



### Enrollment Checklist

The following forms are required by the state of New York and need to be read completed and/or signed prior to enrollment.

- Parent Handbook (read)
- Parent-Provider Contract (sign/date)
- Registration Form (complete/sign/date)
- Parent Policy Checklist (initial/sign/date)
- Non-medication consent form (complete/sign/date)
- Guidelines for Covid 19 (read)
- Sleeping and Napping Arrangement (complete/sign/date)
- Photograph and Video/Audio recordings authorization form (complete/sign/date)
- Parent Consent for trips away from daycare (sign/date)
- CACFP Enrollment Form
- CACFP Infant feeding statement
- Parent Fee Collection Statement (read)
- First Day Fears (read)
- 2020 Daycare Closings
- Keep me home if... (read)
- All About me- child profile form (complete/date)

## Parent Handbook

### **Definitions:**

#### **Full-Time Childcare:**

Monday - Friday 7:45am and 5:45pm.

#### **Infant:**

6 months old- 18 months old

#### **Toddler:**

18 months to 24 months old.

#### **Preschool:**

2 years old - 3 years old

#### **Pre-K:**

3 years old -6 years old

### **State Licensing Requirements**

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

### **Ages Accepted**

At Beeing Green Kids Home Daycare we accept children ages 6 months to 12 years old.

### **Termination Policy**

The first 30 days will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first 30 days of enrollment, 30 days written notice from parent is required to terminate the contract, *with the exception of gross misconduct on the part of the parent, or child*. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.

### **Advance Notice**

If you will no longer be needing our childcare services, thirty days advance notice needs to be given to us. **Whenever possible even more notice is better.** This helps us tremendously. Reason being, unlike childcare centers we can only take 12 children. So when we are full we are forced to say NO to all incoming requests for childcare. If we have advance notice of discontinuation of needed services then it is possible for us make future arrangements with new family's inquiring about daycare for their child. This helps to keep our open spots fluctuation to a minimum, and helps us be able to focus more on being the best childcare providers we can be, instead of worrying about "the bills", and putting food on the table.

### **Daycare Hours**

Beeing Green Kids Daycare is open Monday through Friday 7:45am to 5:45pm with the following exceptions:

**Martin Luther King Day**  
**Lincoln Day**  
**Washington Day**  
**Good Friday**  
**Memorial Day**  
**4<sup>th</sup> of July**  
**Labor Day**  
**Columbus Day**

**Veteran's Day**  
**Halloween (Closed at 4:30pm)**  
**Thanksgiving Day**  
**Black Friday**  
**Christmas Eve – 1<sup>st</sup> Monday of January**  
**(Christmas Break)**

**Note:** If the holiday falls on a Saturday, daycare will be closed the Friday before. If the holiday falls on a Sunday daycare will be closed the Monday after.

### **Sick/Personal Days**

As strong as our immune system has become over the years, we unfortunately still get sick from time to time. Because of this we allot ourselves 7 sick/personal days per year.

### **Vacations**

We have two weeks of vacation a year. The dates of our vacation will be posted at least one month in advance. Regular payment applies only for your vacations, weeks with holidays, and provider's sick/personal days.

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

## **Deposit**

**A nonrefundable deposit equal to two weeks of childcare costs is due at time of enrollment.** However, do not give us the deposit until you have signed the Parent-Provider Contract, Enrollment application and thoroughly read the parent handbook. Your child's spot is not secured until we have received both the deposit and the signed Parent-Provider Contract and Enrollment application. The deposit will be credited towards the last two weeks of your child's enrollment.

## **Payment Policy/Attendance**

Payment is due on Friday of each week by 5:45 pm. If payment is received after Friday, a \$40 late fee will be charged.

**It must be understood that to hold your child's space, payment must be paid whether your child attends or not. Payment is based on contract, not attendance.**

If your child is picked up after 5:45pm, there will be a late charge of \$20 for the 1<sup>st</sup> 15 minutes. If after 15 minutes your child has not been picked up the late fee will be \$1.00 per minute.

