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Directory	
Main Office	607.962.0599
Infant Room	607.962.6072
Fax	607.937.9832
Email	<a href="mailto:contact@c5daycare.com">contact@c5daycare.com</a>
Website	c5daycare.com

## Welcome to Our Center...

The Child Care Center at Christ Church is for children whose parents seek safe, consistent quality care. The Center is non-profit, secular, licensed by the New York State Office of Children and Family Services, and is accredited by the National Association for the Education of Young Children.

### OUR CHILDREN

The Child Care Center is licensed to provide care for 58 children, from 6 weeks to 5 years of age. The center is open to all children regardless of race, gender, ethnic or cultural background, religion, social economic status, disability or diagnosis of HIV or AIDS once their parents(s)/guardian (s) have completed the registration process for enrollment.

Enrollment at the center will depend on adequate adult to child ratios and will not exceed licensing capacity. If the center is at capacity, a waiting list will be developed. As there are openings, families will be contacted to determine their interest in enrolling their child.

Our center is divided up into four age groups: Our Infant Center serves 8 children, from 6 weeks to 18 months of age; our two toddler rooms provide care for 20 children, from 18 months to 3 years old. We have two pre-school rooms, with space for 14 children in one and 16 in the other.

### OUR STAFF

We take pride in our trained and caring staff and low turnover rate. Our teachers work as teaching teams, each team containing two teachers and a support teacher. The exception is the Infant Center, where there is one full time primary caregiver and four support teachers. All teachers are trained in Early Childhood Education or a related field with a Child Development Associate certificate, Associate's, Bachelor's or Master's degree. We are required by licensing regulations to have at least 15 hours of training each year-- our center is a place to grow for staff as well as children!

Our generous vacation and illness policy recognizes that caring for young children requires a good deal of physical and emotional energy. We hire substitutes to provide care for your children when regular staff members are on vacation or ill. Many part-time regular staffs work as substitutes as well. We try to limit the number of different people caring for your children because we value the importance of continuity of care and maintenance of routine.

### MISSION AND VALUES

Our mission is "Building a stronger tomorrow through nurturing today".

Our values are Respect, Safety, Family, Learning, Accommodation, and Excellence.

### LICENSING

The center is licensed in accordance with the New York State Office of Children and Families, Bureau of Early Childhood Services. The license number for the toddler/pre-school center is 40272. The Infant Center license number is 41803.

The numbers to call if there is a question or concern regarding this center are:

Field Representative.....	Kim Van Dunk	1-585-238-8566
Regional Bureau Day Care Manager.....	Terry Chylinski	1-585-238-8531
Regional Bureau Fax Number.....		1-585-238-8544

Address: State of New York Office of Children and Families  
Rochester Bureau of Early Childhood Services Regional Office  
259 Monroe Avenue, 1 Monroe Square  
Rochester, NY 14607

The center follows all regulations as listed in the New York State Department of Social Services Day Care Regulations. A copy of the regulations is available for your information and can be found in outside of the office, on the parent bulletin board and outside of the infant room, or on-line at [www.ocfs.state.ny.us/main/childcare/default.asp](http://www.ocfs.state.ny.us/main/childcare/default.asp).

### **ACCREDITATION**

The Child Care Center at Christ Church is accredited by the National Association for the Education of Young Children or NAEYC as having demonstrated substantial compliance with nationally recognized criteria for high quality early childhood programs. For more information please visit [www.naeyc.org](http://www.naeyc.org).

### **NUTRITION PROGRAM**

The center participates in the Child and Adult Care Food Program (CACFP), which is a federal program administered by the Department of Health in New York State. The center provides breakfast, lunch and an afternoon snack daily in accordance with the Day Care Regulations and the CACFP requirements. These meals will be provided to all children who are not on infant formula and baby food, and are able to eat table food. Weekly menus are posted in each classroom.

Our breakfast, lunch and snack program is influenced by concern for the healthy nutrition of each child, since it is so vital to his/her growth. In fairness to all children and in order to promote healthy habits and to protect children with serious food allergies, **please do not send your child with candy, gum or ANY foods from home. Our Center is a NUT-FREE ZONE.** If your child has special dietary needs, please discuss them with your classroom teacher so we can make accommodations as needed

It is our philosophy that mealtime should be a pleasant, social experience; we encourage children to try a variety of foods, but do not pressure children to eat. We promote family style eating in all classrooms. This style of meal service looks very much like a family setting, where foods are passed around the table and everyone is encouraged to serve and feed themselves as they are able. In young children, this practice helps to instill a sense of independence, responsibility and community.

### **BREASTFEEDING POLICY**

Our youngest children, our infants, are afforded pleasant mealtime experience as well. Caregivers hold infants closely in their arms and bottle feed either breast milk or formula per the family's request, until the child no longer requires bottles. Our partnership with parents is especially important as we welcome nursing mothers into the program throughout the course of their infant's care for the purpose of breast feeding. Comfortable chairs are available in a quiet, soothing setting within the classroom, sleeping room or in the adjacent spaces of the building and allow for varied levels of privacy and electrical power as necessary. All settings have facilities available for hand washing and a kitchen is available outside of the classroom.

In the mother's absence, breast milk may be provided by the mother and will be stored within the classroom's refrigerator. Mothers should provide their own containers that are clearly marked with the child's name and date the breast milk was expressed. Frozen breast milk should be clearly labeled as well. Our staffs are trained in the proper storage and handling of breast milk and are able to support breastfeeding mothers. The center follows the guidelines for storing human milk as recommended by the *Child and Adult Care Food Program* to avoid waste and to prevent food borne illness.

Our staffs are committed to supporting breastfeeding mothers. Please talk to your child's primary caregiver about your feeding wishes for schedule, substitutions of infant formula and solid foods. Changes will not be made unless they are requested by the family. The center has many resources available to support the needs of breastfeeding mothers.

Breastfeeding employees shall be provide a flexible schedule for breastfeeding or pumping to provide breast milk for their child(ren) as ratios and coverage allow. Time allowed shall not exceed the normal time allowed other employees for lunch and breaks. Beyond this time, employees are able to utilize earned paid time off as needed.

## **Financial Matters...**

Our parent tuition fees cover just over 50% of the actual cost of care. A Dependent Care Fund grant from Corning Incorporated, fundraising and grants from other agencies currently make up the remainder of the income needed to operate. Parents can anticipate periodic fee increases typically in September each year, based on cost of living increases and directly linked to raises in staff wages and other fixed expenses.

