



Family Handbook

Child Care Center Program

Revised July 15th 2026

My Place: A Play and Learning Center

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Welcome to My Place

Established February 2012 to serve families throughout Schuyler County, My Place, A Play and Learning Center is a not-for-profit organization that provides high-quality care and education for infants, toddlers, preschoolers, and school age children (ages 6 weeks to 12 years).

Mission Statement

To be the pillar of childcare in Schuyler County by providing children and families with quality care and educational experiences.

Vision

To provide a sustainable model of care that promotes family and community partnerships, and quality childhood learning experiences through play.

Educational Philosophy

We believe every child has the potential to bring something unique and special to the world. My Place provides high quality early childhood experiences that help children see themselves as capable individuals, express their ideas, build confidence, and develop a lifelong love of learning. We are committed to learning through play and honoring the natural joy of childhood. We recognize that children grow, develop, and respond to learning experiences in different ways. Together, staff and families help create an equitable environment where children and adults learn to respect, accept, and value differences.

Values

Play, Welcoming Environment, Nurturing Relationships inside and outside of the organization, Accessibility, Continuous Learning, Promote a culture of diversity and inclusion.

Goals

Providing a sustainable model of care
Contribute to local economy
Promote a culture of learning through play.

Center-Wide Expectations: Kind Hearts, Safe Bodies, Helping Hands

At My Place, our Pyramid Model expectations give children, staff, and families shared language across classrooms, playgrounds, common areas, and community spaces. Kind Hearts means we use kind words, caring actions, and empathy. Children are learning to include others, notice feelings, ask for help, respect differences, and use words to express needs and solve problems. Safe Bodies means we keep ourselves, our friends, and our spaces safe. Children are learning to keep hands, feet, and bodies safe; listen when someone says stop or needs space; care for their bodies through hygiene, rest, food, water, and asking for help; use calming strategies; and move safely throughout the center. Helping Hands means we care for My Place, our materials, and each other. Children are learning to clean up after play, meals, and activities; use toys, books, furniture, nature, and playground materials with care; take turns, share, wait, help friends, and leave spaces better than they found them. Staff support these expectations by modeling kindness, teaching emotional regulation and safe choices, giving children developmentally appropriate choices, and helping every child participate in routines. Our motto is: Kind Hearts. Safe Bodies. Helping Hands.

Who We Serve

My Place serves approximately 54 children, from six weeks to five years of age. We are open to the public and give priority placement to:

- Siblings of children currently enrolled
- Children of our staff
- Children in the Foster Care System

- Part time families seeking full-time care

Hours of Operation

Center: Monday through Friday 7:00 AM – 5:30 PM

Licensing, Staffing, and Program Quality

New York State Licensing

My Place follows all regulations as listed in the New York State Department of Social Services (DSS) Day Care Regulations. A copy of these regulations can be found in each classroom and at the front desk, or you may request a copy from the Center Director. Parents have the right to report any licensing regulation violation to the Regional Licensing Division of DSS (585-238-8531) or to a NYS “warm line” for parents at 800-732-5207. They will investigate the claim and take action if warranted. Their website is <https://ocfs.ny.gov/main/childcare/daycare>. Electronic access to the regulations can be found at https://ocfs.ny.gov/main/childcare/daycare_regulations.asp

Capacity

The number of children enrolled is based upon state licensing for classroom sizes. The Center has five classrooms. The maximum number of children in each group is:

- Infant: 8 infants
- Waddler: 8 children
- Tiny Sprouts - 7 children
- Toddler - 12 children
- Preschool: 18 children

Each classroom is also staffed in accordance with state licensing mandates. The minimum ratios that the center adheres to are:

- Infants; 6 weeks- 18 months -1 staff: 4 children
- Waddler; 12 months – 24 months – 1 staff: 4 children
- Toddler; 18 months- 36 months – 1 staff: 5 children
- Preschool; 3–5-year-old – 1 staff: 7 children

Our Tiny Sprouts classroom rotates between a preschool classroom and a toddler classroom. The billing rate is related to the age of the child/position of the classroom.

