

***BRIGHT & EARLY DISCOVERIES  
CHILD CARE CENTER  
Parent Handbook***



***Bright & Early Discoveries Child Care Center***

*Address: 125 Union Avenue Riverhead, NY 11901*

*Address: 608 Northville Turnpike Riverhead, NY 11901*

*Telephone: 631-727-0740*

*Fax: 631-727-0929*

**\*Please be sure to carefully read over the entire contract,** as it covers very important policies and procedures that not only govern our childcare contract agreement, but also pertain to the care of your child. Bright and Early Discoveries policies are in accordance with the New York State's Childcare Rules & Regulations.

***Revised 01/11/2018***

# POLICY AND PROCEDURES

## **Our Philosophy**

At Bright and Early Discoveries, *We Touch Hearts and Build Minds*. We believe that we are all involved in the process of guiding and promoting our children's intellectual and social potential. We continually develop our Creative Curriculum and work with our Parents / Guardians to ensure that our children not only live up to our expectations, but that they learn to set higher expectations for themselves and take genuine pleasure in their achievements.

## **Our Staff**

It is hard to leave your child with someone, and we know how that feels. We understand that putting your trust into a child care center and finding quality child care is important and we have gone to great lengths to ensure that our school environment is very clean, calm, and full of TLC. It is an ideal environment for your child to take their first steps, learn their first words, and gain the confidence and skills they will need.

We believe that the strength of our program is in the dedication of our teaching staff. We support our teachers with training, resources and some freedom to create a unique learning experience for our children. Our Teachers are all trained in early child care development and have completed courses in early childhood education. In addition, all teachers and staff are in compliance with all New York State requirements and have passed several background checks, including local, state and FBI background checks, as well as the child abuse hot-line checks. Our teachers are certified in infant and child first aid and CPR and are required to take New York State approved in-service training hours throughout the year and attend monthly meetings where new resources and training is provided to all staff.

## **Non-Discrimination**

We welcome families of any race, color, sex, religion, nationality, creed, sexual orientation, marital status or age. We do not discriminate in any way within the administration or our educational policies, enrollment policies, financial plan or any other school administered program.

## **Hours of Operation**

Normal hours of operation are 7:00 am to 6:00 pm Monday through Friday.

### **Preschool Curriculum**

Bright and Early Discoveries utilizes the “Creative Curriculum” in conjunction with Teaching Strategies Gold which is fully aligned with the Head Start Child Development and Early Learning Framework and State early learning standards. The philosophy behind our curriculum is that young children learn best by exploration and discovery. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in. Our curriculum enables our children to develop confidence, creativity, and lifelong critical thinking skills.

### **Enrichment Programs**

BED offers Enrichment Programs, when available. Enrichment Programs are subject to availability, and child participation. Enrichment Program fees are **not included** in your child's daily tuition.

### **Enrollment Paperwork**

Applications are accepted subject to availability of space and accommodations. The following forms are required by the State of New York and must be completed prior to enrollment:

- Signed and initialed Registration/Application forms - new and returning
- Complete / current immunization and physical examination records - new and returning students whose forms have expired.
- Signed and initialed Child Care Contract. Parents / Guardians will receive a copy.
- At least two phone numbers where a Parents / Guardians can be reached in case of an emergency.
- Parents / Guardians are required to complete a Government Food Program application regardless of income.
- Sleeping/ Napping agreement
- Permission to Photograph
- Permission to apply over the counter topical ointment/ sunscreen
- Permission to engage in Watersport Activities

### **Enrollment Procedure**

- Parents or Guardians are required to participate in a verbal orientation with the Director / Assistant Director before your child's first day of school. This includes meeting all the staff, visiting the child's class room and registration into Provider's child care management database.

## Payments

*All payments and tuition fees* are due the first day of your child's school week. Payments are to be made in full regardless of attendance (absent days). Payments not made in full are subject to late fees.

Returned checks will be assessed with a \$30 service charge, as well as any additional fees that may be accrued by the bank. If a check is returned, payment must be made in cash on the day notified of returned check. Returned checks will result in cash payment for future childcare.