Weekly Fees are subject to yearly increases at the discretion of Beeing Green Kids Daycare.

**Please be courteous and arrive on time.**

## **Health Matters**

For the health and safety of your child and all of the children in our daycare, please do not bring your child to daycare sick. In which case, we in turn may become sick, making it difficult to care for the children at the high standards that we have set for ourselves. We can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold symptoms are clear runny nose, slight cough or no fever. If you are not sure if your child should be brought to daycare, then please call and check with us. If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents need to pick up their children within **one hour** of being notified. If parents are not available, the emergency contact person will be notified.

**Note: Once the child is removed from daycare due to illness, they may not return to daycare until symptoms requiring removal are no longer present.** The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

## **Guidelines For Children Requiring Exclusion From Daycare**

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. **Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare.** State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

**Note:** A fever in and of itself is not all bad (given that it is not too high). A fever is your bodies natural way of trying to protect it self against whatever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our bodies' abnormally hot environment. **However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare.**

## **Child's Absences and/or Vacations**

If your child will not be attending daycare due to illness or other, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. Also, we need to know how many children we need to prepare meals for. *No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending daycare for whatever reason, you are still required to pay.*

## **Medication**

**At Beeing Green Kids Daycare, we do not give medication to the children.** If your child needs to be medicated in order to get through the day, and be able to comfortably participate in our group activities, then it is quite possible he or she may be too sick to attend daycare. We will however give certain doctor prescribed medication to the children, of course given that they are no longer contagious, and only if the medications consent form has been signed. Examples of these would be; antibiotics for ear infections etc and Tylenol for teething or pain associated with bumps or bruises (not to bring down a fever). If you're not sure if we will administer a certain medication or not, please feel free to ask.

## **Reporting Child Abuse**

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

### **Medical Emergency Procedures**

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. **It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current.** Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

**Note:** In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed:

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.
4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

### **Evacuation Procedures**

Beeing Green Kids Daycare has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are located in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. Our emergency location of choice is the Sears Parking Lot, on Beverley Road and East 22<sup>nd</sup> Street. A notice will be posted at the daycare with all the information on the alternate site. Directions to Sears Parking Lot are as follows: From our house on Beverley Road turn left and continue past East 22<sup>nd</sup> Street. The parking lot is on the left, approx. less than one city block away.

### **Diaper Policy**

It is the parent's responsibility to provide diapers, wipes and diaper cream for your child. It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes, and cream, (not the providers). Each child has his or her own numbered diaper bin. Diapers are checked frequently, and changed every three hours or more often if required. Diapers containing #2 are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each change.

## **Toilet Training**

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

## **Miscellaneous**

- Here at Beeing Green Kids Daycare we do not transport any child by car or any moving vehicle, unless a medical emergency requires us to do so.
- Understand that your child may be included in group evaluations by State Licensing officials, Head Start Program, CDA Nutrition, and other parents observing their right to our open door policy.
- Understand that your child may be included in pictures connected with our daycare program, unless otherwise specified by you the parent.

## **Open Door Policy**

Please feel free to come and go at anytime throughout the day to visit your child. However, please keep in mind that in doing so it can prove to be disruptive to the other children in our care. During times like these the other children have a hard time listening and following our directions. Furthermore, if you or any other part of your family i.e. (grandparents, etc) would like to come and visit or play with the child for an extended period of time, please take the child in question out of the daycare, to places such as your home, a park, or on a walk, etc, after which, feel free to bring the child back to daycare.

## **Behavior Management & Discipline**

We believe that discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc), hurts others or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.

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

### **Cleanliness**

We take the well being of your child very seriously and work to provide an environment that is as healthy as possible. We are committed to keeping our home and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Our home is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap water, or Lysol etc. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and /or after engaging in a thorough list of activities.

