

Caring and Sharing Child Care Center



"LEADING CHILDREN TO THEIR DESIGNED PRINCIPLES"

**90 Webster Avenue
Rochester, NY 14609
(585) 482-8170**

www.caringandsharingchildcare.com

**PARENT HAND BOOK
AND
CHILD CARE AGREEMENT**

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CARING & SHARING MISSION STATEMENT

We feel that children need security, self-assurance, and affection to encourage them to fully develop their potentials as leaders and become honorable followers. Children are our future and must be directed. Our destiny is in our children. They imitate what they see, hear and learn in their environment.

VISION STATEMENT

To lead children to their designed principal Caring and Sharing Child Care has been designed to promote in succeeding generations of children. Our hope is that Caring and Sharing Child Care will provide leadership in a nurturing environment in all walks of life.

To exemplify, model and encourage excellence. To foster the discovery and development of children. It is my responsibility as a director to look for ways to enhance the program by meeting the needs of the children in our care. There are two major components parents look for in child care; **CARE** for their child (ren) and **ASSISTANCE** for their children to learn and develop. Parents need care givers and educators. Each day child care professionals take on many roles and help children in many ways. Taking on different roles makes caring for children satisfying and fun.

My role as a child care director is to incorporate vision and direction into children and parents. To help plot a course that will fulfill children to strive for successful futures of accomplishment. This is my passion and purpose for developing children.

CARING AND SHARING CONDUCT STATEMENT

Caring and Sharing Child Care is committed to providing your child(ren) with the highest quality of care, instruction, and fun. Our qualified staff work with the children to develop their social, emotional, physical, and cognitive abilities with an emphasis on respect for self, others and property.

Caring and Sharing is licensed by the New York State Office of Children and Family Services. We are in compliance with all regulations concerning the building, staffing, training, nutrition, health, curriculum, etc.

Additionally, the Director and Staff conduct a "self-assessment" yearly to evaluate the program and services offered as well as to determine where we can improve to meet the changing needs of today's conventional families. You can be assured that your child will receive the very best care possible!

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GENERAL DESCRIPTION AND PHILOSOPHY

Welcome to Caring and Sharing Child Care Center. Caring and Sharing Child Care Center is a Nationally Accredited high-quality comprehensive child care center for Early Learning Programming for Infant, Toddlers, Universal Pre-Kindergarten Preschool, and School Age children. We are located in an historic landmark building on the corner of Grand and Webster Avenue in the city of Rochester, New York. We believe you will find this environment safe, fun, and a positive experience for your child(ren). I started my child care business in 1999 in my home, to provide quality, reliable child care for my own children. I believe that children learn best through hands-on experiential activities that engage all of the essential domains of development. My goals were to provide a positive, safe, nurturing environment to all of the children in care. The child care home flourished and we were able to expand by adding another site and today have consolidated both sites into the Caring and Sharing Child Care Center.

Our goal is to provide a secure, stimulating, and loving atmosphere by providing a positive, safe nurturing environment to all of the children in our care. We realize that most parents in today's society do not have the opportunity to stay at home with their children, so we offer the next best option.

Coordination and communication between yourself and us will benefit the most important person, your child (ren). We want to impact your child(ren)'s life by modeling love, character and integrity. Training them properly to become secure, happy, healthy adults prepared for success and achievement. We believe they need guidance in establishing their greatest potential, and quality, reliable child care in order to prosper and grow. This is most crucial in the earliest years, when children are developing at a phenomenal rate. Young children also require consistence of care in order to feel secure and loved.

We believe this type of care can best be provided by our center when the child interacts with the same caregiver each day. Activities will include both child-initiated and teacher directed along with free playtime, structured playtime, large motor skill playtime, small motor skills activities, story time, theater activities, field trips, arts and crafts, music, dance activities, encouraging good personal hygiene skills, practicing good table manners, morals and values.

Our center is committed to providing children and their families with quality child care in a safe and loving environment. We believe children need to be respected and learn to respect others. By providing a routine structured program, forming positive communication guidelines, and demonstrating expected behaviors, we know children will become confident, independent, and have a high sense of self esteem, establishing solid groundwork for their character development.

Caring and Sharing Child Care is committed to providing children and their families with quality child care in a safe and loving environment. Caring and Sharing Child Care believes that communication between the parents and providers needs to be open, direct and frequent. Promoting as much continuity between home and the Child Care is essential in maintaining a positive environment of love, safety, support, and meeting the individual needs of each child. Parents are encouraged to visit their child (ren) whenever possible. We have an open-door policy during the hours of operation; feel free to join us anytime.

DIVERSITY UNIQUE LEARNING AND EXCLUSIVE PROVISIONS

We accept all children at Caring and Sharing Child Care Center. This includes children with disabilities, gifted and talented with unique learning styles and those already receiving services through agency providers. This has been a Caring and Sharing value and policy throughout the history of being a child care learning center. We address the ability of all children at the center the teachers scaffold learning to accommodate the child's interest in their learning model of development.

Within our learning programs ethnic and cultural diversity learning, we begin with understanding that each child has a family and that families are contemporary and diverse in their design. From, there children can begin to identify that we are all alike in so many ways and we can accept, honor and value the ways we are different.

Caring and Sharing make every effort to discover the cultural diversity within our classrooms we initiate the exchange about values, customs and traditions of the families represented in our classrooms. Every child is made to feel lovable, capable, valuable and that they belong connected together at Caring and Sharing Child Care Center.

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POLICIES AND PROCEDURES

OPEN DOOR

Caring and Sharing Child Care Center provides quality child care without discrimination, to all families. At Caring and Sharing Child Care we understand the trust you impart to us when you enroll your child. We commit ourselves daily to provide the best care to your child with a secure, comfortable and a happy home-away-from-home setting. We strive to create a caring learning environment in which your child will thrive and to give you a peace of mind. Most of all, we endeavor to be partners with you in the care of your child. You are invited during our center hours to share your child's early experiences by visiting and observing your child and by participating in daily activities whenever possible. Parents are always welcome at our center! We encourage Parents to visit and participate at any time. The center invites parents to share their professions, hobbies, etc. with your child's class to participate in special events. We look forward to having your child at Caring and Sharing Child Care Center. We want your child's early experiences with us to be happy ones and to grow, in years to come, into wonderful memories for both of you.

GENERAL ELIGIBILITY

Children must be between the ages of 6 weeks and 12 years of age and in good general health as verified by a physician's statement. Our center offers programs for infants and toddlers, pre-school, before and after school, school breaks and the summer youth academy. Caring and Sharing Child Care Center accepts all children on a first-come, first-served basis. We do not discriminate on the basis of disability, race, color, religion, gender or national origin.

REGISTRATION

A registration fee of \$25.00 is required with your signed tuition contract. This non-refundable fee goes toward supplies and special activities for your child. Your child cannot begin child care at the center until we have a completed physician's medical report, a signed tuition contract, emergency release form, pick-up authorization form, general information form, immunization record, registration blue card and a CACFP eligibility form. Infant parents are also required to fill out a feeding schedule, CACFP, formula form, and a napping agreement.

