will begin potty training when parents have decided to start at home, and both parties feel the child is ready. When potty training starts, prepare a bag for accidents with at least 5 pairs of underwear, socks, shirts, pants, and even extra shoes. The key to successful potty training is consistency at home and school. Children do not need to be potty trained to enter our preschool program, but they **MUST** be fully potty trained before entering the pre-kindergarten program. Children will receive assistance in wiping until they can independently wipe, as per the parent. The center has Potty Training Action Plans available for children training in school so that families and teachers can provide consistency in their approaches.

Soiled Clothing: For preschool and pre-k children who may have soiled their clothing, the teacher will encourage the child in doing the best they can to change themselves, before an adult steps in to ensure the child is clean. The soiled clothes will be put in a labeled bag to be taken home. Soiled underwear will not be rinsed, but instead placed in a tied bag to bring home for laundering. If underwear is badly soiled by a BM, they will be bagged and disposed of. Your child's extra clothing will be used when available. If there is no extra clothing, spare clothes from the school's extra clothing box will be used. Please be sure to return any borrowed clothing in a clean condition on the next day. Additionally, if your child has worn their extra clothing home, make sure to send in a new change of clothing when they return to school, so that their extra clothing bin can be restocked.

Discounts

In the instance that a family has two siblings enrolled in the traditional full day Infant-PreK aged programs, the oldest sibling will receive a \$75/ month discount. In the instance that a family has three siblings enrolled, the oldest sibling will receive a \$100/ month discount and the second oldest sibling will receive the \$75/ month discount. School Age Children do not receive a sibling discount. Extra days and registration fees are not discounted.

Discrimination

Windsor Academy does not discriminate on the basis of race, creed, color, age, sex, gender, sexual orientation, national origin, religion, disability, medical condition, marital status, or veteran status. The center does not tolerate verbal, written or physical conduct that shows hostility or aversion towards a person and has the purpose or effect of creating an intimidating, hostile or offensive environment.

Dress Code

Comfortable, weather appropriate clothing, should be worn to school. Flip-flops, clogs, and open-toed sandals are not safe on the playground and may not be worn to school. If it is determined that your child's shoes are unsafe for climbing and running, their outdoor play will be limited. Children's jewelry is not permitted in school; **this includes earrings on infants that do not have safety backs, and any other jewelry that can be deemed a choking hazard.** Children under the age of three years are strongly

discouraged from wearing beads in their hair, as they pose a safety hazard and also spark curiosity in our youngest learners who are still learning about personal space. Girls should wear shorts or leggings under the skirt or dress. Additionally, please do not send your children to school in clothing that you don't want to get dirty. Our children are busy exploring all day and expecting them to remain unstained is unrealistic and puts unnecessary stress on our teachers! A spare change (or two) of seasonal clothing, including socks and underwear must be kept in the classroom at all times. In the winter, you will be asked to send in snow attire and in the summer, you will be asked to send in sprinkler/ water play attire.

Drop Off & Pick Up Procedures

Families are required to drop off children with a staff member and must never drop off or send a child in the school unsupervised. Drop off should include a daily health check dialogue between staff and individuals dropping off. When picking up, families must always interact with a staff member so that it is clearly communicated a child is going home.

The center discourages idling vehicles (buses, families' automobiles) in the parking areas, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures. Children are never to be left unsupervised in a car.

For children traveling by school district bus, a staff member will bring children to and from the bus. A transportation form must be completed and submitted to the local school district. Windsor Academy is not responsible for incidents that occur on the bus to and from school.

Emergency Closings

We reserve the right to close for any emergency, such as snow, hurricane, tornado, flood, electrical outage, health pandemic, staffing shortages, etc. In the event of an emergency, information on closings will be sent out through the Brightwheel App. In the event of inclement weather while school is in session, we encourage you to keep in contact with the school for emergency closings. **There are no make up days, swapping of days, or tuition credits when we are closed due to an emergency.**

Emergency Procedures

Each month the center is required to conduct a fire drill with all students and staff. All children stop what they are doing, line up and proceed out a predetermined emergency exit route (each classroom has two different routes). The teacher takes the attendance clipboard and first aid bag. Students are all accounted for upon lining up, reaching the designated meeting point, and returning back inside, with face to name recognition.