### **Anyone employed at Beeing Green Kids wash his or her hands:**

- Before beginning work
- Immediately before handling food or feeding children
- After using the toilet, helping a child use the toilet or after changing soiled clothing or diapers.
- After coming into contact with any bodily fluid, such as a wet or soiled diaper, runny nose spit or vomit.
- After handling a pet or pet equipment
- Whenever hands are visibly dirty
- After cleaning a child, the room, toys, or bathroom
- Before giving medication or applying ointment
- After work

### **Children wash their hands:**

- Immediately before and after eating
- After using the toilet or having soiled clothing or diaper changes.
- Before and after using water tables



- After using play-dough or other substances
- Whenever hands are visibly dirty
- Before going home

### **Arrival and Departure**

Please send your child clean, (no pajamas, unless you don't mind your child wearing their pajamas all day), fed and ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please do not send food i.e. (half eaten breakfasts, breakfast bars, candy, etc) or gum with the children. Please make your goodbye brief (no more than a couple minutes): the longer you prolong departure the harder it gets for both the parent and especially your child. Never leave without telling your child goodbye. **Please be in control of your child during drop-off and pick-up times.** No one other than the parent or person designated by you will be allowed to pick up your child. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent from picking up the child.

### **Attendance Policy**

You can't roll over any unused days each week to the following week or day. Daycare fees are for the spot in the daycare each week not the attendance.

**NOTE: The bill due to Beeing Green Kids Daycare remains the same regardless of attendance, holidays, school closures, sick days or inclement weather days.**

### **Supplies Needed at Daycare**

Parents are responsible for supplying the following items: diapers/pull-ups, wipes, diaper creams, weather appropriate clothes and a change of clothes, jacket, shoes that lace-up or velcro and/or stay on feet (no flip flops please), pacifier (if needed), and a swimsuit (for applicable months).

For older children sleeping on a cot: a crib sheet, a blanket, and a pillow should be taken home every Friday and washed and returned to daycare the following Monday. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles etc. So please dress your child accordingly for play. We are not responsible for replacing stained or soiled clothing. Furthermore, we suggest that you write your child's name on the tags of their clothing (especially socks and underwear) in order to prevent any clothing mix-ups.

**Note:** Please periodically check your child's cubby to make sure they still have all of their necessary items needed at daycare. Furthermore, as the weather changes throughout the year, so do your child's items needed at daycare. **We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all of his of**

**her necessary belongings with them at daycare. This way we can care for your child in the best possible way.**

### **Meals/Snacks**

Each day we provide two nutritious and well-balanced meals. We provide morning breakfast at 9:00 am, lunch at 12:30pm and afternoon snack at 4:00pm. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health.

### **Special Diets**

If your child has any particular dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non religious beliefs etc then we must be informed, and when applicable given a doctor's note stating to that fact. At that time it will be determined if your child can participate in the CACFP program. Certain meals and different types of foods can usually be substituted in place of, in order to still fulfill the dietary requirements of the CACFP Program. However, if a viable solution cannot be reached between the parent, provider, and the CACFP program with regards to their rules and regulations, then all the child's meals and snacks will have to be provided by the parent.

### **Learning and Fun**

For age's 18 months through five, we offer a structured preschool curriculum designed to be used in childcare homes and centers. This on-going preschool program is offered Monday-Friday and is both entertaining and educational. Your child will enjoy activities ranging from art and craft projects to games, songs, finger plays, story telling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. Some of these projects will be taken home to share with you, and others will be group activities that you can ask about. WE know that children learn best by "doing". Therefore, the activities the children participate in are developmentally appropriate, concrete, hands on, and most of all fun, because we believe that learning is an exciting experience.

For ages 18 months and younger we work on and with the following: throughout each day we practice on large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; which ever developmental stage your child happens to be in at the time. Infants and toddlers learn through play by utilizing flash cards, books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more. We encourage participation, but the child will not be forced to participate. Most importantly, our goal is to make learning for all ages fun, and non-intimidating. It is our hope that both you and your child will be as enthusiastic as we are about our program.