Prior to your child's first day at the center, we encourage parents and children to visit for a tour and to spend part of a day or two with us.

WAITING LISTS

Due to high demand for quality child care, there may not be a place immediately available for your child at Caring and Sharing Child Care Center. We do maintain a waiting list with a paid registration. A tuition deposit may also be required. Admission is based on the date of application and the child's age. As openings occur at the center, families are called in the order of their position on the waiting list.

Before new families are accepted, priority will be given to children currently enrolled in Caring and Sharing Child Care Center. This also applies to siblings who have not yet enrolled.

NO SMOKING POLICY

Smoking is not permitted! Creating a **SMOKE FREE** environment demonstrates our concern for the well-being of our children, employees and visitors. We will make every effort to provide a healthy atmosphere.

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Caring and Sharing Child Care Center



TUITION

There will be a \$25.00 processing fee for all returned checks. Payments can be made on a weekly or biweekly, and monthly basis. However, if you choose to make payment on a weekly or biweekly basis payment is due on Friday following care. A late fee of \$15.00 will be charged on the following Monday for payment not paid at the end of the week that service was provided.

Each child(ren) in the center holds a time slot, your child's time slot for drop/pick-up is **7:00am to 4:30pm, 7:30am to 5:00pm, 8:00am to 5:30pm, 8:30am to 5:30pm, 9:00am to 5:00pm** or other. The school-age program is **6:30am-9:30am and 1:00pm-6:00pm** school recess hours applies to a 9-hour time slot. Any time (before or after) your child care is provided is consider additional, and a fee will be charge. Regularly contracted tuition is due and must be taken in full-week increments.

Full payment is expected whether or not your child attends care while the child care is holding a slot for the child(ren). If a child must be picked up after closing time, an additional late pick-up fee will be charged. This fee must be paid when the child is pick up. A fee of \$15.00 will be charged for the first 15 minutes, then a \$1.00 per minute for the time the child(ren) remains at the child care beyond the pick-up time. Repeated incidents of late pickups may result in your child's service contract canceled.

In effort to provide quality care these policies and procedures are subject to change, when this happens all parents will be notified in writing. In order to assure that we can provide the services that your child(ren) is entitled to, it is essential that the Child Care Center is stable. Caring-N-Sharing Child Care Center salaries and overhead expenses are not reduced because of "Absentee Losses" in income; each child holds a paid tuition slot at the Center.

TUITION RATES

Age	Full time	Part time
<u>Infants</u> (6 weeks to 18 months)	\$374.00 / week	\$77.00 / day
<u>Toddlers</u> (18 months to 3 years)	\$352.00 / week	\$74.80 / day
<u>Preschoolers</u> (3-5 years)	\$330.00 / week	\$70.40 / day \$47.30 / half day
<u>School Age</u> (6-12 years)	\$291.50 / week	\$62.70 / day \$41.80 / half day

FULL DAY IS BASED ON A 6-8 HOURS DAY, HALF DAY IS BASED ON LESS THAN 3 HOURS A DAY.

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DEPARTMENT OF SOCIAL SERVICES

The following information only pertains to families who will be receiving assistance for child care expenses through the Department of Social Services.

Before a child is allowed to begin care, Caring and Sharing Child Care must have a Notice of Decisions on file from your caseworker. If you are going to be absent from the center more than two days it is your responsibility to notify your caseworker. Social services allow a limited number of absences per year; excessive absences will result in the closing of a case by the caseworkers.

Caring and Sharing Child Care Center must have a copy of any court order on file, which may be relevant to parental rights, responsibilities, and /or parent custody.

In cases where the Department of Social Services subsidizes only a portion of your weekly child care rate; you will be responsible for any balance due that is indicated on your Notice of Decisions. Payment is due on the Friday before care and is subject to the same late fee charges, and other policies that are explained in the fee section. It is the responsibility of the parent(s) to contact their caseworker at least two weeks before the expiration date of their Notice of Decisions, if they wish to have their child remain in care. Failure to re-certify a child's Notice of Decision will result in termination unless private pay arrangements can be made.

HOURS OF OPERATION

ARRIVAL: Caring and Sharing Child Care will be open from 7:00 am to 5:30 pm. **School-Age Program Only (6yrs-12yrs) 7:30 am to 5:30 pm, school recess days 7:30 am to 5:30.** Please walk your child to the classroom and assist him/her with removal of outer clothing, boots, coat, hat, etc. Please remember to sign your child in on the sign-in sheet posted in the classroom. If your child has had an unusual morning, please notify the staff so that we may be sensitive to unusual circumstances or needs. *REMINDER – In our parking area, please DO NOT LEAVE YOUR CAR IDLE.

DEPARTURE: During the registration process, parents will be asked to identify those who will be authorized to pick up your child. ONLY those people will be allowed to pick up your child(ren). If a person other than the parent has been authorized, by the parent in advance, a phone call, and picture ID must be presented when picking up the child (ren). Child (ren) will not be released to anyone else unless otherwise instructed to do so by parents at the Child Care. If we do not have prior written authorization from you, NO EXCEPTIONS WILL BE MADE!!!! Please be aware that individuals who are unfamiliar to the center staff will be asked for identification. In the best interest of your child, this policy is strictly enforced.

LATE PICK-UP: We close promptly at 5:30 p.m. If you arrive to pick up your child past that time a late fee will be assessed. Please notify the center when you plan to be late so that we can adequately plan for staffing. If you do not contact the center to pick up your child(ren) as scheduled the emergency contact person will be called and ask to have your child(ren) picked up. If **No** one comes to pick up your child(ren) as scheduled the **local authorities will be contacted (911)**. In the best interest of your child, this policy is strictly enforced.

HOLIDAYS

Caring and Sharing will be closed **BUT PAID** for the observance of the following holidays:

New Year's Day,
Dr. Martin Luther King Day, CSCCC Conference Day
Memorial Day,
Independence Day,
Labor Day,

Columbus Day, CSCCC Professional Training Day,
Thanksgiving Day,
The Friday after Thanksgiving Day,
Christmas Eve Day,
Christmas Day

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PROGRAM DESCRIPTION

Children are grouped according to age to meet teacher/child ratios and are supervised by qualified staff (as required by New York State Office of Children and Family Services). Each classroom follows a basic schedule of the day's activities (breakfast, planned lesson, lunch, snacks, naps, free play, etc.) and has an activity curriculum lesson plan posted on the classroom door bi-weekly for parent to view with the monthly themes. (Infants are posted monthly)

Our objective is to encourage social, emotional, cognitive, language and physical development through varied daily activities. In addition, field trips may be scheduled for appropriate age groups. In such cases, parents will be notified of any additional cost and will be asked to sign a statement prior to the event.

Our programs will coordinate structured activities and projects and ample free play to cultivate listening / cooperating skills and individual interests, respectively. It is our experience that children thrive on routine structure. Therefore, we will adhere to the below schedule while allowing flexibility for unusual circumstances.