Our Staff

When considering a new employee, each candidate goes through an extensive hiring process which includes an interview by the director, a working interview in the classrooms, reference checks, a health screening, a child abuse screening, and a criminal record check. During the first six months of employment, each employee is expected to complete 15 hours of training. All teachers have education and training in Early Childhood. We require that our Lead Teachers have at minimum either an associate degree or Child Development Credentials or a plan of study approved by the Executive Director and OCFS (Office of Children and Family Services) licenser. For our Assistants, we require at least a High School Diploma/GED and prefer additional course work or experience working with children. Teacher Aides are required to have a High School Diploma/GED. Teacher Aides typically have a home classroom but move around based on the needs of the children. All staff must complete a minimum of 30 hours of training every two years. Staff must establish professional development goals.

Holidays

My Place will be closed to families the following days so staff can attend professional development training and enjoy time to themselves and with family to celebrate holidays. Martin Luther King Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Friday before Labor Day, Labor Day, Grand Prix Day,

Veteran's Day, Thanksgiving Holiday (Thursday and Friday), Christmas Holiday (Eve and Day), New Year's (Day).

Weather-Related Closings, Delays, and Snow Days

My Place is committed to remaining open whenever it can do so safely in order to support children, families, and the local workforce. At the same time, staff must be able to travel safely and the Center must have enough qualified staff present to maintain all required supervision and ratios. Families will be notified of weather-related changes through ProCare, SMS push notification, and, when appropriate, the My Place Facebook page.

Delays

My Place will follow the local school district for weather-related delays. When the district announces a delay, My Place will adjust its opening time accordingly. Families should not arrive before the announced opening time.

Full-Day Closures

My Place does not automatically close when the local school district closes. A full-day closure will occur only when weather conditions make travel unsafe, or when enough staff cannot safely arrive to maintain required ratios. My Place designates up to three paid Snow Days each year for severe weather situations. These days are used only when necessary for safety. Tuition remains due because tuition is based on enrollment and reserved care, not attendance.

Early Closures

If the weather worsens during the day and creates unsafe travel conditions, My Place may close early. Families will be notified as soon as a decision is made and must arrange prompt pick-up by the announced closing time.

Daily Weather Monitoring

The opening supervisor checks weather conditions daily using the Weather Channel App. A daily posting near the clock-in/out tablet includes the date, current conditions, Real Feel temperature, advisories or alerts, and the outdoor play decision: Outside, Shortened Outside Time, or Inside Only. Real Feel is used because it accounts for wind, humidity, sun exposure, and how the temperature feels to the body.

Enrollment and Admissions

My Place admits children without regard to race, color, gender, ethnicity, religion, national origin, disability, or any other protected status. Enrollment decisions balance family needs, licensing requirements, classroom capacity, staffing, program operations, and the overall sustainability of the organization.

Enrollment Priorities and Scheduling

My Place may give priority consideration to siblings of currently enrolled children, children of current My Place staff, children in the foster care system, and currently enrolled part-time children seeking increased care. Priority consideration does not guarantee immediate placement. Full-time enrollment is generally given priority. Limited part-time enrollment may be available based on classroom openings and program needs; partial-day rates are not offered.

Enrollment Process

Families are encouraged to tour the Center, view classrooms, meet staff, and learn about daily routines and program expectations. Before a child begins care, families must complete all required enrollment documentation, including emergency contact information, medical clearance, and current immunization records.

Application and Application Fee

Families must complete an enrollment application and pay the non-refundable application fee for a child to be considered for enrollment. The fee covers the administrative costs of reviewing and processing the application.

- \$50 for one child
- \$75 per family

The application fee applies only to new students or attendees and is not charged again for each program enrollment period. For example, a child currently enrolled in the after-school program will not be charged another \$50 application fee to enroll in the summer program.

Securing Enrollment

Enrollment is not guaranteed until the Center confirms availability, provides an approved start date, and the family pays a one-week, non-refundable tuition deposit equal to one week of care. This payment secures the child's spot, pays for the first week of tuition, and confirms the family's intent to begin care. Once the deposit is paid, the child is removed from the waitlist and placed on the designated classroom roster.

