

Little Friends Daycare

Licensed Family Daycare

Licensed Childcare Provider: A Sutherland



Parent Handbook

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Welcome:

Welcome and thank you for choosing Little Friends Day Care. At Little Friends we seek to provide a safe, loving, educational and fun environment for your child. We have been caring for children over 25 years. We care for children ages 6 weeks to 12 years old. Registered with New York State Of Children and Family Services.

Program Philosophy:

Little Friends strive to develop your child's imagination and curiosity for learning through specifically designed programs and relevant curriculum.

Hours of Operation:

Business hours are from 5am-6pm however we may offer flexible hours

Staff-to-Child Ratios:

Staff-to-child ratios during a regular day is 1 adult to 8 children

Parent Access to Children during Care:

Parents are always welcomed to visit their children during daycare hours however we suggest that you make an appointment with us so we can discuss the right time to come. Circle time is a great time to interact with your child. Also we feel that it is best to do a brief drop off when you bring your child, some children may have anxiety or other children in the daycare program may feel this way due to parents staying too long. We do our best to help your child while dealing with separation anxiety.

Arrivals and Departures:

Children should arrive by 9:30 am (children will not be accepted after this time) and picked up by 6:00 pm (unless you have special permission) Please contact us if you will be late or absent. Children must be signed in and out every day. If someone other than yourself or someone on your contact list picks up your child please include written permission beforehand that the person must have picture ID with them at pick up.

Alternate Care:

In the event that the daycare is closed it is the parent responsibility to find alternate care. It is also a good idea to have alternate care for in case their child is too ill and cannot attend daycare.

Closures/Holidays:

Little friends will provide a yearly schedule with all the days that we are closed. We usually close for two weeks during the year one week in April and in August. Parents have a two week vacation per year. Please give a written notice of when you will be taking vacation two weeks prior.

Child Absence:

If your child is absent for the week payment is still required.

Enrollment Process:

These forms need to be returned prior to or on the first day of care such as:

- ✎ Enrollment form
- ✎ Medical Immunization records
- ✎ Parent/Provider contract signed and dated
- ✎ Handbook/policy agreement form
- ✎ Transportation authorization
- ✎ Food program enrollment form
- ✎ Enrollment fee
- ✎ First weeks payment

Trial Period:

No trial period

Termination of Care:

A family may be terminated due to failure to pay fees on time, failure to comply with policies, failure to comply with agreed upon pick up times, and/or lack of parental co-operation and respect. Please notify Little Friends 2 weeks before if you will be removing your child from the program. The two week payment after notice is required.

Child Records:

It is required by New York State that all forms listed in the enrollment process be kept on site to be reviewed by the state.

Confidentiality Policy:

Personal information, as well your child's development and health records are kept confidential. However, other authorized people who might gain access upon request such as: State Licensor, Police Department, Heath and Social Services, and my backup provider.

Special Needs Plan:

Accommodations may be available I will need to contact the child's physician or teacher.

Communication Plan:

Communication is the key. Please feel free to express any concerns you may have in regards to your child. I may post or email a weekly schedule listing activities for the week. Activities for the day and lunch menu will be posted. Feel free to call or email during daycare hours, your call will be returned as soon as possible. If you would like to schedule a conference I will give you a time after childcare hours.

Rates, Fees and Payment:

A separate form stating current rates will be given due to different circumstances such as: Infant care, preschool or afterschool care

Enrollment Fees: The enrollment fee is \$10. It is due when child is registered into the program

Holding Fee: One week payment for holding fee nonrefundable

Late Fees: If parents are late picking their child there will be a \$5 for every 15 minutes after schedule pick up. This fee is due by the parents next pay period.

Bills and Receipts: Families will receive receipt each week or pay period

Payment Due: Payments are due every Friday. If you are having trouble making a payment please contact me so that we can work out a payment plan.

Payment Forms: Cash, checks, money orders or zelle is accepted. There is a \$30 fee for returned checks. You may use my name for a check

Additional Costs to You: Parents may be responsible for field trips, supplies and items broken by their child.

Taxes: Parents receive tax information by January

Parent Supplied Items:

Parents may need to supply items for their children to use at daycare. Examples include: clothing, diapers, wipes, formula, blankets, Sippy cups, or baby care items. You will receive a separate list depending on your child's age group. Please label clothing, blankets, bags etc. Children over two years old wear light blue shirt and dark blue pants, skirt or jumper uniform.

Toys/Items Form Home:

It is ok for children to bring security objects like blankets to daycare. We recommend that children bring toys only for show and tell. We are not responsible for lost or broken toys.