DAILY SCHEDULE

7:00 – 8:00	ARRIVAL:	Free Choice Play and Leisure Planned Activities
8:00 – 9:00		Breakfast and Bathroom
9:00 – 10:00		Curriculum, Planned Activity, Reading, Blocks, and Puzzles
10:00 – 11:00		Energy Burning Gross & Fine Motor Activities Outdoor or Indoor
11:00 – 12:00		Bathroom and Prepare for Lunch
12:00 – 1:00		Lunch
1:00 – 2:30		Story Time and Nap Time or Quiet Activities
2:30 – 3:00		Homework, Planned Activity, Music, Free Choice Play
3:00 – 3:30		Bathroom and Prepare for Snack
3:30 – 4:00		Afternoon Snack
4:00 – 5:30	DEPARTURE:	Afternoon Planned Activity, Free Choice Play and Departure
2:00 – 5:30		PM School – Age Program extended departure (ONLY)

Each child(ren) in the center will have an afternoon rest period. The rest period or nap time will be provided in their classroom, unless other prior arrangements have been discussed with the parent.

Each child will be provided with a crib or cot. Parents will provide their sheet and blanket. Children who do not want to nap will be directed to participate in a quiet activity. Children will be supervised while napping. Infants sleeping in cribs will rest on their side or back unless directed different from their doctor. Parents will have to complete a napping agreement with the Child Care Center.

Caring and Sharing Teachers meet or exceed the New York State Department of Education Licensing requirements we work as a team. All of the Lead Teachers hold a Master Degree in Education/or have completed required basic coursework in Early Childhood Education.

Every year, the director, teachers and assistant teachers must complete a required number of continued professional development hours. All of the staff have experience working with young children in a supervised educational program. In addition, our staff members truly love and understand child development and the High Scope philosophy.

Caring and Sharing have committed to provide your child with an incredible educational experience. It is our responsibility to create an environment that is safe, clean, and welcoming. At the same time, we pride ourselves with being in partnership with you our families and with the New York State Department of Education, the Rochester City School District and the New York State Office of Children and Family Services. Your child will be taught by some of the finest and most qualified educators in the field of early childhood education.

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PROGRAMS

Infant/Toddlers/Twos Continuity of Care Program

The program is structured to provide for mixed age groups within the same classroom. Children can enter into the program as infants or toddlers and as children reach 36 months of age, or leave the program their place can be filled with another infant or toddler. The classroom can accommodate the needs of the different age groups, and the teacher/child ratio is applicable to the youngest child in the group with a 2:8 teacher/child ratio.

Caring and Sharing Child Care Center encourages keeping infants, toddlers and twos together in the same classroom with the same teachers for nine months or longer. This allows children to develop a positive, stable relationship with other children and the teacher.

- All teachers have received instruction with regards to the concepts of a Continuity of Care Program.
- Teachers are assigned a small group of children, but give support to each other as needed, with emphasis on the child's health and safety.
- Teachers are responsible for their child's portfolio and communications with their child's parents daily and in the absence of each other.

All parents upon enrollment are required to sign a contract in agreement for their child to participate in the Infant/Toddler/Twos Continuity of Care Program.

Universal EPK/UPK FREE Our Pre-Kindergarten program early childhood education focuses on kindergarten readiness and critical skills necessary for future success. This program recognizes the importance of child care, family care and our early education system as integral parts of early childhood development. Our Universal Pre-K program is for all children turning 3 and 4 years-old by December 1st of their enrollment year. We adhere to the Rochester City School District calendar and are open 180 days during the school year from September to June. The program is a 6 hours program, which begins at 8:30 am and ends at 2:30 pm.

School Age (5 years to 12 years)

The expeditionary enrichment experience is designed to help children develop a stronger sense of who they are in character building. Children learn to respect their bodies, their minds, their neighbors and their environment. We strive to promote a sense of daily personal responsibility. Through this program, conducted by qualified teachers and assistants, youth will expound in education, learn life skills, improved social skills, learn about creating and discovery in the expeditionary learning with field studies, nutritional health with culinary, cultivate experiences in job readiness skills to receive exposure to the world of work, and much more. We want to impact your youth's life by modeling love, character and integrity. Activities will include both youth-initiated and teacher directed activities, training them properly to become secure, happy, healthy adults prepared for success and achievement. We believe they need guidance in developing their greatest potential, and quality, reliable programming in order to continue their development.

Summer Enrichment Camp and Holiday Recess Programs

On school holidays and during the summer months is a full day campership program with a host of activities at the Center as well as frequent outings and field studies trips. We assist children in setting positive and ambitious goals for their lives and help them develop realistic plans for achieving these goals.

CURRICULUM

Infant/Toddler Creative Curriculum

Our goal is to create and maintain a unique learning environment so the children will reap the benefits. Creative Curriculum supports that goal. It is a comprehensive research-based curriculum that focuses on developmentally appropriate practices, creating a stimulating environment, consistent daily routines and experiences that advances the children's cognitive, social-emotional, physical and language development

Highscope Preschool Curriculum

Highscope Curriculum is play-based supported through research to prove that child centered classrooms that promote active learning is key to positive child outcomes. Children explore, have opportunities for creative imagination, skill building, problem solving, and gaining independence. Parents, family members, and outside resources create a partnership to expand children's learning through parent events and workshops for parents to gain a greater understanding of the program, Highscope Curriculum and to give input on how their child's developing.

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OUTDOOR PLAY

The children are offered the opportunity for outdoor play year-round, weather permitting. As a general rule, children will not go out in rain or in temperatures below 32 degrees Fahrenheit. Please assist us by dressing your child appropriately for the weather. During changing seasons extra warm clothes or lighter changes of clothes would be appreciated. Children will be offered active playing on inclement weather days.

COMMUNICATION

At least once a year your child's teacher will meet with you to formally discuss your child's progress. However, informal communications with the assigned teacher when you pick up or drop off your child is encouraged. Daily communication sheets about your child's day are completed by teacher daily. Your child will have a special folder for projects and other papers your child has worked on, as well as center correspondence and information. In most cases, only the infants, toddlers, and young preschoolers receive daily communication sheets, however if you would like your child to receive one every day please just let his/her teacher know.

CHILDREN'S SUPPLIES

All children should have at least one change of clothes to be left at the center. Please clearly label all items brought to the center. We do not have extra clothes on hand for emergencies. Reminder notes will be posted when activities are planned that require outdoor clothing, bathing suit, old clothes, etc. If your child naps at the center, you may supply a blanket and a pillow or other special cuddly animal, etc. Parents please do not bring toys to the child care, we have plenty of toys, games and activities for them to explore. The Child Care cannot be responsible for lost item.

NUTRITION & MEALS

All food served at Caring and Sharing Child Care is prepared on site, is child friendly, and is prepared in a home-style manner. There will be home cooked child friendly meals. Our staff works closely with CACFP Food Program to make sure that the individual nutritional needs are met. The service is available to consult with individual parents on food related matters if necessary. Children with special feeding needs and infants staff must keep track of the type of food and quantity the child consumed for the families.

A meat component of (Chicken, Beef, Turkey, or Fish) is served daily at lunch. A bread component and milk is served with breakfast, lunch and snack. Fruit or fruit juice and vegetables are served with breakfast and lunch, on occasion at snack. Children are encouraged to try what is being served, but not forced to eat their meal. All allergies or dietary restrictions should be discussed with the director at the time of registration.