Twice a year, the center conducts sheltering in place drills. This is done to practice in case an emergency occurs that prevents staff and children from leaving the building. Parents will be notified in advance as to when this drill will be conducted. During the 10 minute drill, teachers will provide children with various quiet activities (i.e. puzzles, coloring, games, stories, etc). In all emergencies, staff are made aware of the potential situation, and extra food and water are always on site should everyone have to remain at the center for an extended period of time.

In the event that our staff and students need to evacuate the building and are not able to return to the inside of the facility, each center has two relocation sites. Parents will

receive a Brightwheel message and a phone call from a center employee in the instance that a situation of this sort occurs and which location they may pick their child up from. Pattycake Playhouse, Inc relocation centers: Dollar General & Quick Chek.

Feeding for Children

Parents are responsible for providing lunch and snacks, and breakfast as necessary, for their children while at school. Any food that needs to be kept cold must be in a lunch box with an ice pack. No food will be heated in a microwave, due to the risk of burns from uneven heating, therefore any food that needs to be warm, must be kept in a thermos. **THIS INCLUDES INFANTS**, with the exception of jar food that can be heated in the bottle warmer.. **For children younger than 4 years old, the following foods will not be offered: hot dogs (whole or sliced into rounds), whole grapes, nuts, popcorn, raw peas and hard pretzels, chunks of raw carrots or meat larger than can be swallowed whole.** Food with expired dates will be discarded. Classrooms will become PEANUT FREE on an as needed basis, and parents will be notified in advance. Children with special feeding instructions and ALL infants, must have documentation of the type and quantity of food consumed and this information must be shared with the family daily via Brightwheel.

Sippy cups **must be labeled** with first and last name. We encourage cups with a straw to strengthen oral motor muscles that are important for speech development.

Infants- Infants who are unable to sit are held for bottle-feeding. All others sit or are held to be fed. Infants will not be given bottles while in their cribs, nor will they be given bottles or sippy cups to carry while crawling or walking. Fluids are offered in a cup with a straw as soon as parents and teachers decide the child is developmentally ready, and usually before transitioning to the Toddler program. Glass bottles will not be accepted, due to the risk of injury if one breaks. All milk, formula and human milk will be prepared as per the **infant feeding schedule** submitted by the family. Feeding schedules must be updated regularly to ensure proper feeding routines are being followed. All milk, formula, and human milk must be labeled with the child's first and last name and the drop off date, as it cannot be stored in our refrigerator for longer than 48 hours. In addition to a full name and drop off date, all human milk should be marked with the date the milk was expressed. Cereal and other solid foods will not be added to bottles, unless written instructions and a medical reason for this practice are provided by the pediatrician. Any milk, formula, or human milk that is served, but not completely consumed will be discarded after one hour. All milk, formula, or human milk that requires heating will be warmed in a bottle/ food warmer. Staff will not offer solid foods or juices to infants younger than 4 months old unless that practice is recommended in writing by the pediatrician.

Toddlers- Parents will be responsible for sending in a morning and afternoon snack, in addition to lunch. If there is a preference as to what item in the lunch box is for snack, please label clearly.

Preschoolers/ PreK/ UPK- Parents will be responsible for sending in a morning and afternoon snack, in addition to lunch. If there is a preference as to what item in the lunch box is for snack, please label clearly.

School Age- Parents will be responsible for sending in lunch on those days that there is no school or a half day, as well as an afternoon snack for when their child gets off the bus. In the instance that schools dismiss early due to an emergency or weather, pizza will be provided for children without lunch and accounts will be billed \$3 per slice.

Healthy Program Practices

Health forms must be updated annually by your child's pediatrician and turned into the office, with the exception of School Age Children who just need a medical statement upon enrollment. However, anytime immunizations are updated, please submit these updates to the office. You will be notified in writing at least a month in advance when your child's medical is due to expire. **If we do not have updated medicals on file, your child will not be able to attend the program until the proper form has been submitted.** If you have difficulty getting into the doctor before your child's medical expires, a copy of an appointment card that shows an upcoming physical exam will be accepted. **All medical statements and immunization forms MUST be signed by the doctor in order for them to be acceptable.** *Be sure to have the NYS Office of Children and Family Services Medical Statement. This is the only acceptable form.*

Exclusion guidelines can be found at the end of this policy.