Holding a Child's Spot Before the Start Date

All spot-holding arrangements must be approved by the Center and are subject to classroom availability, staffing, licensing requirements, and program needs.

Children Under 1 Year of Age

For a child under one year of age, My Place may hold the spot for up to two weeks from the Center-determined start date at no additional charge beyond the required one-week tuition deposit. If the family delays beyond the initial two weeks, the applicable part-time tuition rate is required for the remaining two weeks of a maximum four-week hold. After four weeks, the family must begin care and pay tuition based on the approved schedule or forfeit the spot. A hold beyond four weeks requires full tuition based on the approved schedule.

Children Over 1 Year of Age

For a child over one year of age, My Place may hold the spot for up to one week from the Center-determined start date at no additional charge beyond the required one-week tuition deposit. The Center may approve one additional week at the applicable part-time tuition rate. After that period, full tuition based on the approved enrollment schedule is required to continue holding the spot. Families who do not proceed with enrollment or required payments will forfeit the spot.

Special Enrollment Considerations

During temporary family changes such as maternity leave, illness, job loss, temporary schedule changes, or another approved circumstance, a full-time family enrolled for at least six weeks may request a temporary schedule reduction.

- Temporary schedule: 3 days per week
- Duration: a minimum of 6 weeks and a maximum of 12 weeks
- Approval: subject to classroom availability, staffing, licensing requirements, and program needs

Temporary schedule reductions may be used once per year unless otherwise approved by the Center. At the end of the approved period, the family is expected to return to a consistent schedule based on availability and program needs. If the family cannot return to an available schedule, the child may be placed on the waitlist for the next appropriate opening.

Childcare Transition Policy

Purpose

The purpose of this policy is to ensure a smooth and supportive transition for children as they move from one classroom to the next within our child care center. We are intentional in choosing the best opportunity for transition, considering the child's readiness, developmental milestones, and family input. Our goal is to create a positive experience as children progress from infant and toddler classrooms into preschool and eventually transition to Pre-K in the school districts while still being supported through after-school care.

Scope

This policy applies to all families, children, and staff involved in the transition process.

Transition Process

1. Family Communication: Families will be invited to meet with teachers and administrators to discuss their child's transition, expectations, and any concerns.
2. Developmental Readiness: Transitions are based on a combination of age, developmental progress, and space availability in the next classroom. We prioritize each child's emotional and social readiness to ensure a smooth transition.
3. Short Visits: Children will have opportunities for short visits to their new classroom to become familiar with the environment, teachers, and classmates before the official transition.
4. Warm Welcome: When a child moves into their new classroom, teachers will provide a warm and supportive welcome to help them feel safe and comfortable.
5. Collaboration with Families: Families will receive information about their child's new classroom, including curriculum, daily routines, and teacher introductions.
6. Ongoing Support: Teachers and staff will closely observe and support children during their transition period, addressing any challenges and ensuring a positive experience.
7. Transition to Pre-K and Beyond: As children transition to Pre-K within the school district, we will work with families to provide guidance and resources. For those continuing in after-school care, we will ensure consistency and familiarity in their routine.

Review and Compliance

This policy will be reviewed annually to ensure it aligns with best practices in early childhood education and supports the needs of children and families. Staff will receive training on effective transition strategies to maintain a positive experience for all children. For any questions or concerns regarding this policy, please contact the facility administrator or program director.

Confidentiality of Records

All information pertaining to families, children and staff is kept confidential. Your child's educational and health records are kept in locked files. We do not release any information from our files without parental written consent.

ProCare Software

My Place utilizes ProCare Software for tracking, billing, attendance, and immunization records. Parents are encouraged to utilize the online account access and payment option via ProCare app. To access the ProCare system, parents must have an email address in use with billing. Daily communication will take place on our ProCare application downloadable at Google Play Store and Apple Store. You will receive a code to authenticate your account via email and text to that you provide.