We enjoy celebrating birthdays and holidays. On these occasions when you would like to contribute, please consider helping your child celebrate with healthy store-bought treats. Snacks with excessive sugar are not encouraged. However, all special snacks must be cleared with the director. Please do not send your children with candy and cookies to eat in the morning. We promote healthy habits, so children are given the opportunity to brush their teeth at least once a day.

The Center supplies infant formula, the brand is Enfamil w/Iron Lipid powder form. Infant formulas and foods are to be supplied by the parents if different from the brand the Center offers. Infant bottles and milk containers are to be labeled with infant's full name and date on the container of milk that is prepared. Breast milk can be stored in the freezer for up to 6 months and must be labeled with infant's full name and date expressed. It also can be stored in the refrigerator for 48 hours after thawed for use. Unused and unrefrigerated portion of breast milk can be used up to one hour then thrown away. Infants formulas are prepared as followed: Concentrated formula, the surface of the can lid is cleaned, shake can well and open. Mix equal amounts of (spring filter water) or boiling water. Shake or stir well. Feed immediately or cover and refrigerate prepared formula left in feeding bottle or cup within one hour after feeding. Powder milk-based, pour desired amount of (spring filter water) or boiled water into bottle. Add measured amount of powder, shake bottle vigorously until mixer is dissolved. Breast milk or milk formulas are never microwave; unused/unrefrigerated milk is thrown away after (1) hour.

Breast Milk

Breast milk must be in sanitary containers labeled with the child's full name, dated the date the milk was expressed and refrigerated. Milk should not be shaken in order to preserve special infection-fighting and nutritional components provided in breast milk. Any unconsumed or unrefrigerated milk must be discarded after (1) hour. Should parents wish to breastfeed their child we have a private room.

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ALLERGIES and MEDICAL ALERTS

Upon enrollment, a *Child Medical Statement* form must be completed and signed by the child's health care provider and parent/guardian. Any known allergies or medical diagnose conditions must be noted along with recommend treatment. Asthma is a common lung condition that makes it hard to breathe. Asthma can be mild or severe. Asthma symptoms can be triggered by: Your environment, Allergies, Weather and Infections. Medical health care forms must be updated regularly or yearly as needed. Each child with a medical diagnose, food or other allergy must have a special health care plan prepared by the child's parent/guardian and health care provider to include:

- Written instruction regarding the food or items which the child is allergic and steps that need to be taken to avoid that food or item.
- A detailed plan to be implemented in the event of an allergic reaction, including names, dosages, and methods of administration of medications the child should receive in the event of a reaction. The appropriate medication forms must be completed and on file at the center. The plan must include specific symptoms that would indicate the need to administer one or more medications.
- Parents/guardians and health care providers of children with food allergies must review the centers rotating menus. Parents/guardians and health care providers must notate and sign off on copies of the menus noting any necessary substitutions.

ELIJAH LAW AND ANAPHYLAXIS POLICY

Anaphylaxis Prevention

Upon enrollment and whenever there are changes, parents/guardians will be required to provide the program with up-to-date information regarding their child's medical conditions, including any allergies the child may have and any emergency medications prescribed for potential anaphylaxis. The parents/guardians will work in conjunction with the program and the child's physician to complete the documents required for any allergy that the child may have. These documents will guide all staff in the necessary actions to take during an allergic or anaphylactic reaction. The program will keep these documents and any emergency medications in a designated area known to all staff members as outlined in the program's healthcare plan and will ask for updated paperwork when necessary.

Medical Health Care Form and Documents

Any child with a known allergy will have the following documents on file when applicable:

- o NYS OCFS form 7006 - Individual Health Care Plan for a Child With Special Healthcare Needs or approved equivalent
- o NYS OCFS form 6029- Individual Allergy and Anaphylaxis Emergency Plan or approved equivalent
- o NYS OCFS form 7002 – Medication Consent Form or approved equivalent

These forms will be completed by the child's parents in conjunction with the program and the child's physician. In the event of an anaphylactic reaction, staff will call 911 and follow the instructions outlined in these documents.

Staff Training

All staff members will be trained in the prevention, recognition and response to food and other allergic reactions and anaphylaxis upon hire and at least annually thereafter. In addition, at least one staff member will complete the required NYS training on allergies and anaphylaxis. A number of staff will also maintain certifications in CPR & First Aid and medication administration. If a child with an allergy requires the administration of Epinephrine or other emergency medications, the parents will be required to train any staff member caring for that child on the administration of the prescribed medication.

Strategies to Reduce the Risk of Exposure to Allergic Triggers

Each classroom will have a posting with a list of individual children's allergies that is visible to all staff and volunteers caring for the child. All staff will take steps to prevent exposure to a child's known allergy, including but not limited to reading food labels, providing latex free materials and no aerosol sprays around children. Handwashing, cleaning and all other regulations related to allergies and anaphylaxis as outlined in the OCFS Child Care Regulations will be followed by all staff and volunteers.

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COMMUNICATION and PRECONDITION PROCEDURES

Upon enrollment of a child with a known allergy or medical condition the center procedures are to notify all staff and volunteers to be made aware of the child's allergy and associated medication needs, as well as ways to reduce the risk to exposure to said allergen. In addition, all parents and children will be made aware of any allergies in the classroom, as well as actions being taken to reduce exposure. Confidentiality will be maintained when discussing any child's allergy with parents and other children.

Annual Notification to Families

Families will be given a copy of the program's Allergy and Anaphylaxis Policy upon enrollment. This policy will be reviewed and updated annually. Families will receive an updated copy of this policy annually and whenever changes are made.

ILLNESS

A child who becomes "actively ill" during the day will be cared for until a parent or other authorized individual can come and pick up the child. Please notify the center in the morning if your child will be out ill for the day. Children will receive a daily health check by either the teacher or teacher's assistant. Notes will be taken of the child overall appearance and demeanor. Children who become ill may not remain at the Child Care or children who are sick may not come to Child Care. It is our intention to help prevent the spread of infection and illness to other children. If the child care provider becomes aware of a condition involving a child (ren) who may be contagious or unhealthy to the other children, it will be brought to the parent's attention and the child (ren) must be taken home until symptom free for a least 24 hours or a sign statement from the doctor releasing them back to Child Care.

Guidelines for "Actively ill":

- temperature of 100
- severe cold with profuse yellow or green drainage
- diarrhea (2 or more in a day)
- vomiting
- any undiagnosed rash
- infections and infestations (conjunctivitis, head lice, scabies, strep throat, rosella, head foot and mouth etc.)
- communicable diseases (chicken pox, mumps, measles, corona virus, public health medical alerts etc.)