Incident Reporting

An incident is any bump, bruise, mark, or emergency that occurs while a child is at the center. If the child has an "incident" that leaves any sort of mark, or requires medical treatment, an incident report must be completed. If a child is involved in an incident that affected another child, an incident report will be completed for this child as well in an attempt to document a possible pattern of disruptive behavior.

The teacher with direct knowledge of the incident will complete the report and sign the bottom of the form. The report should then be signed off on by the administrative authority as per the posted chain of command. Depending on the severity of the incident, the director or person in charge will use his/ her discretion in contacting parents via the telephone in addition to providing an incident report. Bumps to the head, cuts that involve bleeding, or biting incidents with broken skin, all warrant a phone call to parents, in addition to a notification entered on the Brightwheel App.

Incident reports will be signed by a parent/ guardian at pick up on the same day that the incident occurred. The original will be kept in the child's personal file, but parents will be provided a copy as per a post in Brightwheel. Serious injuries as outlined by the licensing agency will be reported to the program's licensor immediately.

Late Pick Up

In the instance that a teacher has to stay past closing, due to a child being picked up late, the teacher should obtain a late pick up form to be signed by the parent acknowledging the late pick up. A late fee of \$20 will be assessed starting at the beginning of every 15 minutes (with a five minute grace period from 6:00pm-6:05pm). Should a family begin picking up late excessively (three or more times in a three month period), they may be asked to leave the program. Late fees are applied per child, not per family and paid directly to the staff that had to stay to provide coverage.

Medical Emergency

In the event that a child needs emergency care, emergency services will be called and important information for that child will be gathered for transport with a staff member and the child. Parents of the child will be notified of the emergency as soon as possible, but not before all immediate responsibilities are met.

Medication Administration

Only patient specific emergency medication and over the counter topical creams/sunscreens will be administered.

Parties

Birthdays and seasonal parties are arranged by classroom teachers. Party snacks sent from home should NEVER contain peanut butter. We strongly encourage healthy snacks when signing up for classroom food donations. **We encourage sending in store bought items with ingredients.** Please be advised that if offering juice at a party, only 100% juice can be served. Goodie bags, if sent in, should be age appropriate with no choking hazards and no peanut butter treats.

Payments

We are a private center and run strictly on our tuition. We appreciate your cooperation in following the following payment procedures:

Payments are due the first of every month. On the fifth day of the month, for all tuition not paid, a \$75 late fee will be applied to delinquent accounts and the child cannot come to care until the account is brought current. This is not considered a withdrawal and you will continue to be charged until a formal two week notice is put in. If your account becomes past due and referred for collection, you agree to be liable for all reasonable collection costs, including, but not limited to: attorney fees, court costs, and other charges necessary for collection on past due accounts. A fee of \$25 will be collected for any returned check. If a second check bounces, you will no longer be allowed to pay with a check. Save all receipts. All credit card payments must be made through our Brightwheel platform. Full payment is due regardless of illness, vacation, and emergency closings. We do not swap days to make up for care missed as the result of a holiday or emergency closing.

We are proud to work with Child Care Aware of America (formerly known as NACCRRA) in an effort to offer fee assistance for Active Duty military families. Check with the program administrator for the CCA Program ID number.

Playground/ Walks

During conducive weather, all groups, toddlers and older, have scheduled morning and afternoon outdoor times, ensuring that age groups are not intermingled. Infants will visit their playground as weather allows and schedules allow. Parents are not allowed on the playground without staff members present. Additionally, non-registered siblings are not allowed on any of the playground equipment.

Parents must provide permission on the back of the registration form for children to participate in walks that *may* involve leaving the property. If a child does not have permission, he or she will have to spend time in another room while the class is participating in this outdoor experience.

Programs

Infant- PreK Twelve Month Childcare- Tuition is due on the first of every month.

School Age Twelve Month Childcare- Ten payments of full tuition are due (September-June), at the first of every month, regardless of the scheduled first and last days of the school year. School Age children all enrolled for the summer program must pay 50% of their summer tuition (based on chosen sessions) in order to hold their spot by May 15th. The remaining tuition is due on the child's first day of camp. Summer camp sessions are in addition to the ten payments, regardless of if they have dates that overlap with June and September.