Food Service Practices:

A weekly menu will be posted .Breakfast, lunch and snack is served. Parents may provide food for infants or picky eaters. We recommend that children eat from our menu. Parents may bring a special treat for birthday/holidays must be store brought with label. Inform in writing if your child has any food allergies.

Napping/Sleeping:

Nap time is from 1pm to 3pm.Children sleep on mats or on a crib. Children who do not wish to nap will sit on their mat with a quiet activity.

Daily Schedule:

A weekly schedule may be posted or emailed. Please check for activities that we did throughout the day and homework

5:00	Daycare Opens – free play
7:45-9:00	Breakfast/free play
9:30	Preschool Activities – circle time, dance, music, stories
10:00	Lesson/crafts
11:00	Indoor play/Outdoor play
12:00	Lunch
1:00	Nap/Rest Time, quiet play for non-sleepers
2:50	Quiet Play – Puzzles, play-dough, reading
3:30	Snack
3:45	large group activities
4:30	Free Play
5:30	Clean up, individual play activities – play dough, math games, fine motor games
6:00	Daycare Closed

Infant/Toddler Care:

SIDS/Infant Sleeping:

In order to reduce the risk of SIDS the following rules will be applied:

- ☞ All infants under one year of age will be placed on their backs to sleep.
- ☞ NO Pillows or comforters. Only a thin receiving blanket will be used, the infant will be placed at the foot of the playpen with the blanket tucked into the mattress and reaching only as far as their chest.
- ☞ The infant's head shall remain uncovered at all times.
- ☞ When an infant can roll over from back to belly, they will be put down on their backs but will be allowed to adopt whatever sleeping position they prefer.

IF you have any questions about this or need further information please ask me or call the SIDS alliance at 1-800-221-SIDS or Back to sleep campaign at 1-800-505-CRIB.

Infant Feeding:

Bottle Feeding:

EXAMPLE: Bottles must be glass or plastic labeled with "1," "2," "3," or "5" on the bottle and do not contain the chemical biphenyl-A (BPA) or phthalates. Bottles will not be heated in the microwave or, if warmed by water, to temperatures above 120 degrees. Bottles and nipples will be cleaned before each use using only warm soapy water and a bottle brush, or in the dishwasher. If bottles are prepared ahead, including those sent from home, the nipples will be kept covered and the bottle will be labeled with the date prepared. Infants will not be allowed to share bottles or infant cups and all bottles or cups will be labeled with the child's name. Infant bottles will be kept inaccessible to other children as well. Any milk, breast milk, or formula that has been sitting at room temperature for more than one hour will be thrown away.

Solid Foods:

EXAMPLE: Parents must give approval before any solid food can be introduced to an infant. To ensure the safety of the infant while being served solid foods, staff will hold or sit the infant in a semi-reclining or upright position and not allow infants to share dishes or utensils. After heating and before serving all food will be stirred and tested for safe temperature. All uneaten food left in the serving container after the infant is full will be thrown away. Infants will be served solid food by utensil or allowed to feed themselves by hand. Infants will always be fed when hungry unless the parent or guardian has given written instructions for an alternative feeding schedule and feeding will stop when the infant shows signs of fullness.

Diapering:

Diapers are checked often throughout the day

Hand washing policies EXAMPLE: Staff must wash their hands before and after diapering. Staff must also wash the child's hands immediately after diapering the child or cleanse with baby wipes.

Parents are responsible for laundering soiled clothing, diapers, and underwear. Parents should supply diapers, wipes, rash ointments

Potty Training:

We may recommend potty training if we notice that your child is ready however we feel that this process should be introduced by the Parents. We will assist you during this process. We will have a sticker chart, treats ect.. to encourage children.

Guidance and Discipline Policy:

At Little Friends Daycare we believe that discipline should be used to teach the child and help him learn to make good choices. We take the time to explain the rules of the daycare frequently and in a way that is developmentally appropriate for the child so that he/she may understand what is expected of him/her. Once a child understands the daycare rules the following techniques are used to guide behavior.

Positive Guidance Techniques:

- ✎ **Ignoring** - Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless a safety issue is involved.
- ✎ **Redirection** - We offer alternatives to children engaged in undesirable behavior by presenting a different toy or activity.
- ✎ **Verbal Intervention** - We explain to the child the inappropriate behavior and show him the appropriate way to handle the situation with words.
- ✎ **Logical Consequences** - We help the child understand the logical consequence of her actions by removing the object or activity in which the child is engaged.
- ✎ **Take a Break** - The child is separated from the group to allow him to relax and calm down, and to help him not to be influenced by peers. The child will have access to limited activities and will be closely monitored. The child may return to the group as soon as the negative behavior stops or is significantly reduced.