Guidelines for returning to the center:

- fever must be normal for 24 hours
- no vomiting for 24 hours
- diarrhea free for 24 hours
- all chicken pox have scabs
- after treatment of lice infestation and all nits have been removed
- have a doctor's note with permission to return to the center

When infectious diseases are present in the center, all families will be notified by a notice posted on the main entrance bulletin board and in the child's folder. The content of each child's health and safety records is confidential, but is available upon request to:

- administrators and teaching staff that have consent from a parent or legal guardian
- the child's parent and/or legal guardian and/or
- regulatory authority

All employees and children MUST wash their hand:

- upon entering the building and classrooms
- before and after eating and feeding a child
- bathroom usage, after handling garbage and cleaning

*NOTE - There is a Nurse Practitioner contracted to review special health documentations and maintain all medical forms and medical procedures in place. The staff are trained yearly on the center's Health Care Plan and Emergency Procedures. There is (MAT) staff certified to administrator medication on site with doctor medical orders and parents signed approval for Medication.

Parents Initials _____

MEDICATION

Policy: Prescription Medication is suggested to be given at home by Parent/Guardian. If medication and nonprescription are given by the MAT certified person on staff all medication has to be in its original container with recommended dosage and frequency, and the child's name on the label. The child care has to have a written prescription from the doctor to administer the medication & non-prescription drugs, and the parent has to sign a consent form to administer the medication & non-prescription drug, and the consent forms will be kept in the child's folder. All doses given will be recorded on the medication consent log form. The child care provider may administer over-the-counter topical ointments upon the written instruction of the parent. All medication is kept in a locked cabinet in the Executive Directors office.

INCIDENTS REPORTS/BUMPS AND BRUISES/MEDICAL EMERGENCY

If your child incurs a minor injury while in the care of Caring and Sharing Child Care Center, such as a trip and fall, skinned knee or slight cut (situations that are not an emergency), lots of TLC and first aid will be applied. An incident report will be filled out by your child's teacher and you will be asked to sign the form, then you will receive a copy of the **Incident Report**. The report will describe how the incident happened and the action taken by the teacher or MAT trained staff person. In the event of an emergency or accident requiring more than basic first aid, you will be contacted with a phone call, and required to meet the site Director at the hospital according to the instruction on the **Blue Card** and in the **Parent Hand Book**. We ask that you authorize the center to take the emergency measures deemed necessary for the medical care and protection of your child. Should an accident occur that requires outside medical attention, a written report and student accident insurance claim information will be provided. The student accident insurance is a supplemental insurance policy that is an excess policy only. Your health insurance is and remains the primary responsibility party for payment for the cost of treatment to your child. The policy also requires a deductible for each incident and parents/guardians have one year from the date of injury to make a claim. You are solely responsible for initiating a claim, requesting all appropriate forms and for tracking the status of your claim.

FIELD TRIPS

From time to time, the staff at Caring and Sharing Child Care Center may take children on age-appropriate field trips. Prior notice will be given by your child's teacher or notification from the Center Director. Your permission for your child to participate is indicated in your child's contract in the **Parent Hand Book Contract Agreement** and on the **Blue Card Registration**. Details of the field trip including a description of the event taken to and from the field trip will be included in your child's teacher letter. For safety and security reasons, your child may not be dropped off or picked up from the field trip location. All field trips will start and end at the center. In some instances, the cost for some transportation trip and fees will be paid by the parent. Your participation as a volunteer is welcome. Please consult the Center Director for further information. When children go for a walk, including walking babies in the buggy, it is considered a field trip.

Parents Initials _____

DISCIPLINE

Children are important human beings and will always be treated with respect and dignity while at the center. Caring and Sharing Child Care strives to provide children with an atmosphere that foster learning right from wrong, respect for others, respect for possessions, appropriate ways to display emotions, and not to be afraid to try new things and make mistakes. A combination of factors such as these are all part of assisting a child to have good self-concept and self-confidence. Children enrolled in the center will be asked to follow classroom rules. Such rules include: raising their hand to talk in a group, using appropriate language, appropriate table manners, nice hands, respect for others, etc. We also listen to each other, use our hands to help rather than hurt each other, are careful with our language, care about each other's feelings, and are responsible for what we say and do. The staff is expected to serve as role models for the children in their interactions with staff and other children at the center. When situations occur with a child or between children, staff will intervene and discuss the situation with the child(ren) and try to develop a solution offer compromise, including apologies if necessary. Repeated occurrences that are not resolved through discussion may result in a child over the age of 3 getting some "thinking Time". This will allow him/her to think about their behavior, what they could have done differently, and plan an apology for their behavior. Then apologize before continuing any activity. Our staff will model and redirect children to teach the appropriate behaviors. Example: Instead of saying "Don't run indoors", we say "Running is an outdoor activity"; by doing this, we redirect the appropriate way to express an activity or feeling verses just saying "don't". The staff will work closely with children under 3 to teach basic rules and respect, as well as appropriate ways to interact with other children. In the event that an infraction occurs, staff will use the following procedures:

- Redirect on task
- Private conversation
- Reflection, Writing or Drawing their reaction
- Thinking Time
- Climate Committee Meeting
- Teamwork Parent Teacher conference meeting

GUIDELINES FOR BEHAVIOR

It is our belief that correction be used only to redirect adverse behavior and to teach respect for self, others, and materials. Appropriate behavior requires a consistent team effort from all, including parents, teachers, and peers.

The social emotional development of children is developed through social interaction and peers are important in the lives of children. We strive to help children to develop positive peer relationships through teaching them cooperation processes. At Caring and Sharing they will learn how to take turns, ask permission, and offer suggestions in a group environment. In addition, they will learn how to engage in healthy social interactions and self-challenges. The staff will engage students on scenario role-play, teambuilding activities, and small support group sessions to help further their growth in developing relationships.

Our staff are trained specifically to work with students and will redirect children in appropriate behaviors. A difficult problem is anyone that poses a threat to the physical or psychological safety of a student, staff member, and or visitor to the center. We aim to protect the physical and emotional safety of all partners as well as the general culture of the Caring and Sharing Junior Academy.

If a child's behavior is continually disruptive to the group the teacher will consult with the child's parents and suggest special guidance resources, as well as ways to work together to achieve behavior modification.

If all efforts to redirect negative behavior into positive behavior fail, and or a child represents a physical or emotional threat to self or others, the child will be removed from the group setting, and a notice of adverse action may be issued to parents. A notice of termination may follow this notice until it is deemed appropriate to re-admit the child. If a child presents an immediate physical or emotional threat to self or others, the child can be subject to immediate suspension or termination, as deemed appropriate in the situation by the director.