BED has a contract with DSS, and will accept subsidy payments. Parents are responsible for the balance not covered and are expected to pay the balance in full prior to care.

### LATE PICK UP

For children not picked up by their contracted pick-up time without prior approval, there will be an additional \$5 per 15 mins late. After 30 mins late, the fee will increase to \$1 per minute. This charge will also apply to children who are dropped off earlier than their contracted arrival times.

\*There is a 15 minute grace period for pick-ups occasionally things do come up unexpectedly. However, to keep this from becoming habitual, there will be charges if it happens to frequently. Do not arrive prior to opening unless given prior approval.

**\*\*\*It is important to notify the school of any child that will be absent or attending later in the day.**

### Early Closing and Vacation:

Should there be an emergency requiring early closing, parents will be notified.

### Medical Emergencies

Minor bumps and scratches are inevitable, but our staff makes every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid. If an emergency injury or illness occurs, we will notify emergency responders and you will be contacted as soon as possible. **Parents / Guardians are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.**

### First Aid

State and county regulations limit the amount of first aid that the school can provide. The staff is limited to the use of soap, water, and bandages. We are not allowed to use any other type of non-prescription medication.

### **Illness**

If a child is thought to have a contagious condition, the Parents / Guardians will be notified and asked to pick up their child. The child will be quarantined from the other children and cared for until the Parents / Guardians arrive. The child will be accepted back into our care, with a doctor's note, when no longer contagious. In cases of colds and the like, a phone call to the preschool is required to decide on acceptance for the day. Should the child become ill during his/her day here, Parents / Guardians will be notified and we will determine the best course of action concerning appropriate care, which may include the child being taken home.

### **Extended Illness**

BED may allow tuition free time for a medical leave of absence not to exceed one week per program year. A medical leave of absence consists of illness that is substantiated by a Doctor's note and that requires hospitalization.

### **Vaccinations**

Please try to schedule your child's appointment for vaccinations later in the day. Children may not return to the Center the same day they receive a vaccination. Most vaccinations will not produce severe reactions; however, if a child was to have a reaction due to a vaccination, time is of the essence. Also, children tend to be tired or fussy after vaccinations and benefit from some TLC from their Parents / Guardians or another family member.

### **Medication**

Nonprescription medication is limited to over the counter topical ointment/ sunscreen

### **Discipline/Manners**

Please make note that we do not physically punish any child in our care at any time. Yelling is also not permitted in our daycare. This includes Parents / Guardians; you are not to yell or physically punish your children while at our center.

We treat all children with respect and, in turn, the children respect us. We achieve this through love, consistency, and firmness. The children are explained the rules of the center frequently so that all know the guidelines. Once a child understands the rules and disobeys them, the following developmentally appropriate guidance techniques will be used. These techniques are: Redirection and/or Removal of Privilege. When a child's behavior is continually upsetting or dangerous to the staff or others, a conference will be called with the Parents / Guardians. If the problems cannot be resolved, other arrangements will have to be made for the child to receive service elsewhere.

Additionally, it is widely accepted that manners need to be taught and we believe that teaching your children manners gives them lifelong survival skills. In fact, kids who don't have social graces are likely to have a more difficult time with friends, family and teachers. This is why we stress the importance of good manners in a variety of situations. "Please, Thank You, Yes/No Ma'am, Excuse Me" are just a few examples of etiquette that we will instill in our children.

## Arrival/Departure

The center hours are from 7:00am-6:00pm. We encourage parents to have their child at the center no later than 10am since the most important teaching is done during circle time and it can be difficult for a child to join the class in the middle of an activity. Additionally, children are to arrive fed (if arriving after 9am). In the interest of safety, Parents / Guardians must sign in their child and escort their child to their classroom each day of attendance. Children are to remain with their Parents / Guardians until they are received by their teacher. Running is not permitted in the school building.