### **TUITION FEES**

Tuition fees are calculated with a sliding fee scale and are based on household income. Tuition level and fees will be determined upon enrollment and at least annually thereafter in cooperation with the Office Manager. All fees are due prior to the week of attendance. Fees are payable weekly or bi-weekly and are due on Friday prior to the week of care. Any special arrangements other than this will need to be made in writing with the Executive Director.

In an effort to meet the Center's financial commitments prompt and consistent payments of tuition is required. Families are encouraged to discuss any financial concerns that may affect their good account standing with the Office Manager or Director as soon as there may be an impact on the family's tuition account. Every effort will be made to resolve issues in a manner that is prompt and comfortable.

The following guidelines are in effect for all delinquent tuition accounts:

Step 1: Accounts in arrears by 2 weeks will receive a written reminder requesting immediate payment or development of a written payment agreement.

Step 2: If payment is not received and the account becomes more than 4 weeks in arrears, the family will be notified of the delinquent amount and the balance will be charged to their credit card that has been supplied to the Center.

Step 3: If payment is not made within 3 business days or credit card payment does not occur, the family will receive notice of an expulsion date from the program no more than one week from notification.

In order to re-enroll the child in the Center, the family would need to pay owed tuition in full and re-apply to the Center. The Center cannot guarantee an immediate opening for the return of a child to the program for non-payment of tuition.

New York State Child Care Subsidies and a Child Care Center Tuition Assistance Program (TAP) are available to those families qualifying for tuition assistance. For more information about these assistance programs, please see the Office Manager or Director.

### **PART-TIME ATTENDANCE**

Enrollment less than 5 days a week is considered part-time. The Center is committed to accommodating part-time schedules, however, families with children attending part-time pay a premium rate. Part-time rates are calculated per full day. There is no discount or pro-rated fee for part-day attendance. The limitation on the number of children allowed to use the Center on a part-time basis is at the discretion of the Finance Committee of the Board and the Executive Director.

### **TEMPORARY MOVE FROM FULL-TIME TO PART-TIME STATUS**

Parents may apply for a temporary move from full time to part time status (a minimum of three days) and hold their full time slot for a period of 6 to 8 weeks. A request should be submitted in writing at

least 30 days in advance for Board of Director's approval. This move may be granted no more than one time per child in a calendar year (January-December) and will be granted on a first come-first serve basis. The Center can accommodate five requests in a given year; any additional requests will be evaluated by the Board of Directors on the basis of the financial status of the Center.

#### **MULTI-CHILD DISCOUNT**

In an effort to serve families and provide a continuum of care reaching from infancy to age 5, the Center honors a 5% discount to the total family tuition fees incurred to a family with more than one child enrolled full time. This discount will be applied upon the enrollment of the second and each subsequent child(ren) into the Center.

#### **CHILD ABSENCES**

No credit is given on tuition for any absences on a child's regularly enrolled day that are due to a child's illness, vacation or other circumstances. Tuition shall be paid at the regular daily or weekly rate. Please communicate planned absences to your child's teacher.

#### **HOLIDAYS**

No credit is given on tuition for ten (10) regularly scheduled legal holidays closing per year. Those holidays are: New Year's Day, Good Friday, Memorial Day, Independence Day Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Day and the day after. If a holiday falls on a Saturday the Center will be closed on the previous Friday and if a holiday falls on a Sunday the Center will be closed on the following Monday.

#### **LATE PICK-UP**

Parents or guardians who arrive after the 5:30 p.m. closing time will be assessed a late pick-up fee. The overtime charge is as follows:

\$12.00 - between 5:35 to 5:45

\$18.00 - between 5:45 to 6:00

After 6:00 PM fees will be determined based on the actual cost of care.

Efforts will be made to contact parents after the 5:30 p.m. closing time. If your child is not picked up and no call is received by 5:35 p.m., staff will call emergency contacts in the order listed until they are able to locate an individual to come and pick up and take responsibility for you child. In the event staffs are unable to locate an individual to come pick up the child, they are to contact a supervisor for direction. A supervisor is to be contacted prior to contacting authorities (the local police department) to come pick up a child. No child will be left unattended.

#### **TUITION ASSITANCE PROGRAM**

The Tuition Assistance Program is designed to assist with a person(s) financial commitment to the Child Care Center at Christ Church due to financial hardship.

All families whose household incomes are Level 1 based on the current Center's Tuition Matrix may be eligible and request assistance under the Tuition Assistance Program.

Requests may be made at the time of application or be determined by the Director based upon financial income verification materials furnished by all center families at the time of enrollment, notification of significant income change or annually thereafter.

Families awaiting Tuition Assistance Program will be charged the appropriate Level 1 rate based on the Center's Tuition Matrix until such time that there is an opening in the Tuition Assistance Program. Any changes to tuition rate will be communicated to the family in writing.

All information and discussions related to the requests and decisions are confidential.

## Getting to know us...

### **ORIENTATION AND SEPARATION**

Starting to school is an exciting experience for a young child, but it can also be a difficult one. Most children have little difficulty adjusting to school after they have made an initial visit with the parents. It is normal for all children to experience some separation anxiety when leaving their parents/guardians. It is a sign of healthy development and attachment. We recommend that you transition your child to the center in the following way:

We like to introduce children to the program gradually. First we invite you and your child to come for a series of visits. One or two short visits leading up to one or two full-mornings, gradually increasing the amount of time spent in the classroom. A parent or guardian should stay with him/her in the classroom for the first one or two visits, gradually moving out of the room. The parent who stays should be encouraged to keep busy with reading or some other activity to keep from focusing attention on the child. When the child senses that they are not being closely watched, they will usually start to relax.

We never recommend a parent or other adult to sneak away without saying goodbye to the child. Please, say goodbye and then leave quickly without looking back. If your child cries at the moment of separation, he/she will seldom continue for more than a few minutes.

It is sometimes just as difficult for a parent to face the separation from a child on the first days as it may be for the child to separate from the parent. We recognize these feelings and reassure you that it is a normal reaction. We welcome the opportunity to review the program with you--the health and safety precautions, the opportunities for the child to play, learn, and grow, the opportunities for individual care and attention; and any other details about the overall staff planning for the child's adjustment to the school. The staff is very willing to give you that extra time during the period of adjustment.

### **ARRIVAL AND PICK UP**

The Center's hours of operation are from 7:00 a.m. to 5:30 p.m. The teachers need the time before 7:00 a.m. for preparing the classroom for the day's program. Please do not bring your child before this time.