After school children: Children will start homework however it is the parent's responsibility to make sure it's done

Holidays:

Holidays are celebrated throughout the year

Provider Absence:

Provider may be absent due emergency. There may be a substitute. Parents will be notified as soon as possible.

Mandatory Reporting:

As a childcare provider I am a mandatory reporter of child abuse. I am obligated to report any suspected emotional, physical, or sexual abuse or neglect.

Health Care and Emergency Preparedness Policy:

Promoting good health and safety is a goal at Little Friends Daycare. To prevent the spread of childhood diseases and illness, please do not bring your child to daycare if they are ill.

Immunization Tracking:

Parents are required to keep immunization records up to date.

Medication Management:

Parents will be given a separate form in regards to medication

Medication Storage:

Medication will be stored in a safe place

Removal of Ill Persons Policy:

Little Friends Daycare aims to ensure the health of every child in our care. With this in mind we will remove from the group any child, staff member, or household member who is exhibiting any of the following symptoms:

- ☞ Fever of 100 degrees or higher. (Needs to be fever free for 24 hours to return) WITHOUT THE USE OF A FEVER REDUCING MEDICINE
- ☞ Diarrhea (2 or more stools while here that differ from normal BM) *
- ☞ Vomiting (2 or more times during the day) *
- ☞ Rash not associated with heat, diapering, or allergic reaction – must be gone before returning
- ☞ Eye discharge – Pink eye or from a cold - must be gone before returning
- ☞ Lice or nits – can return only after being free of them for 24 hours *
- ☞ Communicable disease: chicken pox, measles, etc. - must be gone before returning to daycare
- ☞ Consistent complaints of ear, stomach or headaches, or other pain
- ☞ Any color of nasal discharge, it must be clear before returning to daycare unless it is a severe clear runny nose, then they need to remain home until it becomes a mild runny nose – wiping it less than every 15 minutes or so.
- ☞ Sore throat
- ☞ Severe coughing- congested, with phlegm, gets red in the face, gags, throws up, or high pitched whooping or croup sounds – must be mild before returning to daycare
- ☞ Fatigue that prevents the individual from participating in group activities.

Before returning your child to daycare they MUST BE free of all symptoms for 24 hours from the last onset of symptom.

Emergency and Evacuation Plans:

If there is a fire in the home during child care operating hours, the provider and staff's first responsibility is to evacuate the children in care to a safe place outside the home. Our written fire evacuation plan is posted near the entrance of the daycare and is evaluated annually and updated as needed. An evacuation floor play that identifies emergency exit pathways, emergency exit doors, emergency evacuation windows, and our "Safety Spot," where we will meet up and wait for emergency services, is also posted near the entrance.

In the event of a fire or other disaster the alarm may be sounded by either the installed fire detectors going off or by staff blowing our “emergency whistle.” When an adult discovers a fire, or other need for evacuation, their first action will be to sound the alarm, open the nearest exit door or window, and help children to evacuate the building safely. When evacuating from the building, the provider and staff will place first priority on attending to the children who cannot walk and carry them from the building to the “safety spot” at the front corner of the property. In the event of a major fire the staff and children will first meet up here and then continue to the end of the block to wait for emergency personnel. Once the children have begun to evacuate the building the staff will bring the Emergency Binder to the safety spot, where one adult will stay with the children who are already out and the other adults will assist any children who need help evacuating.

The adult staying in the safety spot will call 911 and take attendance from the Emergency Binder. Once emergency services have been contacted and all children and staff are accounted for, the provider will begin calling children’s parents and guardians to inform them of the event and arrange pick up of children if needed.

No Smoking Policy:

Smoking is prohibited by all persons inside the building; in any indoor or outdoor licensed space; within 25 feet from any entrance, exit, window, or ventilation intake on the building; and in motor vehicles while transporting children. No tobacco products including cigarettes, ashtrays, cigarette/cigar butts, and/or ashes will be accessible to the children.

Drug and Alcohol Policy:

Little Friends Daycare expressly prohibits all persons from having or using illegal drugs on the premises; consuming alcohol during operating hours; and from being under the influence of alcohol, illegal drugs, or misused prescription drugs when working with or in the presence of children in care. Any alcohol belonging to the household will be kept far inaccessible to children.

If you or any other person appears to be under the influence of alcohol or drugs at the time of pick-up, you will be asked to have someone come and get you and your child.

If you refuse a ride and leave with your child, we will notify the police department and child protection services with all information required.