All Ages Ten Month Childcare (September 4, 2023- June 26, 2024 School Year)- Ten monthly payments are due, at the first of every month, regardless of the scheduled first and last days of the school year (in accordance with the local school district). In order to hold a spot for September, **children enrolled for the ten-month program (no attendance over the summer)** will pay an additional two weeks of tuition, based on the upcoming September tuition rates. One of these weeks will be used to offset the income lost while holding the spot. The additional week will be credited to the account when the child returns in September. No refunds will be given for children who do not return. This two-week holding fee must be paid before the child leaves for summer, or the spot will be forfeited. Upon returning in September, families will be required to pay for the entire month of September (minus the one-week credit from the holding fee).

Infant- PreK Summer Camp- Tuition is monthly, due on the first of the month. Any additional days (end of June or beginning of September) will be billed as an age appropriate extra day rate.

School Age Summer Camp- School Age children enrolled only for the summer program must pay 50% of their summer tuition (based on chosen sessions) in order to hold their spot. The remaining tuition is due on the child's first day of camp.

UPK Program- There is no tuition fee for children participating in the district UPK program, unless a child is registered for before and/ or after school, holidays, or summer months. UPK students attend only on the days the Cornwall/Newburgh districts are in session.

Registration

There is a \$200 registration fee per child, due at the initial time of enrollment and then annually every September. If a child starts within 90 days before September 1st, their registration fee for that September will be waived, until the following September. All other new families outside of the 90 day window are subject to paying this fee again in September. There is no discount for siblings on the registration fee. For our two month ONLY summer camp Infant - PreK students, registration fees are discounted to \$50, due at the initial time of enrollment. For our school age summer camp students, there is no registration fee, just half of the tuition is due in advance. Registration fees are non-refundable. UPK children are subject to a registration fee ONLY if they will be participating in the before and/ or after school program.

In addition to the registration fee, in order to enroll, the following paperwork MUST be on file:

Registration Form

Medical Statement from Pediatrician

Sleep/ Nap Agreement

Infant Feeding Schedule (as applicable)

Required Items

The following items are required for each child (labeled with first and last names):

- TWO complete changes of clothes (including socks and under clothes)
- A crib sheet and light blanket for each child over 1 year old. NO PILLOWS
- A crib sheet and sleeper for each child under 1 year old. NO PILLOWS or BLANKETS.
- For children not potty trained, the parent must supply diapers and wipes as needed
- Lunch and snack items (including lunch box, thermos, water bottle, and ice pack)
- A tote bag to keep items separate in their cubbies from those of other children
- Classroom teachers may issue a requested supply list for the classroom.

Sanitation and Cleanliness

All staff are trained and monitored in regards to practicing proper hand washing and diapering procedures. They will help children practice these same routines. If soap and water is not readily available, hand sanitizer that contains at least 60% alcohol will be used for anyone over two years old. For children under two years old, should soap and water not be readily available, wipes will be used.

Staff practice routine cleaning of frequently touched surfaces. More frequent cleaning and disinfection may be required based on level of use. The NYS OCFS guidelines provide directives on how to prepare appropriately diluted bleach solutions for sanitation purposes.

In the event of a communicable disease outbreak, the company owned CLOROX 360 electrostatic machine will be used to treat the affected classrooms.

School Age Program

In the event that there is a delayed opening or an early dismissal for the school district, if your child gets on or off the bus at the center, you will be responsible for the extra fees associated with the delay and/ or early dismissal, regardless of what time they were dropped off for the delay or picked up for the early dismissal.

If your child will be coming to the center on a day that the school district is closed or when there is a half-day, you must sign him or her up at least 48 hours in advance. If you sign up your child and he or she does not come, you will still be financially responsible for paying the extra tuition, as we make staffing arrangements based on the sign-up form. Cancellations of a sign up will only be allowed up to 48 hours in advance.