Breakfast is scheduled for 8:30 a.m. If a child arrives by 9:00 a.m. he/she can be fully involved in the classroom activities from the beginning of the day. If you are planning to bring your child after 9:00 a.m., or if your child is going to be absent, please telephone and inform us of your intentions. Our caterer, who prepares our lunch, is provided with a meal count by 8:30 am each day. As a courtesy, a teacher may call your home to inquire about the child as often parents are not able to make a call if a child is very ill.

If you find that you are going to be detained when picking up your child, please notify the center immediately so that we can assure your child that he/she has not been forgotten. We will take good care of your child while we wait for you. We will call family members and emergency contacts if a child is not picked up on time. There is a late fee charge added to the tuition statement in order to pay staff for extra time, even if special arrangements are made. (please refer to the Financial Matters Section of the Parent Handbook for more information)

## **WHAT TO BRING AND WEAR**

A clean and comfortable space to rest is essential for young children. The center supplies a crib, cot or mat for each child. Please bring a cot cover and a blanket for your child's naptime. A crib sheet will fit over our mats, or a thin blanket can be used. Any comfort items that your child needs to soothe them before and during sleep, such as a pillow or special toy, might be helpful in their transition to the center. Bedding items will be sent home at least weekly to be laundered and should be returned the next day the child comes to the center.

We request that you bring at least one photograph of your child and your family to be posted in their cubby; we find that it creates a comforting connection to home for children.

The primary consideration for clothing should be your child's comfort. Please provide simple clothing that is free of complicated fastenings, especially for toddlers involved in the toilet learning process (i.e. jeans, overalls, and one-piece outfits are difficult to undress quickly). Consider messy art materials, activities and the playground and provide clothing that is washable and sturdy. Please provide hats, coats, mittens, boots, snowsuits and warm clothes during the fall, winter and early spring months, as well as items that can easily be layered while we experience large temperature changes during fall and spring. During the warm months, your child will need a towel and bathing suit for outdoor water play. Please avoid sandals and open toe shoes; they are uncomfortable on the variable playground surfaces and also can be unsafe when playing, climbing or walking. New York State regulations require daily outdoor play, except during inclement weather or as ordered by a physician. Caregivers will use a guide provided by the NY Department of Health to make these decisions.

It is also necessary that your child have a complete change of clothes at the center at all times. Please remember to check these clothes as the seasons change and your child grows.

## Keeping us all safe...

### **SIGN IN/SIGN OUT**

At the time of enrollment, the parents are asked to sign consent statements in regard to the center's responsibility for their child. The staff cannot assume responsibility for a child who has not been signed in at the classroom when she/he arrives for the day. After the child has been signed in, the center and its staff are responsible for your child until he/she is signed out. It is the responsibility of the center to make sure that no child is picked up without a staff member's knowledge, and that no child is released to an unauthorized person.

The sign in and sign out logs are critical documentation during an evacuation or in an emergency. The staff appreciates the diligence of all families in assuring these logs are accurate each day.

It is very important to notify the Director or your child's classroom teachers if there is a change in custody or if there is a potential conflict within the child's family in regards to custody arrangements. When there are legal documents or court orders specifying the visitation, custody and financial arrangements for a child, it is helpful for the Director to have a copy of this so that the child care center staff may respond appropriately.

No child will be released to a person not authorized by a parent to pick the child up. We must have written or verbal authorization for changes in this respect. Staff members may not sign children in or out of the center, unless they are related to the child and have permission from the parents.

All visitors to the center are required to sign in and out in the logbook in the main office or at the infant room.

When parents are dropping off children or picking them up it is not necessary to sign in or out in the office; however, it is required when visiting any other time of the day.

### **CENTER SECURITY**

The infant room doors will be locked from 7:00 a.m. until 5:30 p.m. so that we may control access to the building for security reasons. During that time, parents and visitors are able to gain entry to the center by using the doorbell outside the glass door, adjacent to the parking lot.

The main center is accessed through the First Street entrance located to the left of the playground. The red doors are open from 7:00 a.m. to 5:30 p.m.

### **SAFETY IN THE CENTER**

In an effort to maintain consistent safety guidelines for our children, we ask that parents and other adults help us follow a few safety rules. Please reinforce the following with your child:

- **Only adults open doors.** This helps to ensure that children do not move from one space to another without adult supervision. This also helps to prevent tiny fingers from becoming injured in the doors.
- **Please use "walking feet"**. Reminding children to walk through the center will help reduce the number of trip and fall injuries. This also helps keep children from running away from their group and adult supervision.
- **Please use "listening ears" when leaving the classroom.** This helps children prepare to listen for directions that can help keep them safe.

- **The kitchen is not a “child-safe zone”.** Due to the obvious hazards associated with our kitchen, please do not allow children in this room.

## **PARKING**

Infant Center - There is parking behind the church that is available for drop-off and pick-up. Please refrain from parking in spots designated for the pastor and handicapped persons.

Main Center - Parking on First Street is the best option. Please observe all posted city parking guidelines.

## **EMERGENCY CLOSURES**

### **Weather Related Delays or Closures**

It is the policy of the Child Care Center at Christ Church to be open and remain open as long as safe operations and travel are possible. The Center recognizes that parents need to work even during inclement weather and are responsible for their own decisions about transporting children to and from the Center. We reserve the right to close if opening or remaining open is unsafe. No credit on tuition will be given for such closures, delayed openings or early closures.

The decision to close or delay opening the Center due to inclement weather is not linked to local school districts or any other employer in the area. In the event of a delay in opening the Center or a closure, all efforts will be made to contact parents. The following local radio stations will be notified and asked to broadcast the Center’s closures or delays:

WENI 1450 AM  
WINK 106.1 FM

WLVY 94 FM  
WGMM 98.7 FM or 1350 AM

Please listen carefully for “Child Care Center at Christ Church” since there are many centers with similar names however, if a State of Emergency is declared in Steuben County, the Center is obligated to close.

### **Unsafe Operations**

In the event the Center is unable to operate due to circumstances beyond our control that may inhibit safe operations, the Center will not open. For periods of closure of this nature, there will be a daily credit posted on the family’s tuition account for regularly enrolled days where the center does not open. No tuition credit will be given for delayed opening or early closure of the Center under any circumstances.

## **CHILDREN’S HEALTH**

### **Health Assessment**

An effective health and safety policy is based on a partnership between parents and caregivers and is a shared responsibility for maintaining health and preventing the spread of contagious illnesses. The Child Care Center at Christ Church works closely with a contracted Health Care Consultant to ensure that the Center is in compliance with all health care regulations mandated by the New York State Office of Child and Family Services.

Prior to enrollment, the parent/guardian must submit a medical statement that includes information confirming that the child is in good health, free from contagious or communicable disease, and includes an official up-to-date immunization record. As the child receives additional immunizations a written note stating the date and type of immunization must be given to the center office.