We end our day promptly at 6pm. Staff will only release children to Parents / Guardians or persons authorized on the child's application. Please be advised that authorized persons must be prepared to show valid government issued Identification, a copy of which is to be kept in the child's file. Parents / Guardians are responsible to keep pickup authorization information updated for accuracy. If an unauthorized person attempts to pick up your child, Provider will use the following procedure:

- The unauthorized person attempting to pick up the child must be prepared to show a valid government issued Identification. We will only accept a valid Driver's License, State ID or Passport.
- Provider will make a copy of the unauthorized person's identification and will place that copy in the child's file.
- Provider will telephone the Parents / Guardians and seek verbal permission for the unauthorized pickup. If the Parents / Guardians cannot be reached by telephone, then the child will not be released.
- Before a child can be released, and Parents / Guardians has confirmed pick up, the unauthorized person must provide the release password listed in the child's enrollment application.

The above procedure will be strictly followed to ensure your child's safety and Provider will not release a child to anyone who is not properly authorized to pick up.

Parents / Guardians are advised that the main door to the school remains unlocked from the inside since this is also considered a fire exit. Once you have collected your child, please do not allow them to run unattended in the lobby or allow them to open the main door. Children are to remain with their Parents / Guardians until they are safely escorted to their vehicle.

If a child has not been picked up by closing time, it is the responsibility of the center's Director or Assistant Director to attempt to contact the Parents/Guardians and every authorized pick up person listed on the forms. In the event a child is not picked up by an authorized person within one (1) hour, the facility shall immediately notify the Riverhead Town Police Department so that the child can be picked up and the incident documented.

## Supplies

Parents / Guardians are required to bring a 6 quart plastic shoe box along with two complete and clean change of clothing (including socks). Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. Good clothing is not recommended. All items need to be labeled with your child's first and last name. Parents / Guardians must maintain these items at all times. Parents / Guardians are required to supply diapers/Pull Ups, baby wipes, tissue boxes and/or bottles. Your child's teacher(s) will notify you when your child's supply needs to be replenished. **Please remember that children are only allowed to wear closed toe shoes.**

We will continue to send reminders to parents to ensure that your child's extra clothing is seasonal.

**\*Please clearly label your child's belongings!**

## Toilet Training

We will be more than happy to help with potty training provided that the Parents / Guardians initiate the process at home first, whether it is over a weekend or during vacation. We also require that all potty training children wear clothing that they can handle successfully on their own - no onesies, no overalls, no belts or jeans with buttons or snaps. **Elastic waist pants are the most appropriate.**

**Parents / Guardians must start training at home to help the child become familiar with the potty and the routine.** It is the Parents / Guardians' responsibility to continue working on potty training at home while we are working with your child.

Please be mindful that potty training does not happen overnight nor are we able to devote an entire day to potty training your child. Your child will receive consistent guidance and assistance during potty training, but please remember that we have other children in care that also require attention. Your patience and understanding is expected and appreciated during this time. During potty training, your child must use Pull-ups. **Please do not send your child to daycare in underwear until they are completely potty trained.** Potty training in preschool consists of taking the child to the potty every hour to get them into a regular routine of using the potty. Your child will be asked frequently during the day if they need to go potty, and they will be put on the potty if needed in between regular potty times. Positive reinforcement will be used while potty training to encourage your child's success.

## Meals

Breakfast, lunch, dinner, snack, milk water and juice will be provided for your child. Meals and snacks will be nutritious in accordance with the United States Department of Agriculture Child and Adult Care Food Program guidelines. If your child has special dietary needs, you will need to provide a medical statement. Please be sure you have specified any allergies and dietary restrictions.

Parents / Guardians are responsible for feeding their child if he/she will arrive after a mealtime. Current mealtimes are 8:00am-9:00am for breakfast, 11:15am-12:15pm for lunch 2:15pm for snack, and 4:15pm for dinner . Infants are always fed on demand. Written feeding instructions are required from Parents / Guardians of infants, including type of food and/or formula, amount of food and/or formula, and feeding times. A daily log will be sent home for all children in the infant class (6wks-17months).

If a child has a special dietary need, substitute meals or snacks may be brought from home. Please inform the center of any food allergies your child may have at the time of enrollment.