Security & Safety

Only individuals with a program administered fob or key for access should be entering the building. In the instance that a key fob is needed, a \$20 deposit is required per key (returned on the child's last day when the fob is returned). We ask that parents do not

allow someone who is unknown to them to enter the building at any time. Our doors are always locked with only guardians and staff having immediate access. All persons without a key, whether parents, therapists, or extended family members picking up, will need to ring the bell and will be required to check in with a staff member who will verify identification.

Video surveillance cameras are permitted to transmit images of children in common rooms, hallways, and play areas only. Bathrooms and changing areas remain private and free of all video surveillance equipment.

Sleep/ Nap

Parents are responsible for providing clean bedding weekly for their children to use during rest time. During nap time there must be competent supervision at all times via direct supervision of a caregiver who is in the same room and has direct visual contact with the child.

Infants- Infants sleep as needed, as children under 18 months are on more individualized schedules. Infants are always placed on their back to sleep, unless otherwise ordered by a physician in writing. Pillows, blankets, stuffed toys, and other soft items are not allowed in cribs for infants younger than 12 months. It is recommended that a sleeper is sent in for nap time for children under 12 months. If a wedge is needed for medical reasons, there must be a written notice from a physician stating such. Infants will not be allowed to sleep in swings or car seats.

Toddlers- Toddlers sleep on cots or mats. During naptime, toddlers are able to use pacifiers or woobies if needed to help them relax. Toddlers rest for about 2 hours. If a toddler does not fall asleep within 30 minutes of going down for rest time, he or she will be given a quiet activity to do.

Preschoolers- rest for about 1 ½ hours on cots or mats. If they do not want to rest, or have not fallen asleep within 30 minutes of going down for rest time, they will be offered a quiet activity to do. This is a time for them to unwind and rest their mind before the busy afternoon begins. Electronic devices cannot be implemented during this time.

PreK/ UPK Children- rest for about a ½ hour on cots or mats. This is a time for them to unwind and rest their mind before the busy afternoon begins.

Smoking

There is NO smoking or vaping permitted within 25 feet of any part of the school utilized by children. This includes sidewalks, entrances, and playgrounds.

Social Media/ Photography

With the advent of social media, we would like to remind parents that negative or derogatory comments or discussions towards the center, owners, or teachers is discouraged, as it can easily be interpreted as slander. We strongly discourage the sharing of information in public forums. If at any time concerns arise, please discuss them in person with the teachers in your child's classroom or with administration.

While at school events, parents are invited to photograph their child. However, under no circumstances do parents/ guardians have permission to post photos of other children or employees on ANY social networking/ Internet sources.

All communication between staff and parents should be through school email, school telephone, in person, or on the Brightwheel App.

Special Education Itinerant Services

Before any therapist can start, there is required paperwork that must be submitted to the program administrator. All therapists will be required to sign in/ out at each visit. It is the responsibility of the parents and therapists to maintain open lines of communication when a child is going to be absent from school on a day that services are scheduled. Therapists must bring their own art supplies and have copies already prepared, as our art supplies and copy machine are for classroom teacher and administrative use only. No services will be provided during rest or lunch time.

Sun Safety

Any UV radiation that occurs in early childhood increases the risk for cancer. As early childhood professionals, the importance of reducing the exposure to UV radiation must be a priority and identified as such to each parent/guardian, as well as educating the children in care. This policy shall be implemented throughout the year at the request of a parent/guardian, as even in the winter months we are exposed to the harmful UV rays from the sun. UVA rays remain relatively consistent throughout the day and year. UVB rays increase in intensity in the summer during midday hours. With this fact in mind, particular emphasis on this policy will be made in the months of April through September, during the times of increased sun intensity.

For families who do not wish to send in sunscreen, they will be required to confirm this in writing on a form provided by administration.

Staff will access the daily UV index by accessing the Environmental Protection Agency (EPA) site: <https://www.epa.gov/sunsafety/uv-index-1> This will help guide staff if added sun protection measures are needed when exposure levels are at moderate levels or higher. Parent(s)/guardian(s) will provide an unopened and unexpired sunscreen, with required paperwork, to the program. **AEROSOL SUNSCREEN IS PROHIBITED.** A broad spectrum of SPF 15 or higher is recommended for use for both children and staff. As recommended, sunscreen will only be used on children older than 6 months old. Staff will apply sunscreen to children 15-30 minutes prior to sun exposure.