ProCare Family Policy

At My Place, A Play and Learning Center, we use ProCare as our primary tool for communication, updates, and documentation of your child's day. ProCare allows families to stay informed about their child's activities,

meals, rest times, and important center announcements. To ensure a safe, respectful, and professional experience for all families and staff, we ask that parents and guardians adhere to the following ProCare policies:

Confidentiality & Photo Sharing

- Throughout the day, staff may upload classroom photos that highlight group activities and learning experiences. Some families do not grant permission for their child's photo to be shared outside of My Place.
- Screenshots, downloads, or sharing of any photos from ProCare outside of the app (including on social media, text messages, or emails) is strictly prohibited.
- If families are found to be sharing photos without permission, they may lose access to photo updates in the app.

Updates & Staff Responsibilities

- Staff will update ProCare as they are able to step away from classroom duties and when they are not actively counted in ratio.
- The safety and supervision of children is our top priority. While we value communication, our staff's primary responsibility is being fully engaged with the children in their care.
- Families should understand that ProCare updates may not always be in real-time and may be delayed until staff have an appropriate moment to document activities.

Messaging Expectations

- ProCare messaging is a tool for non-urgent communication. Messages will be checked and responded to when staff are available.
- For immediate concerns, such as a change in pick-up arrangements or an urgent message regarding your child, please call the center directly.
- Staff are expected to maintain professional boundaries and will not respond to personal messages outside of center hours.

Respecting Our Policies

- ProCare is a valuable resource for staying connected with your child's daily experience, but it is not a substitute for direct communication with staff and administration.
- Families are encouraged to discuss any concerns or questions regarding their child's day during drop-off, pick-up, or scheduled conferences rather than relying solely on app updates. By using ProCare, families agree to respect these policies to maintain the privacy, safety, and professionalism of My Place. If you have any questions about this policy, please speak with the Program Director.

Daily Communication

Classroom staff use ProCare to document the numerous activities children engage in throughout the day. The messaging feature is our primary means of communication and can be seen by all classroom staff. Sensitive communication should be emailed directly to the classroom teacher or director. Phone calls are welcome but can be distracting in the classroom and in-depth conversations will often need to be returned at an agreed time with the family or caregivers. Administration encourages professional boundaries in all teaching staff. Calls and texts to staff's personal phones or through social media are discouraged to discuss classroom concerns or general communication about the center. If you have questions or concerns, please contact a member of the leadership team.

Parent and Staff Communication

To maintain our partnership with parents, we encourage open communication with parents daily. Classroom staff will record in ProCare details what the child ate, how long they slept, and the activities that they participated in throughout their day. You can also message staff on the app to share information during the day. At times there may be a delay in documenting activities or returning messages as direct supervision and engagement of children will always take priority. For immediate concerns, you may call the center to

reach your child's teacher. Please dial the extension you would like to reach: Preschool: 102, Toddler: 103, Tiny Sprouts: 104, Waddlers: 105, Infants: 106, Program Director: 100, Executive Director 101. We look to parents to share information with staff about the happenings of the child outside of the Center and to keep staff informed about changes the child may be experiencing. Information that parents share will be documented for communication purposes with the classroom team.

Our goal is to meet with families twice a year to discuss developmental milestones and individual learning goals. At any time, parents or teachers wish to discuss the child's development in a more formal and detailed atmosphere. Other than in unforeseen emergencies, parents will be given two weeks' notice in writing about staffing changes. Family involvement is strongly encouraged at My Place. We welcome your suggestions and input in meeting the needs of the classroom. We provide several opportunities throughout the year for families to engage with the classroom; however, you are encouraged to reach out to the classroom teacher for other opportunities to spend time in the classroom with stories, crafts or cooking activities. Please send a ProCare message or call the Center by 8:30 AM if your child is late or absent. This is essential to our meal counts and staffing patterns.