### **Nap/Rest Time**

Each child 4 years of age and under is required to have a rest period. If your child no longer naps, he/she may engage in quiet activities, but must remain quiet for the other children. Parents / Guardians of four years olds, and younger are required to provide a crib sheet and blanket for nap time. All blankets and sheets should be taken home to be cleaned at the end of each week.

### **Parent Visits**

Parents may visit the center at any time. However, if there are problems arising from parent visits that interfere with the deliverance of quality childcare and/or your child's learning experience, we will then review visits with the parent(s).

### **Family Involvement**

Families are welcome to participate in the class activities and school events. We will notify parents of all activities and events ahead of time.

### **WAYS FOR THE FAMILIES TO BE INVOLVE:**

- Making things for the program
- Sharing their culture
- Sharing a talent or a job
- Participating in the class activities or field trips
- Contributing to the curriculum
- Coming in to read and share your child's favorite book

### **Online Family Resource Area**

Upon enrollment, you will be given the information for a private Facebook page simply for parents and staff. We also have video surveillance. The preschool cameras allow you to watch live video of your child learning, playing, and interacting with other children, upon request.

You can also keep up with us daily on our Facebook at:

<https://www.facebook.com/brightandearlydiscoveries/>

### **Vacation/ Sick days**

Every family that joins Bright and Early Discoveries will earn credit days for number of days your child is enrolled in the program. For example, if your child is in attendance 5 days per week , then you will receive a 5 day credit that can be used for vacation time and/or sick time. **This credit can only be used during the academic school year (September -June) and does not apply to DSS cases.**

Parents are also entitled to receive one week of tuition free vacation time per program year only to be used in the summer months. Everyone is entitled to one week vacation in the summer months (July through August 31), please inform us ahead of time.

Vacation time is earned and may only be used after ninety (90) days consecutive days of paid enrollment, pending the Parents / Guardians account is not delinquent. Vacation time must be taken in full and cannot be carried over into a new program year. Vacation time may be used for illness, vacation or personal time. Parent must fill out and submit a vacation request form to Provider two weeks in advance and may not use vacation time to pay for outstanding tuition balances.

### **Receipts**

Receipts will be given for all cash payments. Any other form of payment will receive a receipt upon request. We will also keep track of your payments throughout the year for tax purposes. You will receive a Year End Tax Statement by the end of January with the total amount paid for childcare services from the previous year.

**Holiday Closures-Please see attached**

### **Conferences**

Conferences are available with your child's teacher by appointment to discuss your child's progress or needs. Please do not expect this during class time. Remember, a teacher's first responsibility is the safety of his/her class.

### **Health and Safety**

- Hand Washing - Hands will be washed before and after meals, before and after bathroom use, after blowing nose or wiping, and after handling an ill child.
- Diaper Changing - Latex gloves will be used when changing diapers. The changing pad will be sterilized with the recommended bleach solution before and after each use. When using a paper roll, the paper will be replaced after every use.
- Toys and Equipment - These will be sterilized regularly, and as needed with the recommended bleach solution.
- Fire Drills - Practice drills will be conducted at a minimum of once a month and recorded. Evacuation methods will be posted on the walls next to each exit.
- Accidents and Injuries - First aide will be administered to a child needing care. Each accident will be recorded on a report. Parents will be given a copy of this report and the center will maintain a copy in the child's record.

### Termination of Enrollment

- Parents / Guardians that wish to discontinue childcare services with Provider must give written notice of two weeks in advance. Parents / Guardians are responsible for tuition payments throughout the remaining two weeks.
- Your child will be considered withdrawn without notice if the Parent fails to notify the Provider of absences in excess of one week. No refunds will be given if the child is withdrawn because of absences.
- The Provider may terminate this contract at any time if the Parent or Guardian is:
  - ✓ Disrespectful to staff, director, other Parents / Guardians or children
  - ✓ Fails to make appropriate tuition payments in a timely manner
  - ✓ Excessive personal legal matters that interfere with staff, Parents / Guardians, and child's ability to enjoy the program.
  - ✓ Engaging in disparaging remarks (written or verbal) about the Center, staff, our children the program, other Parents / Guardians or children.
  - ✓ Dissemination of information (pamphlets or other paraphernalia) on school grounds.
  - ✓ Engages in conduct that is aimed towards discrediting the Center, staff, program, other Parents / Guardians or children.
  - ✓ Intoxication or being under the influence while on school grounds.