Supervision

Children must have direct and competent supervision at all times. No person other than the director, head teacher, or teacher assistant may supervise a group independently, even for a brief period of time. No staff members under 18 years of age, without a completed Comprehensive Background Check, or without a certificate of completion for the NYS OCFS Health and Safety Training may be left alone with a group of children at any time, including in an emergency.

Teachers of infants and toddlers must position themselves so someone can always see and hear children at all times, including nap. Teachers of preschoolers must have children in sight most of the time. An exception would include when a child is using the

bathroom, however, the teacher must frequently check on the child, while out of direct sight.

In the instance that a staff member is sick, on vacation/ leave, or is terminated, a substitute teacher will be called in for the day. If a substitute teacher is not available, children who can participate in mixed age groups may be moved to a different classroom for the day, to ensure appropriate ratios, group size and supervision.

Toys/ Personal Belongings

Students are prohibited from bringing in toys and personal belongings from home that may interfere with learning activities and daily routines. **No electronic devices are permitted, unless required for distance learning in the school age program.** In the instance that a child brings a laptop or tablet for online learning, the center will not be held accountable for any damage that may be incurred.

Transitions

Groups may be combined at the very beginning and very end of the day, in order to maintain proper staff to child ratios, or if there are unanticipated staff absences.

In emergency cases, where a staff member calls out, all attempts are made to use another staff member who regularly works with that group. The center aims to always move a teacher to satisfy ratios before moving a child. If a teacher is leaving the program, whenever possible, families will be given at least a two week notice to prepare for this change.

Infants transition to the Toddler program right around 18 months. Toddlers transition to the Preschool program between 2 years 9 months and 3 years 3 months, based on availability in the next age group and the child's readiness. Preschoolers transition to the PreK program, based on availability in the next age group and the child's readiness. Children will start by spending a few hours in the new classroom (at a time convenient for both groups), and by the end of the month; they should have spent a minimum of 2 full days in the classroom. Teachers in both the existing classroom and the new classroom should take into consideration the individual needs of the child, as some children may need more time to adjust than others. Transition days should occur when the regular teachers are present in the new classroom, and as space allows. This will ensure a smoother transition for children, families, and staff.

Transitions are at the discretion of administration based on a child's readiness and program needs.

Tuition Assistance

Parents who receive financial assistance through the Child Care Aware active duty military program must pay their parent fees on the first of every month. All annual registration fees are also the responsibility of the parent. Child Care Aware may reimburse these fees. **Families are responsible for submitting their monthly attendance sheets to Child Care Aware. Failure to do so will result in the families taking on responsibility for any months not covered.**

Updating Files

It is the parent's responsibility to update their child's file with new telephone numbers, addresses, emergency contacts, or insurance changes as necessary. The center is not

responsible for outdated information in the event of an emergency. Parents will be required to update files annually, if not sooner due to changes, after once again reviewing the school's policies. In the event that there is a change of circumstances in marital status and a parent is requesting that another parent not have access to the child, please note that without proper paperwork from authorities, we are not at liberty to make this call. Should a dispute arise between parents on site, the authorities will be contacted to diffuse the situation and make a determination.

Volunteering & Visiting:

All volunteers and visitors must have identification and be signed in by an administrator or staff member. We offer many opportunities for parents to volunteer with school events being held, as well as community events in which we participate. Parents will be notified of these events through classroom newsletters, as well as notifications on parent bulletin boards, email, and/ or brightwheel. Tours will be permitted on an appointment only basis.

Withdrawal:

Permanent Withdrawal- A two-week written notice is required upon a child withdrawing from the program or making permanent changes to their schedule. If two weeks is not given, you will be charged for such time regardless of attendance. Any family that registers and then makes alternate arrangements and no longer needs childcare is responsible for giving the center a two-week notice period to their scheduled start date or they will be billed for such. Once paid, monthly tuition is non-refundable.

Upon being hired, employees agree to a non-compete clause. Therefore, families who withdraw from our program are not to solicit childcare services from employees that may directly or indirectly compete with the business.