Parent Responsibilities

1. Complete and keep all required enrollment documentation and requirements. Any time your child receives any immunization, please provide an updated immunization record to the director.
2. Keep the Center informed of any changes relating to information provided on original enrollment forms, such as address and phone number change, custody and order of restraints, emergency contacts, and other information.
3. Inform the staff of any concerns or changes regarding your child since your child was last at the Center. This information will be documented for staff only.
4. Notify the Center if your child currently has, or has been exposed to, a contagious illness. Please follow our Health Care and Sick Child policy in this handbook. and keep your child home when they are showing signs of a contagious illness.
5. If contacted by the Center to pick up your child regarding possible contagious illness or rash, fever, and secondary symptoms, or other, make arrangements for your child to be picked up within an hour.
6. Provide any specific or special instructions for the day in writing or through ProCare and give them to the staff who oversee your child.
7. Inform the classroom staff when a person other than parent/guardian, or regular person, is picking up your child. Please make sure that the person picking up your child is listed on the emergency contact form, provide us with written permission for pickup, and ensure that the person has photo identification.
8. Please have photo identification available, as you and others may be asked to present it at the time of picking up. This is done when a staff member is not familiar with the person picking up to ensure the safety of your child.
9. Practice caution while in the parking lot. Drive slowly and cautiously when entering/exiting the lot. Have children always remain with you. For the safety of your children, please do not leave any children unattended in the car. NYS law prohibits children from being left alone in a car without adult supervision.
10. Vehicles must be turned off when unattended for the safety of the children and the Center.
11. Bring items needed for your child to the Center. Replenish the items as needed.
12. Label personal items to help the staff keep track of your child's things.
13. Take bottles and/or soiled clothing home at the end of the day.
14. Pay tuition for the childcare services as agreed.

Parent Code of Conduct

We seek to create an environment that promotes positive role modeling for children. This responsibility lies with the parents just as much as it does with the staff. Parents will not be permitted on the premises and services may be terminated if they:

- Curse or use language that is considered inappropriate regardless of if there is a child present
- Become verbally or physically aggressive toward staff, children, or other parents
- Threaten any staff, students, or other parents.

Adult Conduct Expectations

At My Place, our reputation for quality of service and integrity has been carefully built over many years of work with our community. We are recognized as much for our image as we are for our service. As a parent/visitor, we ask for your responsibility in making sure our sites are a safe, comfortable, and healthy environment for children and adults. Your conduct while at program sites, on property, or during program activities as well as representing the agency reflects My Place and may place an adult or child in danger. You should show consideration and respect for everyone with whom you have contact with. To support our mission the following list of expectations includes, but are not limited to, the following:

- Adults must follow center procedures and policies.
- Threatening, intimidating, harassing staff, volunteers, consultants, other parents/guardians, or children will not be tolerated.
- Physical or verbal punishment for a child will not be tolerated.
- Physical violence or displays of anger will not be tolerated.
- Swearing, arguing, shouting or verbal fighting will not be tolerated.
- Inappropriate or excessive displays of affection will not be tolerated.
- Theft or unapproved possession of program property, the property of staff, volunteers, consultants, or other parents/guardians and children will not be tolerated.
- Print or share online, or otherwise agency passwords or entry codes will not be tolerated.
- Using photos or videos from agency events/programming on social networking sites will not be tolerated.
- Discussing with others any confidential client and or agency information will not be tolerated.
- Using social media to bully, harass, or intimidate staff, volunteers, or consultants will not be tolerated.
- Possession or use of a weapon will not be tolerated.
- Possession or under the influence of drugs or alcohol will not be tolerated.

We have a responsibility for all our families to provide a safe environment. Any situation that threatens anyone in the center will be reported to the authorities. Depending on the severity of the case, families will receive one written warning before they are dismissed from our program. If you feel this information is incorrect you may email a complaint to info@myplace-aplc.org.

Tobacco Use and Third-Hand Smoke Policy: My Place maintains a tobacco-free and nicotine-free environment in accordance with New York State OCFS childcare regulations. Smoking, vaping, and the use of tobacco or nicotine products are prohibited on My Place premises at all times, including indoor areas, outdoor play spaces, entrances, exits, and parking areas. This applies to employees, volunteers, substitutes, parents/guardians, and visitors. My Place also works to reduce children's exposure to third-hand smoke, which is the residue left on clothing, hair, skin, and personal belongings after smoking or vaping. Staff must report to work free from strong smoke odor. Staff who smoke or vape outside of work, or during an approved break off premises, must take reasonable steps before returning to children, such as washing hands and changing clothing when necessary. If a strong smoke odor is present, the program may require a staff member to change clothing before resuming contact with children. Failure to follow this policy may result in corrective action consistent with My Place personnel policies and OCFS health and safety requirements.