### General

- Parents / Guardians are required to keep Provider informed of any change in addresses, telephone numbers, and other pertinent information.
- No smoking is allowed anywhere on the premises. This includes outside in the parking lot.
- Parents / Guardians are always welcome to join us for observation and all center events, trips and trainings. Informational letter will be sent out to inform parents when these particular events will take place. Volunteer and sign up sheets are always at the front desk. Please feel free to ask.
- We ask that you please refrain from using your cell phone while in the center as we would like to have your full attention during the limited times of drop off and pickup.

## AUTHORIZATION

By signing below, I am indicating that I am the Parent / Guardian of \_\_\_\_\_(child/ children) and I am authorized to enter into this agreement. I further certify that I have received, read and understood this entire document and agree to abide by each of the policies and procedures pertaining to me and the Provider defined herein.

Parent Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

## EXCLUSION POLICY

### Symptoms Requiring Removal of a Child from the Child Care Setting:

- 1) **Fever AND** sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion. Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. For children 4 months or younger, the lower rectal temperature of 101° is considered a fever threshold.
- 2) **Diarrhea** -- runny, watery, or bloody stools
- 3) **Vomiting** -- 2 or more times in a 24-hour period.
- 4) Body rash with or without fever.
- 5) Sore throat with fever and swollen glands.
- 6) **Severe coughing** -- child gets red or blue in the face or makes high-pitched whooping sound after coughing.
- 7) **Eye discharge** -- thick mucus or pus draining from the eye, or pink eye.
- 8) Yellowish skin or eyes.
- 9) **Communicable Diseases** -- Tuberculosis, mumps, measles, impetigo, hepatitis A, rubella, strep throat or other strep infection, chicken pox, shingles, or pertussis (whooping cough).
- 10) Child is irritable, continuously crying, or requires more attention than staff can provide without taking away from the health and safety of other children in care.

### Procedure for Removing Sick Children from Care:

- . 1) Staff will immediately separate the child from the other children.
- . 2) You will be contacted to come pick up your child.
- . 3) If we are unable to reach you within 15 minutes, we will begin to contact the persons listed under "Emergency Contacts"
- . 4) Staff will continue to observe the child for other symptoms.
- . 5) If the child becomes unresponsive, is having trouble breathing, or is having a convulsion, we will call 911.

**Returning Children to Child Care Environment:**

Child must be fever free for 24 hours before returning. You must provide a written release from the doctor & be removed from care for at least 24 hours, before returning from anything under #9. You must notify me if child is diagnosed as having a contagious condition so that I may inform the parents of children who may have been exposed. This allows other parents to monitor their children for potential illness. CHILD'S NAME WILL NOT BE RELEASED FOR PRIVACY REASONS.

**PARENT / GUARDIAN SIGNATURE**

**DATE DATE**

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**PARENT / GUARDIAN SIGNATURE**

**DATE DATE**

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## Holidays, Early Closing and Vacation:

Bright and Early Discoveries will observe the following holidays for 2018:

New Year's Day, Monday, 01/01/18

Good Friday, 03//30/218—early closing at 4:00pm

Friday before Memorial Day, 05/25/18—early closing at 4:00pm  
Memorial Day, Monday 5/28/17

Independence Day, Wednesday 7/04/17  
Monday thru Friday Vacation July 2-6, 2018

Friday before Labor Day, 08/31/18—early closing at 4:00pm  
Labor Day, Monday 09/04/17

Wednesday before Thanksgiving Day, 11/21/18—early closing at 4:00pm

Thanksgiving Day 11/22-11/23

Friday before Christmas Day, 12/21/18—early closing at 4:00pm  
Christmas Vacation December 24, 2018 - January 1, 2019

Christmas Day 12/25

New Year's Day, Tuesday, January 1, 2019

\*\*\*All closing are color coded.

Holidays

Early Closing

Vacation