The annual inflation rate over the last two years has remained around 6%. We cannot sell more of a given product, as we have a predetermined capacity. Therefore, the additional funding needed to cover higher operating costs and higher pay rates can only come from increased tuition rates, as that is the only source of income in this industry.

2023-2024 Tuition Rates

Registration Fee

Turned in with initial registration form and due annually every September: **\$200**

Infant/ Toddler (Ages 8 weeks- 3 years)

Full Days	Monthly Payment Rate
5 days	\$1256

Preschool (3 years old)

Tuition rates drop from Toddler to Preschool, effective the month that the child turns three.

Full Days	Monthly Payment Rate
5 days	\$1117

PreK (turning 4 years old on or before December 1, 2023)

5 Full days	\$1117
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School Aged Children (Monthly)

After School 5 days	\$402
Before School 5 days	\$304
Before & After School 5 Days	\$670
Extra Full Day (daily rate)	\$45
Extra Half Day (daily rate)	\$30
Delay/ Early Dismissal	\$10/ hour*

*For Delays and Early Dismissals, the \$10/ hour will be applied based on the hours the bus is delayed in the morning or the hours the bus comes early in the afternoon- not based on when the child is dropped off or picked up by the parent/ guardian.

Universal PreK Extended Day (Monthly)

After School 5 days	\$402
Before School 5 days	\$304
Before & After School 5 Days	\$670
Extra Full Day (daily rate)	\$80 for drop in/ \$45 if already in before and/ or after school care
Extra Half Day (daily rate)	\$50/ \$30 if already in before and/ or after school care

School Aged Summer Camp

TBD April 2024

Exclusion Criteria

A child will be excluded from care for the following reason(s):

Temperature of 100.4 or greater

Diarrhea occurred 2 times in 12 hour period (inconsistent with typical patterns)

Vomiting occurred 1 time (not a result of coughing)

Undiagnosed rash

Eye discharge typical of Conjunctivitis

Cold like symptoms (i.e. cough, sore throat, shortness of breath)

Lethargy & body aches

Excessive, out of the ordinary fussiness

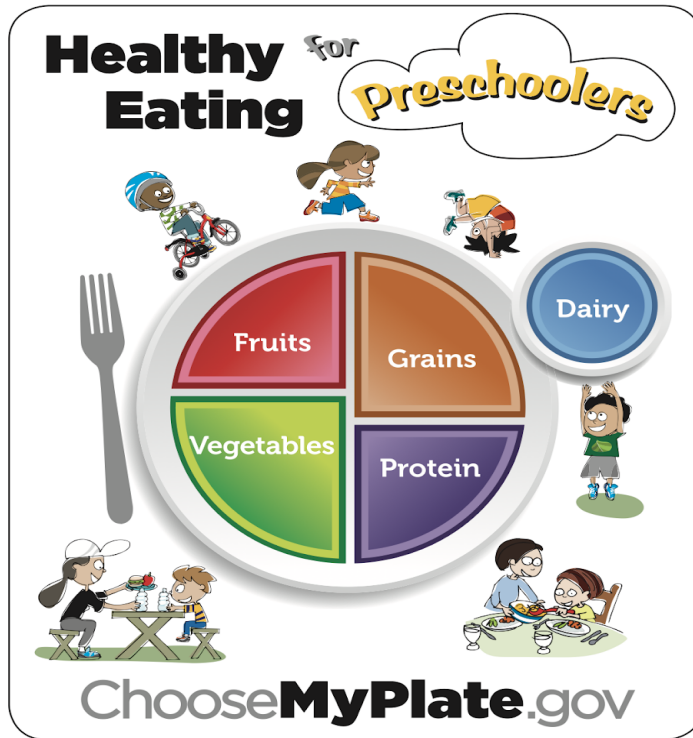
COVID exposure or diagnosis

Your child may return to school when:

- Your child is symptom free for 24 hours without the use of medication.
- If your child is diagnosed with a communicable disease, a note from the health care provider stating he/ she is no longer contagious must be provided for return to school
- For COVID quarantines and isolations, the most current OC DOH guidance will be followed for return to school protocol

*Upon determination by a health care provider that your child may have a communicable disease, or should your child test positive for COVID-19, please contact the center so that we may notify and educate other families in the classroom immediately.