Tuition

Tuition is charged on a weekly basis (including when My Place is closed for holidays, staff training, unexpected closings, or weather closings). Fees are determined according to My Place's sliding fee scale and are given to families at the time of enrollment. Financial data must be provided annually to base tuition rates on a sliding fee scale. One week's tuition is required as a non-refundable deposit to secure your spot for care. We reserve the right to change tuition fees at any time with a minimum of six weeks' notice.

- Tuition must be paid one week advance. Your one time non-refundable deposit for enrollment will count as your first week's tuition; but is due at the time of securing your child's enrollment spot.
- Tuition can be paid on a weekly, bi-weekly, or monthly basis in advance
- Tuition will be accepted in cash, check, cashier's check, money order, or through an ACH payment to Chemung Canal via the ProCare app. Checks returned to the Center for insufficient funds will be assessed a \$40.00 service fee. If ACH payments fail within the ProCare app, you will be charged a \$3.50 fee for each occurrence. A pattern of receiving bad checks may require that all future payments be made by the other means identified above.
- Tuition is based on enrollment, not attendance and is due in instances of absences, holidays, vacations, staff training, unexpected or weather closings.
- Tuition that remains unpaid for more than two weeks will be charged a 3% late fee each week until the outstanding balance is paid in full.
- My Place offers payment plans when arrangements are discussed with and approved by the Center. Families experiencing difficulty making tuition payments should communicate with the Center as soon as possible.
- When tuition remains unpaid and the family has not communicated with the Center or established an approved payment plan, the child may be disenrolled, and the outstanding account balance may be turned over to a collection agency.

Sibling Discount

Families with more than one child enrolled in My Place programming receive an 8% sibling discount on tuition for the oldest enrolled child only. The discount does not apply to application fees, deposits, late fees, or other program charges.

- Part-time parents only: If your child's classroom has the availability to offer a make-up day for a center-related closing, we will make every effort to do so the week of the closure. We cannot make up days due to family vacations or illnesses.

Tuition Assistance

Tuition assistance may be available for families who are eligible for income. For information on eligibility for subsidized childcare assistance, contact the Department of Social Services in the county in which you reside. For more information: Chemung County: Chemung County Childcare Connection: (607) 737-5411 Steuben County: Child Care Aware: (607) 776-2126 Schuyler County: Department of Social Services (607) 535-8303 Yates County Department of Social Services (315)-536-5183

My Place Policy: Hours of Operation:

- Operating Hours: My Place is open from 7:00 AM to 5:30 PM, Monday through Friday.
- Early Arrival: Parents arriving before 7:00 AM will not be permitted entry into the building.
- Exit Requirement: All children and families must have exited the building by 5:30 PM.

Child Care Assistance parent fees must be paid weekly or in advance.

Late Pickup Fees Structure:

- A fee of \$5.00 per child will be assessed for the first 5 minutes after 5:30 PM. □ An additional fee of \$1.00 per minute will apply for each minute beyond the initial 5 minutes.
- Fee Enforcement: Late pickup fees will be charged directly to the parent's account and are due upon receipt of the fee notice. Late fees will NOT be paid by Childcare Assistance Programs.

Unattended Child Protocol

- Emergency Contacts: If a child is not picked up by 5:30 PM, staff will begin contacting those listed on the child's blue card.
- Timeframe for Contact: If we do not connect with anyone via phone or ProCare message by 5:45 PM, law enforcement will be called to ensure the safety and well-being of the child.

Repeated Violations

- If the late pickup policy is violated three times within a 6-month period, My Place reserves the right to terminate your child's enrollment.

Withdrawing from the Center

If a family decides to withdraw its child from the Center, a minimum of two weeks written notice is required. If a child is withdrawn without adequate notice, two weeks tuition beyond the date that we received notification will be required. Clients leaving the program owing money will be promptly turned over to a collection agency.