## Nap Time

Infants sleep in provider provided crib/play pen, and the toddlers sleep on mats/cots. Our goal is to have the two different age groups (24 months and older, younger than 24 months) sleeping on the same afternoon nap schedule. Nap time for children 18 months and older is during the time between 1:00 pm and 3:00 pm each day. Typically children 18 months and younger will take a morning nap as well, moving toward a one nap a day schedule between 12 and 18 months. Typically children 6 months and younger may need a third nap during the day, which can be incorporated into their late afternoon schedule. **The State of New York requires that all children under the age of five have at least a two-hour rest period every day. No child will ever be forced to sleep, however, they are encouraged to remain quiet and on their mat during this time.** For the older, toddler age children, sleeping on mats, please send a crib sheet, pillow, and blanket that can be kept at the daycare for your child.

## Daily Schedule

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

### Preschooler (2y- 5y)

7:45- 8:45 Drop offs, welcome children, free-play and/or structured-play, trains, story time  
 8:45- 9:15 Breakfast, clean-up/wash-up  
 9:15- 9:45 Circle-time  
 9:45-10:15 Arts and Crafts, story-time, various learning games  
 10:15-10:45 Music, song and dance, tumbling exercises  
 10:45-12:15 Outside play-time  
 12:15-12:45 Free play and/or structured play, interactive video (little einstein's etc)  
 12:45-1:15 Lunch time, Clean-Up/Wash-Up, brush teeth, and get on mats  
 1:15-3:15 Rest-Time and/or quiet time  
 3:15-4:15 Free-play and/or structured play, puzzles, books, various learning toys, etc  
 4:15-4:45 Afternoon snack, clean-up/wash-up  
 4:45-5:45 Pick-Ups, outside play (depending on the season), coloring, toys, story-time etc

### Toddler (18 months – 24 months)

7:45- 8:45 Drop offs, welcome children, free-play and/or structured-play, trains, story time  
 8:45- 9:15 Breakfast, clean-up/wash-up  
 9:15-10:15 Naptime (depending on age ), flash cards, arts and crafts, story-time, blocks  
 10:15-10:45 Music, song and dance, games

- 10:45-12:15** Outside play-time  
**12:15-12:45** Free play and/or structured play, interactive video (little einstein's etc)  
**12:45- 1:15** Lunch time, Clean-Up/Wash-Up, brush teeth, and get on mats  
**1:15-3:15** Rest-Time and/or quiet time  
**3:15-4:15** Free play and/or structured play, books , flash cards, various learning toys etc  
**4:15-4:45** Afternoon snack, clean-up/wash-up  
**4:45-5:45** Pick-Ups, outside play (depending on the season), coloring, toys, story-time etc

### **Infant (6 to 18 months)**

7:45- 5:45pm cuddles, love, and affection, eat poop, and sleep

### **Guidelines-What is Asked Of Children**

1. All food and drinks must be kept in eating area.
2. No playing in the bathroom
3. No coloring on unapproved surfaces.
4. Name-calling and foul language or yelling is not allowed.
5. No hitting, kicking, pushing, pinching, biting, spitting or pulling hair
6. No pulling or picking of plants, grass, trees, or flowers
7. No picking-up, pulling, poking or squeezing of babies
8. All kitchen and bathroom cupboards are off limits to daycare children.
9. Take turns and share
10. Help clean up
11. Laugh, smile, play and be happy

### **Contract Adherence**

This is my home as well as my business, so please be respectful of our home by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb. Because of this, **please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary.** We reserve the right to amend any portion of the Parent-Provider Contract, Enrollment Application, and Parent Handbook at any time. If and when we do make a change to the contract you will be given a copy.

### **A Final Note**

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your

child in our daycare. **Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.**

**Note:** By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of Beeing Green Kids Daycare handbook are understood and agreed upon.