A brief and non-invasive health assessment is taken each day upon the child’s arrival at the Center. Parents/Guardians are requested to remain with their child until the health check is completed. The

classroom teacher will use the daily health checklist to determine if there are obvious symptoms indicative of oncoming illness or other concerns.

### **Lead Screening**

In addition to routine medical evaluations, the Office of Children and Family Services also requires that the Center furnish parents with information about lead screening. Each child's health care provider must indicate that they have screened a child for risk of lead poisoning or actually tested for the same. A certificate will be provided by the physician and must be submitted to the Center.

### **Healthy Hygiene Habits**

Studies show that the most important deterrent to the spread of infection is the practice of good hand washing. Staff members and children must wash their hands when arriving at the Center, as well as at appropriate times during the day using liquid soap and paper towels. The staffs also clean and sanitize using a chlorine bleach and water solution as a disinfectant on the diaper-changing tables, the furniture, counter tops, food preparation and service areas, and for sanitizing toys.

To keep the children as healthy as possible, children are taught to follow many basic hygienic procedures to prevent the spread of germs.

- Coughing into their elbow
- Wiping or blowing runny noses
- Covering mouths and noses when sneezing
- Washing hands properly after each of these instances as well as before and after eating, cooking, playing with playdoughs, sand play, water play, after outdoor play and after toileting. The teaching staffs and parents are role models for these procedures. The staffs ask for your help reinforcing these practices at home.

### **Use of Liquid Hand Sanitizers**

Liquid hand sanitizers must be treated as a toxic substance and kept out of the reach of children. Follow directions for use on the container of hand sanitizer. When liquid hand sanitizer must be used for children due to the unavailability of regular hand washing facilities, use only a pea-sized amount. Hands should be washed with soap and water as soon as it is available.

### **Daily Health Assessment**

A brief and non-invasive health assessment is taken each day upon the child's arrival at the Center. Parents/Guardians are requested to remain with their child until the health check is completed. The classroom teacher will use the daily health checklist to determine if there are obvious symptoms indicative of oncoming illness or other concerns.

Specific illnesses with exclusion criteria are outlined below with special guidelines for Infants less than four months of age. Exclusion criteria will be based upon 3 factors:

- The child does not feel well enough to comfortably participate in the usual activities of the classroom.
- The child requires a great deal of attention which inhibits the staff's ability to care for the other children.
- The child has symptoms of a possible serious condition, a contagious illness, or fever and behavior changes that indicate a child may be ill.

### **Caring for Mildly Ill Children**

A mildly ill child is one who exhibits mild symptoms of illness, but does not meet the exclusion guidelines outlined in the Center's Ill Child Exclusion Criteria listed below, and does not represent a serious risk of infection to other children.

A mildly ill child will be integrated into their regular classroom, and will be monitored closely by the teaching staff for changes in their health that may later require exclusion from the Center.

Symptoms of illness are to be documented for all children daily by their teachers, and updated if symptoms develop later during the day. The Health Manager is responsible for reviewing each classroom's Daily Health Check sheets weekly in order to track patterns of illness within the Center.

Child and staff health policies, as well as sanitation and infection control procedures are in place to protect the health of children and staff of the Center.

### **Mildly Ill Child Health Care Plan**

When a child has or develops a level of illness that is not accommodated in the center's health care plan, the child must be provided a place to rest quietly that is in view of, and under the direct supervision of staff (by sight and sound). The staff will assess the child's symptoms to determine if there is a need for emergency care, and call 911 if appropriate. The child's parents will be contacted and informed of the observable symptoms and to agree upon a plan of care for the child until they are removed from the center. The plan and observations will be documented frequently until the parent/guardian arrives.

### **Ill Child Exclusion Criteria**

It is often not easy to decide in the early morning whether a child should be brought to daycare. Please follow the guidelines above. We ask that you let your child's caregiver know immediately if your child contracts **any** contagious illness or condition such as chicken pox, strep throat, impetigo, ringworm, head lice, etc. We will post a confidential notice for the benefit of everyone.

When your child is experiencing symptoms that indicate the onset of a cold or illness and clearly feeling sub-par, please be aware that an un-well child can be uncomfortable in a group setting, affect the entire class and often requires the constant attention of the caregiver. It is best for a child with questionable symptoms to stay at home. An un-well child may play naturally in the quiet of his/her home, but is often uncomfortable and stressed if forced to participate in the activities of a group.

We recognize the anxieties created by having a child not well enough to be at the center and the difficulties of missing work. It is impossible to eliminate contagious illnesses, but with open communication and a strong partnership and commitment by everyone, we hope to be able to alleviate unnecessary hardships for parents, children, and staff.

- **Fever** (as defined by the American Academy of Pediatrics)  
Infants less than four months of age with a temperature equal to or greater than 101°F rectally or 100°F axillary (under the arm) should be evaluated by a health care provider. Any infant younger than two months with fever should get medical attention immediately. The child may return when the fever resolves or their physician states the fever is not due to a contagious illness and the child can participate in the program.

An infant older than four months of age who is acting sick and has a temperature equal to or greater than 102°F rectally, 101°F orally or 100°F axillary must be excluded. He/she may return

when temperature is within normal limits, without alarming symptoms and the child can participate in the program.

A toddler or preschooler who is acting sick and has a temperature equal to or greater than 102°F rectally, 101°F orally or 100°F axillary must be excluded. He/she may return when temperature is within normal limits, without alarming symptoms and the child can participate in the program

**A fever of 105°F or higher is considered a medical emergency requiring immediate medical attention (call EMS).**

Giving a child Tylenol or Motrin products to reduce their fever and discomfort prior to bringing them to daycare may mask the symptoms of a contagious illness and put other children at risk for becoming ill. Also, if staffs are unaware that a child has been given medication, they are unable to monitor the child for medication side-effects or effectiveness.

- **Diarrhea**

Two or more stools that have decreased form and increased stool water, and/or stool that is not contained in diaper or underpants and is not consistent with child's normal pattern. Staff will also monitor for the following:

- a. signs of dehydration
- b. blood or mucus in stool

If the child is not yet toilet trained, may return when stool is contained within diaper and stool frequency/consistency improves so child no longer has infectious diarrhea. If toilet trained, must be accident free for one day.

**Diarrhea due to shigella, salmonella, campylobacter or giardia:** A child with diarrhea due to shigella, salmonella, campylobacter or giardia may return 24 hours after treatment has been initiated **and** he/she has been cleared in writing for readmission by the child's pediatric health care provider.