Parents Initials _____

INDIVIDUALIZED BEHAVIOR MANAGEMENT PLAN

6 Step Process

The goal of the following 6 steps will help to gather information needed for creating an individualized behavior management plan:

1. Increase the frequency of observations. Begin documentation using the Incident Report Form of the behavior that you are experiencing in the classroom. Note date and time of day you are experiencing it. At some point all team members need to contribute to this process.
2. After you have conducted observations daily, weekly and implemented some strategies continue to document behaviors in detail, and request the Program Director to intervene. They will follow up with classroom observations, document details of behaviors, observe your classroom management techniques.
3. Based on the Program Director's classroom observations, and teacher's documentation together an initial behavior management plan will be created. One of the following actions will be decided upon.
 - Strategies will be discussed to implement and followed to try to help eliminate situation such as rearranging classroom space, change in classroom routines or other things that might support the student.
 - Follow up with the parent or guardian to see if there has been a change in routine or circumstances at home. This is an opportunity to problem solve.
 - Discuss a time frame for specific observations and documentation from outside resources.
4. Meet to look at additional documentation and see if there are patterns or times when behaviors are most likely to occur or what events might trigger behaviors. We will also discuss other documentation; parent communication and what strategies have been effective.
5. Parent conference needs to be made to team with parent and to further discuss observations, documentation, strategies that we have been working on. The purpose is to create a new behavior management plan along with the parent. Parties will be assigned tasks and sign off on them to decide on whether referrals to specialists need to be made. Resources will be made available for the parent to have a choice in how to proceed. Some actions may be required of the parents.
6. If further intervention needs to be implemented, there will be a formal conference with the child's teacher, parent, administrator or program director, and outside resources. And when all steps have been conducted, the final step is a decision will be made on what action will be best for the child, family and the center.

BEHAVIOR INTERVENTION PLAN AND ASSESSMENTS

A Functional Behavioral Assessment (FBA) will be conducted by certified Special Education and or Behavioral Specialist who have been trained to conduct such assessments

The FBA must include:

- The identification of the behavior
- The definition of the behavior
- The identification of the contextual factors that contribute to the behavior (including cognitive and affective factors)
- The formation of a hypotheses regarding the general conditions under which a behavior usually occurs and probable consequences that serve to maintain it

A Behavioral Intervention Plan must be written, based on the FBA, which includes a description of the problem behavior, global and specific hypotheses as to why the problem behavior occurs, and the intervention strategies to address the problem.

A child, who has previously been referred to Committee for Preschool Special Education (CPSE), should be referred back to CPSE with the FBA complete. The FBA should be reviewed and incorporated into the Individual Educational Program (IEP). For children not previously referred to CPSE, after the Behavioral Intervention Plan has been given sufficient time for implementation, and the severe misbehavior continues to occur, the child should be referred to the Committee for Preschool Special Education.

If, during the FBA process or during the time that the Intervention Plan is being conducted or during the referral process, behavior is so severe that child or staff safety is placed in jeopardy and the Education Director and Executive Director along with team members determines that the only alternative is suspension, these procedures are to be followed. *Note - Caring and Sharing goal is to ensure the proper steps have been taken and interventions have been exhausted before a mutual decision for temporary suspension or expulsion has been made to ensure that we comply with federal and state civil rights laws.

1. The parent is notified in writing, with a description of the reason for the suspension or expulsion, the number of days of the suspension (up to five days), a request for a conference, and due process procedures, in the preferred language of the parent.
2. For students with a disability, the Committee on Preschool Special Education (CPSE) must be notified, by telephone to the secretary of the SPSE, within twenty-four hours of the suspension. A written referral must be made to the CPSE within five days.
3. The center must participate at a CPSE review, to consider a manifestation determination between action for which a suspension was given and the student's disability.
4. The CPSE must review the IEP to determine what changes, if any, must be made for the child's individual program.
5. During all the process procedures, including administrative or judicial proceedings, unless the Superintendent, Board of Education and the parent otherwise agree, the student should remain in the current placement.
6. For students who are not identified as having a disability in which a suspension occurred the Director of Early Childhood must be notified in writing with in twenty-four hours.
7. A confidential log of in-school suspensions must be kept by team which details age of child, disability of child. The logs will be monitored by the Education Director and Executive Director for any disproportionate pattern and rate of suspensions.
8. The maximum length of time for a suspension is five days with a follow-up conference scheduled with the parent.

Parents Initials _____

ASSESSMENTS RESULTS

If the occasion arises that a child needs a behavior assessment parents MUST partake in the process and will receive a written report of any assessments, in which they can request a meeting to address any questions or concerns with regards to how the assessment will provide for their child's needs in school, at home and in the future

A Functional Behavioral Assessment (FBA) will be conducted by certified Special Education and or Behavioral Specialist who have been trained to conduct such assessment. Once determined the specialist will decided where to assess the child, which may be individually, in a group classroom setting so the child is within a familiar, safe space. The timeline is to be determined.

Communication with parents' is of the utmost importance during parent/teacher conferences, which are conducted bi-annually or as needed. Child Observation Records (COR) a formal report conducted on a child's development provides a written report (3) times a year. Brigance Screening Child Data a formal assessment is shared with parents as completed. Informal assessments of the children using samples of drawings, writing, and anecdotal notes are available monthly.

CHILD ABUSE

All child care workers are required by law to mandated reports if they suspect that a child is being abused or maltreated. Caring and Sharing Child Care will adhere to this policy and report any suspected case of abuse and maltreatment of a child in our care. All of our employees are prescreened and cleared through the New York State Central Register of Child Abuse and Maltreatment.

Any abuse or maltreatment of a child, or either an incident of discipline or otherwise, is prohibited. Caring and Sharing Child Care Center is a NYS Licensed Child Care that is conducted in accordance with The New York State Office of Children & Family Services Regulations and procedures. The center operates on a capacity bases, and the NYS Office of Children & Family Services monitors the center. This means that they will make announced or unannounced visits to the site. In accordance with the provision of the New York State Office of Children & Family Services, a child care provider must report any suspected incidents of child abuse or maltreatment concerning a child receiving child care at the center to the Statewide Central Register of Child Abuse and Maltreatment. That means all parents, teachers, child care providers and staff of Caring and Sharing Child Care Center will report any suspicious mistreatment, neglect, unexplained marks, bruises, and unusual behavior.

Caring and Sharing Child Care Center will adhere to the same reporting requirements if suspected abuse or allegations of such in the program.

We reserve the right to take one of the following steps to keep the child and other children safe.

- Dismissal or, suspension
- Increased supervision
- Disciplinary actions and or additional training.

Caring and Sharing Child Care Center will not retaliate against an employee that reports. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases or poor work assignments and threats of physical harm or other disciplinary action, unless through an investigation it was proven malice on behalf of the employee.

In the best interest of all parties, we will make every effort to maintain confidentiality for the safety of the child, family and accused staff. The goal is to significantly reduce any interruptions within the family's life as well as the employee until a determination is made.

To access the rules and regulations, please refer to the Office of Children and Family Services website at www.ocfs.state.ny.us.

The phone number and contact information to the New York State Office of Children and Family Services is (585) 238-8531, OCFS location 259 Monroe Avenue, Rochester, New York 14607. The Child Care Complaint Line 1 (800) 732-5207

Child Abuse Hot Line is 1-800-635-1522.

Parents Initials _____

GRIEVANCE

Parent Relations

In the event that a parent would like to bring a grievance against a teacher of Caring and Sharing Child Care Center we ask that you would follow the procedure listed below:

- Present a child–related grievance to their immediate teacher in writing within 3 days of the incident
- The teacher will either resolve or notify the Executive Director
- The Executive Director will make a decision and notify the parent(s) involved within 5 days.
- If the parent(s) are not satisfied with resolution they can request to meet with all parties involved.

Caring and Sharing Child Care Center would like to thank you for your cooperation and support in this agreement to maintain the policies and procedure of the child care. Together we can provide the best care possible for our child (ren).