Healthy Eating Guidelines



Food and Nutrition Service
USDA is an equal opportunity provider and employer.

Based on the Dietary Guidelines for Americans.

FNS-451
Revised December 2016

Get your child on the path to healthy eating.



Offer a variety of healthy foods.

Choose foods from each MyPlate food group. Pay attention to dairy foods, whole grains, and vegetables to build healthy habits that will last a lifetime.

Be mindful of sweet drinks and other foods.

Offer water instead of sugary drinks like regular soda and fruit drinks. Other foods like hot dogs, burgers, pizza, cookies, cakes, and candy are only occasional treats.

Focus on the meal and each other.

Your child learns by watching you. Let your child choose how much to eat of foods you provide. Children copy your likes, dislikes, and your interest in trying new foods.

Be patient with your child.

Children enjoy food when eating it is their own choice. Some new foods take time. Give a taste at first and wait a bit. Let children serve themselves by taking small amounts. Offer new foods many times.

Cook together.

Eat together.

Talk together.

Make meal time family time.





Use this Checklist as a general guide.

• This food checklist is based on average needs. Do not be concerned if your child does not eat the exact amounts suggested. Your child may need more or less than average. For example, food needs increase during growth spurts.

• Children's appetites vary from day to day. Some days they may eat less than these amounts; other days they may want more. Let your child choose how much to eat. Throughout a day, offer amounts shown below.

Food group	2 year olds	3 year olds	4 and 5 year olds	What counts as:
Fruits Focus on whole fruits 	1 cup	1 – 1½ cups	1 – 1½ cups	½ cup of fruit? ½ cup mashed, sliced, or chopped fruit ½ cup 100% fruit juice ½ small banana 4-5 large strawberries
Vegetables Vary your veggies 	1 cup	1 – 1½ cups	1½ – 2 cups	½ cup of veggies? ½ cup mashed, sliced, or chopped vegetables 1 cup raw leafy greens ½ cup vegetable juice 1 small ear of corn
Grains Make half your grains whole grains 	3 ounces	3 – 5 ounces	4 – 5 ounces	1 ounce of grains? 1 slice bread 1 cup ready-to-eat cereal flakes ½ cup cooked oatmeal, rice, or pasta 1 tortilla (6" across)
Protein Foods Vary your protein routine 	2 ounces	2 – 4 ounces	3 – 5 ounces	1 ounce of protein foods? 1 ounce cooked meat, poultry, or seafood 1 egg 1 Tablespoon peanut butter ½ cup cooked beans or peas (kidney, pinto, lentils)
Dairy Choose low-fat or fat-free milk or yogurt 	2 cups	2 – 2½ cups	2½ cups	½ cup of dairy? ½ cup milk 4 ounces yogurt ¾ ounce cheese

Some foods are easy to choke on while eating. Children need to sit when eating. Foods like hot dogs, grapes, and raw carrots need to be cut into small pieces the size of a nickel. Be alert if serving 3- to 5-year-olds foods like popcorn, nuts, seeds, or other hard foods.

There are many ways to divide the Daily Food Checklist into meals and snacks. View the "Meal and Snack Patterns and Ideas" to see how these amounts might look on your preschooler's plate at www.ChooseMyPlate.gov/preschoolers-meal-and-snack-patterns.



Community Resources

Orange & Ulster Counties

Emergency: Poison Control 1-800-336-6997
 Child Abuse 1-800-342-3720
 ALL EMERGENCY SERVICES DIAL "911"

Active Duty Military Assistance: Child Care Aware (845)793-0324

Pediatricians: Children's Medical Group (845)452-1700
 Maria David (845)565-5437
 Wai Lau (845)565-5880
 Anna Piotrowski (845)562-6670

Dental Services: Craft Smiles (845)476-3777

Hospitals & Health Services: St. Lukes- Newburgh (845)561-4400
 Vassar Hospital (845)454-8400

Medicare

(800)633-4227

Early Intervention: Dutchess County (845)486-2759
Orange County (845)568-5248
Ulster County (845)334-5251

Preschool Special Education: Cornwall (845)534-8009
Newburgh (845)563-8520
Marlboro (845)236-8109
Wallkill (845)895-7114
Washingtonville (845)497-4000