- **Vomiting**

For infants less than four months of age, forceful vomiting more than once and for older children vomiting more than twice in 24 hours are reasons for exclusion. Additionally, if the child refuses to eat or drink, there is no urine output in 8 hours, and they are unable to participate, he/she will be excluded from the program. The child may return when vomiting resolves.

- **Rashes**

Rashes will be treated on an individual basis. Most rashes are viral and the contagious period is over once the rash appears. The need to seek medical advice will be determined by the health manager and staff with the exception of hives or welts that appear and spread quickly. Parents be notified immediately.

- **Conjunctivitis (Pink Eye)**

There is no need to exclude a child with clear watery drainage from the eye. If discharge from eye is thick, white or yellow in color, the eye is red and the eyelid is swollen a child should be seen by his/her healthcare provider. The child may return 24 hours after treatment has started.

- **Ear Infections**  
A child with a fever and behavior changes who is unable to participate in program, has drainage from an ear, or pain lasting more than four hours will be excluded. A child with continuing fever and behavior change may return after being seen by a physician who states in writing that the child may return, and the child is able to participate in the program.
- **Bronchiolitis or Severe Colds**  
A child with bronchiolitis or a severe cold with symptoms of a continuous harsh cough, difficulty breathing and fever will need to be evaluated by the child's health care provider and may return upon their recommendations.
- **Head Lice**  
A child with head lice may return after treatment, nits are removed and the child is cleared by center nurse or designated person.
- **Chicken Pox**  
A child with chicken pox may return six days after onset of the rash, or sooner if all lesions are crusted and dry.

### **Medication Administration**

Once a child is in the recovery stage of an illness and is able to return to the Center, the staff are able to give your child necessary medication with parent's and doctor's written authorization on a form from the Office of Child and Family Services. **Staffs are prohibited from administering any prescription medications unless we have these authorization papers on hand.** Over-the-counter oral medications (Tylenol, cough syrup) may also be authorized on these same forms. We suggest you keep extras copies of this form in case of emergency. All staffs that administer medications to children within the Center have received Medication Administration Training through a course approved by the New York State Office of Children and Family Services.

If a parent requests that the Center staffs administer prescription or orally administered over-the-counter medication but does not furnish the program with written instructions from a health care provider, the Center staffs may administer such medication or prescription after obtaining verbal instructions directly from the parent/guardian **and** the health care provider for that day only. The program must document that verbal instructions were given by the parent/guardian and the health care provider, and that the health care provider was asked to send written instructions to the Center on the OCFS approved form.

Over-the-counter topical medications including sun-screen lotion and topically applied insect repellent may be applied by all teachers and directors with written parental permission on the center's Over the Counter Product Permission form and will be documented on the child's daily sheet or journal and Over the Counter Product Log.

Medications are stored according to manufacturer's recommendations. Expiration dates for medications will be checked monthly by the Health Manager.

All medication must arrive in the original container with child's name on it. Prescription medications must also include the pharmacy label. Any side effects will be communicated immediately to parents and documented.

In the case of medication that needs to be given on an on-going, long-term basis, the authorization and consent forms must be re-authorized at least once every six months.

Any changes in the original medication authorization require the Center to obtain new instructions written by the health care provider.

If a child has an Epi-Pen it will be kept in the classroom's first aid kit along with an order for administration of medications and taken wherever the child goes.

### **IN CASE OF AN EMERGENCY**

Parents will be called immediately, not only if their child is exhibiting signs of illness, but also in the case of an accident. Please help us by keeping our records up to date as to your contact information. In case of an accident when the parents or emergency contact cannot be reached, the staff will proceed with getting medical attention for the child as they deem appropriate. Your signature on the original Emergency Treatment Form at enrollment and move-ups gives us this ability. The Center will, of course, document all that we do and continue to try and reach you.

The center carries general liability insurance, but does not carry a health/accident insurance policy on individual children.

### **EVACUATION DRILLS**

Monthly evacuation drills are conducted at both facilities so that everyone has the opportunity to practice evacuation procedures at varying times of day. If you are at the center during an evacuation drill please stay with your child and exit the building as directed by the classroom staff. This will eliminate confusion and insure a safe evacuation for everyone. Evacuation plans and procedures are posted in each classroom and the other spaces that children and adults may occupy.

### **SUPERVISION OF CHILDREN**

To ensure that children remain safe and secure at all times, we have developed policies and procedures that all of our staff practice each day.

#### **Staff to Child Ratios**

The adult to child ratios will be maintained in accordance with the New York State Child Care Regulations to age groups below:

Preschool (3 years) will have 1 adult for every 7 children

Pre K (4 years and older) will have 1 adult or every 8 children

Toddlers (18 to 36 months) will have 1 adult for every 5 children

Infants (18 months and younger) will have 1 adult for every 4 children

All classroom staff must supervise children by sight and sound whether they are awake or asleep. As groups of children move from one space to another, staffs are to count the number of children continuously to ensure that no child wanders away or is left behind. If a child is prone to engage in games of hide and seek or wandering, please inform the classroom staff so that they can be aware of the need for heightened supervision.

#### **Transitions**

As children move from one area to another, classroom staff will continuously count the children to be sure that the group has moved together. This practice will occur for all age groups both indoors and out.

#### **Nap**

During rest and sleep, classroom staff will maintain the appropriate ratios and supervise children. The staffs will check on sleeping children by moving around the space and monitoring them by sight and sound. The infant sleeping room will be staffed 100% of the time it is occupied by a sleeping baby.

**Outdoor Environments**

Outdoor play typically invites a style of play that is more active. In response, the classroom staff will actively supervise the children by counting children, moving around the space and verbalizing needs to the other staff that are present.

**Field Trips**

Trips away from the center require a heightened awareness of supervision due to the unfamiliarity with the new environment. The classroom staff will use the same supervision strategies as they would in the center, but may add additional strategies as well. Children may wear arm bands and additional staff may accompany the group as appropriate.

**Toileting**

The children's toileting areas within the center, are designed to allow for some privacy as the children age but also ensures that a classroom teachers may supervise both the child and the toileting area by sight and sound.

**Drop offs and Pick ups**

Often drop off and pick up times can be hectic but they are also a time of day where heightened supervision is required. Please make sure you speak with your child's classroom teacher at each drop off and pick up so that they are aware that your child has arrived or is leaving. It is at these same times that you will sign your child in to the program or out on the classroom log.

**CHILD ABUSE POLICY**

Providing safe, competent care to children is the goal of the Child Care Center each and every day. The staffs have an ethical commitment to ensure that all children in their care are safe at all times. The following practices are prohibited in the child care center setting.