Good communication between parents and teachers is essential in developing and maintaining a satisfying and healthy environment. You will be afforded the opportunity to discuss issues of concern with your child's teacher, the Executive Director and/or Education Coordinator. Such issues may be honest differences of opinions, policy interpretations or miscommunication. We acknowledge the importance of parents expressing concerns. It is our desire to address them as promptly as possible, objectively, and confidentially, and free from any retaliation, or discrimination,

We will observe an "Open Door Policy". This will provide each of our parents with a readily accessible method of asking questions, making suggestions, and resolving issues and complaints on a mutually satisfactory basis. You are encouraged to meet with your child's teacher daily, weekly, and bi-annually during parent/teacher conferences to discuss issues regarding the direct care of your child, center conditions, policies, parent/staff conflicts and or suggestions.

Parent Complaint Procedures

Challenges that cannot be resolved should be brought to the attention of the Executive Director. The Executive Director will meet promptly with all parties involved with the primary focus to work together constructively and in a courteous manner in an effort to resolve the issue. In the advent that the issue is not resolved to your satisfaction, and you wish to pursue a final decision then you may complete the Parent Complaint/Incident Form; and return to the Executive Director or by mail. It will be reviewed by a panel comprised of a prior parent, staff member, and two community Board of Director members. If there is a conflict of interest, then an alternate will be selected. Copies of all complaints will be retained and distributed to the New York State Office of Children and Family Services (OCFS), per request or as needed.

When a decision is reached the parties will be notified via written correspondence with the right to respond. If the issue is resolved beforehand then no further action will be necessary, and the complaint will become a matter of record: stored for a time to be determined. The complainant will sign a release to decline from pursuing further action.

If the complainant decides to continue to pursue the matter, the appointed panel will again review the information provided and either affirm or reverse their decision. A second notice of decision will be issued become a matter of record: stored for a time to be determined. The complainant will sign a release to decline from pursuing further action.

If the complainant decides to continue to pursue the matter, the appointed panel will seek legal representation and the complainant will be responsible for their legal counsel.

Any parent issuing the complaint much exercise sound judgment to avoid baseless allegation. Once the review panel receives the Parent Complaint/Incident Form; the information will be subjected to an investigation process. A parent who intentionally files a false report of wrong doing will be reported to the New York State Office of Children and Family Services (OCFS).

Parents Initials _____

EMERGENCY CLOSINGS

Inclement Winter Weather

We make every attempt to be open, but if the center must close due to a severe weather emergency, we will make an announcement on WHEC Channel 10 NBC television station. If you are unsure whether the center will be open, please call before bringing your child.

Summer Months

To protect the children from too much sun, play in the shade is highly encouraged. Children should wear hats, sun glasses, **sunscreen or sun block with UVB and UVA protection of SPF15+ for children over six months of age (ONLY with parental request and written permission)**. The Environmental Protection Agency recommends that children under six months of age should be kept out of direct sunlight. The sun is most intense between 10:00 am and 4:00 pm. Time outside during these hours will be limited.

If the public health department alerts the community of a high risk of insect borne disease, MAT staff may apply one single application per day of repellents containing DEET and only on children older than six months of age (**ONLY with parental request and written permission**).

Air Quality

During "ozone season" (May 15 through September 15), staff is required to monitor for health advisories and the Air Quality Index (AQI) on days predicted to be over 80 degrees.

Children's outside activities will be scheduled for the early morning until (AQI) and health advisories are checked on the media or the toll-free Ozone Hotline number 1-800-535-1345. Strenuous outdoor activity during the afternoon and early evening hours, when ozone levels are the highest, will be limited

Emergency Response Plans

The Caring and Sharing Child Care Emergency Plan is approved through the Office of Children and Family Services (OCFS) and is available for review in the Executive Directors office and a copy is provided upon request. Its' purpose is for safe evacuation; staff to understand their role in the event of an emergency; to educate parents and assist them in understanding emergencies.

The plan includes but is not limited to:

- Fire Evacuation, Fire Drills and Evacuation Sites
- Shelter in Place or Lock down
- Human Caused Incidents - gun violence
- Environmental Disasters - air, water, weather
- Environmental Biological Disasters Epidemic and Pandemic – corona virus COVID-19
- Chain of command in the event of an emergency
- Allergy and Medical Alerts

Caring and Sharing Child Care Center is open unless there has been a State of Emergency declared by local authorities and all businesses are closing. Additional precautions:

1. Increase frequency of 30 second handwashing procedures.
2. Increase frequency of disinfecting commonly touched surfaces.
3. Practice social distancing. Lower classroom teacher/child ratios by utilizing additional space.
4. Visitors will be limited and implementation of screening at door curbside drop off and pick procedures for parents.
5. Staff and children may be required to wear a mask.
6. Implemented a pandemic corona virus COVID-19 Public Health Safety Plan.

Faculty Sanitation and Cleaning

Regular cleaning, disinfecting and sanitation of classrooms and common areas throughout the center is done on an hourly schedule. The frequency of classrooms, equipment and toys are cleaned and sanitized (daily, weekly, and monthly). The Cleaning and Sanitation logs are documented and completed daily, recorded upon completion and filed at the front desk. Furthermore, we have a professional cleaning company that cleans, disinfects and sanitizes the entire center every day in the evening and uses CDC approved disinfects and cleaning products EPA-registered, which are purchased from a professional janitorial cleaning company.

Parents Initials _____

FACILITY SECURITY PROCESS and PROCEDURES

The facility will take measures to ensure the protection from asbestos, air pollutants, lead, and radon through inspections from the local health department and the New York State Office of Children and Family Services. Such documentation of inspections are kept on file and posted on the parent board in the entrance of the lobby.

- Flammable and other dangerous materials and potential poisons shall be stored in locked cabinets or storage facilities accessible only to authorized persons. Recently painted, carpeted or installation of tile flooring in classrooms, hallways or bathrooms must be completed evening or weekend hours. To avoid the possible reaction to fumes the Center will properly ventilate before use by staff and children.
- Integrated Pest Management (IPM) techniques are to be used by an approved contractor to avoid hazardous exposure of pesticides and/or herbicides to humans, if so used for pest control of animals, insects, pests or poisonous plants. To avoid inhalation or skin contact services must be provided outside of operation hours.
- Approved working fire extinguishers and carbon monoxide detectors are readily available and regularly inspect.
- Indoor and outdoor premises shall be kept clean and free, on a daily basis of undesirable materials.
- Outdoor play areas shall be designed to prevent children from leaving the premises and venturing into unsafe and unsupervised areas.
- Rooms shall be well-lighted and well-ventilated and a temperature of at least 68 degrees should be maintained in rooms occupied by children. Cots or mats should not be occupied by more than one child and should be placed with adequate space on all sides.

Alarm System

Caring and Sharing Child Care Center primary focus is in keeping the building secure through a solid emergency plan that will respond to potential risk which can happen at any time.

Currently, our fire alarm oversight is through Integrity Lock and Alarm System who provides the maintenance of the fire system. Caring and Sharing contacts the police and/or local fire department in alert of an emergency and fire drills. The system is inspected on an annual basis.