Prohibited practices are:

- Corporal or any type of physical punishment is not permitted. This includes hitting, spanking, beating, shaking, pinching, or other measures which produce physical pain.
- Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities is not permitted.
- Abusive, profane, or derogatory language, including yelling and belittling, is not permitted.
- Any form of public or private humiliation, including threats of physical punishment, is not permitted.
- Any form of emotional abuse, including rejecting, terrorizing, ignoring, isolating, or corrupting a child is not permitted.

Staffs are mandated to report suspected abuse, neglect and maltreatment with the State Central Register of Child Abuse and Maltreatment as required by law. Reports will be made by telephone no matter where the suspected abuse occurred.

If any staff member or person from a child's family, while in the child care program engages in a practice prohibited by the program as listed above, the Director will take necessary steps to assure that there is no reoccurrence of the practice. Staff members who are suspected of child abuse may be suspended or subject to immediate dismissal. If a report is made regarding an employee or volunteer that may or may not be found to be substantiated, the employee or volunteer may remain in the classroom under constant supervision until a hearing is forthcoming or take paid time off

The Center will cooperate with the Child Protective Services agency during an investigation.

If any person is struggling with the challenges brought upon by caring for a child, please see the Director. There are many community programs that can offer parenting support and can prevent abuse, neglect and maltreatment of children.

## **Building a partnership...**

At the very core of our program is the belief that we serve our children best by working closely with families and the community. When parents and early educators work together, children have the best opportunity to grow as independent, creative, productive and happy individuals. We partner with families to create a welcoming environment that nurtures each child's sense of security and positive self-esteem.

### **ORIENTATION**

Placing a child in a new child care setting can be a source of anxiety for both the child and the family. To ease this anxiety, the center encourages families to visit for about a week through a series of play dates that increase in length each visit. These visits are a great time for families to learn about the routines of the classroom, get to know the teachers and children and to exchange information about their child's needs. The classroom teachers enjoy getting to know the child and the family and encourage questions. Family members are encouraged to stay as long as they would like to be sure their child is comfortable. There is no charge for these visits (up to 5 visits allowed).

### **MOVE UPS**

As children age out of one classroom, they begin their transition into the next group. This process is done in a very similar fashion to the initial orientation. Families can expect to sit down with their child's primary caregiver to plan the move up. This parent and teacher conference will include a developmental summary, a brief meeting with the child's new primary caregiver and a brief tour of the new classroom. Once the schedule is set, the child can begin visiting the new classroom through a series of play dates that increase in length each visit. Often parents are not able to attend all of these visits, so the child's primary caregiver will go with the child. No credit is given on tuition for these visits.

### **PARENT INVOLVEMENT**

Families are of primary importance in children's development. The Center seeks to form a partnership between families and caregivers and maintains an open door policy at all times. We invite and encourage families to become involved in our program in any way that suits their interests or schedules. Opportunities for participation include, but are not limited to, field trips, potluck dinners, family events, room celebrations, parent/teacher conferences, room parents, board of directors, center committees and family surveys. Please contact a staff member if you would like more information regarding any of these opportunities.

On a periodic basis, there will be parent workshops offered either through the Center or the community. We are open to suggestions or thoughts regarding opportunities for parent education or networking. There are parenting and child development books, magazines, and a resource file available in the office for loan. Please consider the Center as a resource and do not hesitate to speak to a staff member regarding a special interest or need.

The center respects the dignity of each family and its culture, customs and beliefs. Each family's child rearing values and their right to make decisions for their children is respected. The center's goal is to develop relationships of mutual trust with the families we serve.

### **CUSTOMER SATISFACTION**

We work hard to provide an environment that is safe, nurturing and stimulating for your child and welcoming for you. If you have questions or we fall short of these goals, please let us know. Communication is the first step in problem solving. If you have:

- Concerns about your child, please speak with your child's teacher first.
- Concerns about a staff member, please speak with that person and/or the Director
- Questions about finances, please speak with the Director or the Office Manager.

Annually, families are offered an opportunity to give feedback formally through a family survey. Two parent and teacher conferences are offered each year as a means to enrich communication as well.

If a grievance cannot be settled with the staff or Director, please contact the Chairperson of the Personnel Committee of the Board of Directors.

### **DAILY COMMUNICATION**

Frequent two-way communication is critical as we work together to create the best environment for your child to grow. Classroom teachers are available at drop-off and pick-up for brief conversation. They welcome your questions and any information you can share about what is happening with your child at home. It is important for us to know when a parent is away or other significant changes in routine occur as this allows staffs to better meet the needs of your child.

Teachers and parents also partner by exchanging written notes on Daily Sheets or Journals about each child. These notes will help aid in communicating important information about your child and their time at home and at school. Please feel free to ask for more detail or call during the day if you have questions or concerns.

### **PARENT AND TEACHER CONFERENCES**

Classroom teachers complete weekly observations on each child focusing on critical developmental areas. Every 6 months, the teachers create a written summary of development, strengths and learning goals to review with parents. A conference will be offered twice a year to review this summary. Parents are encouraged to ask for an additional conference whenever they feel a need to do so. Teachers may also request additional conferences if they have concerns regarding a child and need parent's guidance and cooperation with finding a solution.

### **CONFIDENTIALITY**

The Center is committed to protecting the confidentiality of each child, family and staff person in our care. The following guidelines/procedures are used:

- Medical records are maintained following HIPPA guidelines, and are accessible only to the Health Manager and staff on a need-to-know basis.
- Personal histories are shared with classroom staff and copies are maintained in the administrative child file.
- Financial information is used by the Administration and is maintained in locked files.
- Developmental information on each child is maintained in a Child Portfolio by the classroom staff and is passed on to subsequent caregivers.

After a child has left the center, a child file is maintained in locked storage and contains the following information: application, blue card, emergency treatment form, health/medical records, incident reports, family correspondence, and parent/teacher conference documentation. Financial information is destroyed according to government guidelines.

### **BIRTHDAYS**

Birthdays are a special event for young children. To help each child feel special on their birthday, the classroom teachers will work with each family to plan the celebration. The classroom teachers will prepare a special snack of your child's choosing with the children. The snack will be shared during the regularly scheduled snack time on the agreed upon day.

If you can participate in the “cooking or baking” experience or join the classroom at snack time, please feel free to do so. Please refrain from the exchange of gifts and bringing in foods from home. These practices will ensure that no child feels left out and that there is no potential for food allergens entering the center.

Your child's teachers may add stories, songs and a birthday crown to make this a special time for your child.