Security and Access

Our security system is monitored through Honeywell and is operated through a property camera notification. Access into the building is through a door release system when the doorbell is rung a person would release the lock system to enter the building.

Additional security measures:

- Cell phones are used when outside of the building and on playground or field trips.
- Each classroom has an intercom and/or phone system to communicate classroom to office – office to classroom.
- All classrooms have a floor plan for evacuations; fire drills are practiced monthly, using primary and secondary routes and designated staff. We meet all applicable fire safety and building codes and that of local regulatory agencies. Caring and Sharing has a designated place in the community to evacuate to. Staff is trained on the proper use of the fire extinguisher.
- Caring and Sharing do not allow drop-in-tours of the facility – visitor control procedures mandatory sign-in/out.
- Staff are trained to report any suspicious person or activity in/or around building.
- Emergency numbers are posted and only key staff have keys to the building.
- Children are picked up from only authorized people designated by the parent and must show a picture ID.
- For onsite Special Services – therapist must complete a form prior to service (contact information, type of service, term of service, dates, times), have a clearance to provide services, meet Executive Director, Education Coordinator, and child's teacher.
- At least one administrative staff is in the office responsible for answering the door to receive visitors, and answer phones.
- In the event of a lock down no one is allowed to leave the building.
- We take daily attendance and children attendance by visual head count for each classroom and staff are required to report at different times throughout the day for children attendance present.
- Supervision of children is by sight, sound and head counts present in the classroom.

Parents Initials _____

PARENT RESPONSIBILITIES

- 1) BRING AND PICK UP CHILD(REN) ON TIME AS SCHEDULED, AND AT THE HOURS AGREED UPON * **For safety and health reasons please do not leave your vehicle idling in the driveway or blasting your vehicle radio. A child cannot be left alone in a vehicle unattended. Child(ren) have to be dropped off and picked up by an adult, a child cannot arrive by themselves.**
- 2) CALL THE CENTER IF YOUR CHILD(REN) ARE GOING TO BE LATE OR ABSENT.
- 3) TO BRING THE CHILD(REN) CLEAN, THEIR HAIR GROOMED APPROPRIATELY DRESS FOR PLAY INSIDE AND OUTDOORS. DURING THE SUMMER SUN SCREEN OR A HAT. DURING THE WINTER HATS, GLOVES AND OUTERGEAR.
- 4) PROVIDED A SUPPLY OF CHANGING CLOTHS FOR CHILD(REN) THEY DO HAVE ACCIDENTS.
- 5) PROVIDED A SUPPLY OF DIAPERS AND FORMULA IF DIFFERENT FROM THE CENTER'S BRAND.
(THE CENTER SUPPLIES FORMULA, ENFAMIL w/IRON LIPID IN POWDER FORM)
- 6) PROVIDE INFORMATION ON CHILD'S DIET AND ANY KNOWN ALLERGIES.
- 7) KEEP ILL CHILD(REN) AT HOME. DO NOT SEND YOUR CHILD IF THEY ARE NOT FEELING WELL TO ATTEND.
- 8) PROVIDE CURRENT MEDICAL WHICH INCLUDES IMMUNIZATION ON CHILD(REN) AND UPDATE YEARLY.
- 9) PROVIDE MEDICATION IN THE ORIGINAL CONTAINER WITH DOCTOR STATEMENT IF AND WHEN MEDICINE NEEDS TO BE GIVEN.
- 10) PROVIDE UPDATED EMERGENCY INFORMATION, CHANGED PHONE NUMBERS, ADDRESS, EMPLOYMENT, ETC.
- 11) RECERTIFY WITH THE MONROE COUNTY DEPARTMENT OF SOCIAL SERVICE COUNTY CASE WORKER TO UPDATE NOTICE OF DECISION IN TIMELY MANNER TO ENSURE PAYMENT TO CARING AND SHARING CHILD CARE CENTER.
- 12) NOTIFY THE CARING AND SHARING CHILD CARE CENTER OF ANY CHANGES WHICH MAY AFFECT THE CHILD'S BEHAVIOR AND BECOME INVOLVED WITH THE CHILD'S PROGRAM OR ACTIVITIES.
- 13) PAY FEES TO CARING AND SHARING CHILD CARE CENTER ON TIME AS AGREED AT TIME OF PLACEMENT.
- 14) TO BE RESPECTFUL AND MINDFUL OF YOUR MANNERISM OF LANGUAGE, PROFANITY IS NOT ALLOWED.
- 15) TO SIGN ALL REQUIRED ENROLLMENT DOCUMENTS FOR THE CENTER INCLUDING TRANSPORTATION ON FIELD TRIPS, AND TO AUTHORIZE THE CENTER TO TAKE THE EMERGENCY MEASURES DEEMED NECESSARY FOR THE MEDICAL CARE AND PROTECTION OF YOUR CHILD.

Kimberly Roberson, Executive Director
Nicole Mundy, Center Director

Parents/Guardian _____ Date _____

Center Director _____ Date _____

CARING AND SHARING CHILD CARE CENTER, Inc.

Parents Initials _____

Child Care Center-Parent/Guardian(s) Child Care Agreement

This contract is made between the Parent(s)/Guardian(s) and the Child Care Center for the care of _____
_____. (Name of child (ren)) at the center.

The payment fee shall be: \$ _____ per hour/week/month. Payment shall be due on _____. Child Care services shall be provided during child's schedule time slot from _____ AM till _____ PM on the days circled below, for _____ days a week.

Monday Tuesday Wednesday Thursday Friday

Additional Fees Apply - Initial Each Line for Parent Approval and Agreement

Addition fee will apply to field trips not covered under Child Care memberships. _____.
Overtime fee of \$15:00 for late child care payment due on Friday. _____.
Overtime fee of \$10:00 apply for the first 15 minutes of dropping off children early & picking up children late. _____.
Holiday's fee _____ Paid Holidays when they fall on a day that is regularly scheduled for care.
An absences fee will be charged when a child (ren) is schedule for care on regularly scheduled day.
(Parent(s)/Guardian(s) signature) _____.

TERMINATION PROCEDURES:

This contract may be terminated by either Parents(s)/Guardians(s) or Child Care Center by giving a 2-week written notice in advance of the ending date of enrollment. The Child Care Center Director may immediately terminate this contract without giving any notice if Parents(s)/Guardians(s) do not make payments when due.

The signature of the Parents(s)/Guardians(s) to this contract also indicates that they agree to abide by the written policies of Caring and Sharing Child Care Center parent handbook that was presented to them during the interview. *NOTE – Reminder if you prefer as an additional way to communicate you have access to internet email, text message, Seesaw or a parent journal.

Mother/Guardian

Father/Guardian

Home Address

Home Phone Number

Employer Name & Address

Employer Name & Address

Employer Phone Number

Employer Phone Number

PARENT/GUARDIAN SIGNATURE _____ **DATE** _____

CENTER DIRECTOR SIGNATURE _____ **DATE** _____

CARING AND SHARING CHILD CARE CENTER, Inc.

Parents Initials _____