### **HOLIDAYS**

It is our belief that holidays are best celebrated in a young child’s home environment where each family can model and teach their own cultures and traditions. Many holiday celebrations invite changes to routines and can feel chaotic to young children. The daily routines of the child care setting can be calming to your child during this time.

The classroom teachers invite families to share information about the traditions and celebrations that are celebrated in the children’s homes. If you wish to share, please discuss this with your child’s teachers.

### **TOYS FROM HOME**

Except for toys that are needed in the very beginning days of school to help ease your child's transition from home to school, we ask that you leave your child's toys at home or in your car. If an item is brought to school, it may be lost or broken.

If you have a book or CD that may be of interest to all of the children and enhances the curriculum, we will be happy to share it with the class. Please discuss any ideas or special items with your child’s teacher.

Please refrain from bringing toy guns, war toys, or other toys of destruction. These toys are inappropriate for Center classrooms and should be kept at home.

### **ACCOMODATION POLICY**

Children who are identified as needing additional care, attention and/or support services will be accommodated unless these accommodations fundamentally alter the nature of the program, create a significant cost, or impose an undue burden to the program. If after these efforts have been made to work with a child and family, the child does not appear to be benefiting from a program, or the child is seriously jeopardizing the ability of other children to benefit from the program, we shall communicate with the family and appropriate specialists to determine the child’s current needs, identify the setting and services most suited to meeting these needs, and assist the family in placing the child in an appropriate setting.

The Child Care Center at Christ Church requires the family’s assistance in obtaining appropriate accommodations.

## **A place to play, learn, and grow...**

The Child Care Center's unique setting and small size allow our children to learn about the world around them from the security of a warm, intimate base. We offer stimulating, developmental play based opportunities that enable our children to build a body of knowledge and important life skills such as group problem solving and creative thinking.

### **PROGRAM GOALS**

#### **Infants**

- Educational Objectives

The goal is to promote cognitive development by providing opportunities for infants and toddlers to use all their senses to safely explore the environment. Caregivers interact with infants in ways that promote their confidence and curiosity and by providing opportunities, experiences and materials for them to develop new concepts and skills.

- Social Objectives

The goal is to help children begin to learn to get along with others, understand and express their feelings and respect those of others. The center provides an environment with experiences that support social development, e.g. responding to infant's gestures and sounds to help them learn how people communicate, encouraging them to help each other, modeling cooperation and positive interactions with others. Popular toys are duplicated so that infants, who cannot share yet, can still play peacefully side by side.

- Cultural Objectives

The goal is to provide a classroom experience which supports the integrity of each child's family and extends experiences of children and their families to include knowledge of the ways of others.

- Emotional Objectives

The goal is to provide a safe and nurturing environment where caregiver's interaction with children promotes security, trust, and positive self-esteem. More specifically, each infant will have their needs met promptly, emotions identified and reflected back to them, feelings verbalized, and family talked about often.

- Physical & Recreational Objectives

The goal is to provide a safe environment, as non-restrictive as possible, to promote all areas of physical development based on each individual child's ability. This includes development of both large and small motor skills, reflex skills and movement.

#### **Toddlers**

- Educational Objectives

The goal is to promote cognitive development by providing opportunities for toddlers to use all their senses to safely explore the environment. Developmentally appropriate activities are open-ended and include books, puzzles, games, creative art and other activities that promote confidence, curiosity and problem solving skills.

- Social Objectives

A strong relationship with adults provides the foundation for the development of trust, respect, kindness and social skills. Adults model appropriate behavior, redirect children's behavior, and encourage the use of language and positive interactions.

- Cultural Objectives

The goal is to provide a classroom experience which supports the integrity of each child's family and extends experiences of children and their families to include knowledge of the ways of others.

- Emotional Objectives

The overall objective is to provide a safe and nurturing environment, while promoting positive self-esteem and emotional security. Adults respond quickly to toddler's cries and calls for help, recognizing that toddlers have limited language with which to communicate their needs.

- Physical & Recreational Objectives

The objective is to provide a safe environment, with a balance of rest and active movement, and to promote all areas of physical development based on each individual child's ability. This includes daily outdoor experiences, the development of both large and small muscle skills and movement.

### **3 Year Olds**

- Educational Objectives

The goal is to challenge children to develop and learn at their own pace by providing opportunities for language development, to classify, sort and match objects, for dramatic and imaginative play, open ended questions, and activities that promote curiosity and problem solving skills.

- Social Objectives

The teachers provide activities that foster open and comfortable communication between children and between children and adults. Objectives include the development of the ability to share and wait for turns, play interactively with others, and cooperate and problem-solve using language skills.

- Cultural Objectives

The goal is to provide a classroom experience which supports the integrity of each child's family and extends experiences of children and their families to include knowledge of the ways of others. The teachers purposely incorporate multi-cultural activities and experiences, celebrating diversity, into the classroom curriculum.

- Emotional Objectives

The overall objective is to provide a safe and nurturing environment while promoting positive self-esteem and emotional security. Each child is treated as an individual with his or her own strengths, needs, and unique characteristics considered. Each child has the opportunity for the development of independence through the encouragement of self help skills.

- Physical & Recreational Objectives

The objective is to provide a safe environment, with a balance of rest and active movement, and to promote all areas of physical development based on each individual child's ability. This includes daily outdoor experiences, the development of both large and small muscle skills, and movement.

### **4 Year Olds**

- Educational Objectives

The goal is to provide an environment rich in activities and experiences that will promote confidence, curiosity, and problem solving skills, and ensure readiness for Kindergarten. Children select many of their own activities from a variety of learning areas and activities including dramatic play, blocks, science, math, games and puzzles, books, recordings, art and music.

- Social Objectives

The teachers provide activities that foster open and comfortable communication between children and between children and adults. Objectives include the development of the ability to share and wait for turns, play interactively with others, cooperate and begin to plan a project, and problem solve using language skills.

- Cultural Objectives

The goal is to provide a classroom experience which supports the integrity of each child's family and extends experiences of children and their families to include knowledge of the ways of others. The teachers purposely incorporate multi-cultural activities and experiences, celebrating diversity, into the classroom curriculum.

- Emotional Objectives

The overall objective is to provide a safe and nurturing environment while promoting positive self-esteem and emotional security. Each child is treated as an individual in regards to his or her own strengths, needs, and unique characteristics. Each child has the opportunity for the development of independence through the encouragement of self help skills.

- Physical & Recreational Objectives

The objective is to provide a safe environment, with a balance of rest and active movement, and to promote all areas of physical development based on each individual child's ability. This includes daily outdoor experiences, the development of both large and small muscle skills and movement.

## **DISCIPLINE POLICY**

The quality of young children's environment and social experiences has a decisive, long-lasting impact on their well being and ability to learn. The Child Care Center is committed to using positive behavioral strategies when teaching young children how to manage their own behavior. Child guidance and classroom management decisions help promote positive social skills, foster mutual respect, strengthen self-esteem, and support a safe environment.

Discipline is loving guidance. Discipline is not just a word, techniques, or set of rules. The Child Care Center strives to help each child develop inner control by using the following approaches:

1. Showing respect for children by giving advanced warnings for transitions, i.e., "In a few minutes, it will be time to clean up."
2. Using reasoning as a technique. "The toys have to be put away so we can find them tomorrow."
3. Explaining how a child's behavior affects others, as well as themselves. "It hurt John when Emily hit him; how do you feel when someone hits you?"
4. Encouraging problem solving. "What ideas do you have to solve this problem? Let's work together to find some solutions."
5. Fostering cooperation rather than competition among the children. Remembering that each child develops individually and avoid making comparisons.
6. Using praise, encouragement, and other means to recognize appropriate behavior.
7. Ensuring that behavioral expectations are clear, consistent and reinforced.

**The Child Care Center at Christ Church rules are:**

- ★ I will keep myself safe.
  - ★ I will keep my friends safe.
  - ★ I will keep my school safe.
8. Organizing the learning environment to minimize conflicts, i.e., toys are easily accessible, duplicate toys are available, appropriate space for activities is provided.

Occasionally all children have a day when their behavior is not acceptable and they may cause disruption in the classroom. The caregiver may want to engage the child and parent/guardian in conversation to understand the reasons for a child's behavior more fully. When such a situation occurs, one or more of the following techniques may be employed by the caregiver:

1. The child will be reminded of classroom rules.
2. The child will be offered a choice to continue the activity according to the classroom rule—or to choose another area in which to play. It is the child's choice—to establish self-control and be responsible for his/her own actions.
3. If the child is unable to behave within established expected behavior, a teacher will redirect the child's interest toward another activity either by himself or in another small group.
4. If inappropriate behavior continues within the re-directed activity the teacher will again discuss feelings and rules with the child.
5. After completing a redirected activity, the child will be given the choice to return to the original activity recalling the expected behavior, or to continue in a different area of the classroom.
6. If the child chooses to return to the original area where the problem occurred, the teacher will help him/her to return and meet success.

The elements and beliefs implicit in the process of meeting success are:

- The child with problems needs to be perceived by all of his/her caregivers as having the capacity of a normally developing child.
- All of the child's caregivers must expect the child to display positive behavioral outcomes.
- The child should not be condemned or labeled for the inappropriate behavioral choices that will inevitably occur in experiential, trial and error learning.
- The child must be trusted to make appropriate behavioral choices, i.e., the child must be accepted, respected and believed in.

If the child's behavior continues to be disruptive the teacher will ask the child to have a time away from the activity until the child and teacher can reach agreement on expected behaviors through discussion. Any use of time away will be communicated to the parent or guardian. The Center follows the "New York Office of Children and Family Services" childcare regulations which state in 418-1.9 (d):

*"Where a child's behavior harms or is likely to result in harm to the child, others or property, or seriously disrupts or is likely to seriously disrupt group interaction, the child may be separated briefly from the group, but only for as long as is necessary for the child to regain enough self-control to rejoin the group. The child must be placed in an area where he or she is in the view of, and can be supervised and supported by a staff member. Interaction between a staff member and the child must take place immediately following the separation to guide the child toward appropriate group behavior. Separation of a child from the group in a manner other than that provided in this subdivision is prohibited."*

If a child attending the Center is consistently disruptive, impacts the safety or well being of themselves or others, or impacts the quality of care for other children, a conference will be requested. Prior to a conference being called, the Director may observe the child in the classroom with specific attention to environmental factors and teaching styles. An observation by the parent may be requested. A parent or guardian is required to attend the conference.

The Parent and Teacher Conference will include:

- Description of classroom rules.
- Description of child's behavior including anecdotal records by the child's caregiver and the Director.
- A description of how the classroom teachers are addressing the child's behavior.
- A mutually agreed upon plan to provide consistent behavioral strategies.

- For two weeks following the initiation of this plan there will be daily parent/guardian contact (either in person or by phone) to monitor the effectiveness of the plan. During the 2-week period the Director will observe the child in the classroom. At the completion of the two week period there will be a follow-up parent and teacher conference to review the plan.

If the plan produces observable improvement in the child's behavior follow-up meetings will be arranged with the child's caregiver and parent or guardian as needed.

If no observable improvement is noted the Center and the parents/guardian will seek recommendations from appropriate specialists. Any necessary consent to obtain information will be acquired from the child's parents/guardian in order to assure collaboration between other service providers. A new plan and a review schedule will be established. A child may be temporarily removed from the center if the child's condition poses a direct threat to the health and safety of others in the child care setting. Re-enrollment is contingent on a plan acceptable to parents/guardian, Director, staff and appropriate specialists. Parents/guardians are required to be active participants in this process in order to maintain enrollment in the program.

## **Saying good-bye...**

### **KINDERGARTEN CONNECTION**

The Corning-Painted Post School District offers pre-school teachers an opportunity to make a brief connection with area Kindergarten teachers once children have registered for Kindergarten. The meeting is intended to allow our staff to verbally discuss the needs of the child coming in to the kindergarten classrooms in an effort to create a seamless transition. No written information is exchanged. Parents must give written permission for these exchanges to occur.

### **WITHDRAWAL OF CHILD FROM CENTER**

It is necessary for families to notify the Center two weeks in advance of withdrawal, should such event occur, or pay the difference. Families will need to make arrangement to pay final bill with the office.

During this two week period, the classroom teachers will gather all of the child's artwork, developmental summaries and other belongings for the family. This period of time is also helpful for preparing the child for the upcoming transition away from the Center.

### **TERMINATION POLICY**

Termination of a child's enrollment will occur when any of the following criteria is met:

1. Failure to adhere to tuition payment policies as outlined under "Financial Matters"
2. The determination is made by the director and the staff that the family and/or child is unable to cooperate or support a plan that was previously agreed upon.
3. The concerns, issues and situations that occur at the center are intensified and of a nature that creates a disruption to the daily program and interferes with the health and safety of others. The nature of the threat is judged to be continuous, severe and likely to cause injury.

The Child Care Center at Christ Church reserves the right to terminate the enrollment of a child at any time if the health and safety of the other children are at immediate risk.