Programming

My Place provides an environment that nurtures social-emotional connections with staff and peers. We make health and safety in combination with playful learning our top priority throughout the day. Gross motor activity is incorporated into your child's routine every day. Each classroom participates in oral care, handwashing, and diaper changing or toileting. We utilize a curriculum that promotes literacy and developmentally appropriate practices. We partner with parents to make your child's experience at My Place a well-equipped launching pad for formal education in our school systems.

Gross Motor Development

Purpose

The purpose of this policy is to promote the healthy development of gross motor development. We begin with infants by incorporating safe and supervised tummy time activities into daily routines. Tummy time helps strengthen muscles, prevent flat spots on the head (positional plagiocephaly), and encourage motor skill development. Additionally, all children in our care are provided with teacher-led and independent opportunities to move their bodies freely as part of our focus on healthy development.

Guidelines for Tummy Time

- Supervision: Tummy time will always be conducted under the direct supervision of a qualified caregiver or staff member.
- Age-Appropriate Practices: Tummy time will begin as early as possible, ideally from birth, for short durations (3-5 minutes) and gradually increase as the infant grows.
- Frequency: Infants will engage in tummy time several times per day, with a goal of reaching at least 30 minutes cumulatively by 3 months of age.
- Safe Environment: Tummy time will take place on a clean, flat, and firm surface, free from hazards. Soft bedding, pillows, or other suffocation risks will not be used.
- Engagement: Caregivers will interact with infants during tummy time using toys, mirrors, and verbal encouragement to make the activity engaging and enjoyable.
- Alternative Positions: If an infant shows discomfort, caregivers will modify the position (e.g., placing the infant on a caregiver's chest or across the lap) while maintaining supervision.
- Movement Opportunities: In addition to tummy time, all children in our care will have both teacher-led and independent opportunities to move their bodies freely throughout the day to support their physical development and overall well-being.

Review and Compliance

This policy will be reviewed annually or as needed to align with best practices and recommendations from pediatric health organizations. Caregivers and staff will receive periodic training to ensure compliance and understanding of exercise to overall development and obesity prevention.

Implementing the Pyramid Model for Social-Emotional Development

At My Place, we are committed to supporting each child's social-emotional growth and well-being. To foster positive interactions, emotional regulation, and supportive relationships, we use the Pyramid Model, a framework for building social and emotional skills in young children. Here's what this means for your child: Overview of the Pyramid Model: The Pyramid Model is a research-based framework designed to promote social-emotional development, prevent challenging behaviors, and address issues if they arise. It has four levels of support:

- **Nurturing and Responsive Relationships** – At the foundation, we prioritize positive relationships with children, families, and staff. We believe in creating an environment where everyone feels valued, respected, and supported.
- **High-Quality Supportive Environments** – Our classrooms are set up to encourage positive interactions and independence. We use visual aids, routine charts, and a “feelings board” to help children express their emotions and learn self-regulation.
- **Targeted Social-Emotional Supports** – Teachers at My Place provide guidance and specific instruction on social skills like sharing, taking turns, and managing big feelings. Our activities encourage children to understand and label their emotions, recognize emotions in others, and use words to express their needs.
- **Intensive Intervention** – For children needing extra support, we collaborate with families to develop personalized behavior support plans, ensuring each child's needs are met in a way that respects their individuality. **Family Partnership and Involvement:** We recognize that families play a vital role in supporting social-emotional development. To make the most of the Pyramid Model, we encourage family involvement through open communication, shared strategies, and resources that can reinforce these skills at home. We provide guidance and materials to help you understand and implement similar practices with your child in familiar environments. **Addressing Challenging Behaviors:** Our approach to managing challenging behaviors is proactive and compassionate. Instead of focusing on punishment, we focus on understanding the root of behaviors, setting clear expectations, and redirecting children gently. If challenging behaviors persist, we work with families to create individualized plans that offer extra support in a positive, consistent manner. **Benefits of the Pyramid Model:** The Pyramid Model provides children with the tools they need to build resilience, confidence, and empathy. By developing these skills, children learn to form friendships, resolve conflicts, and handle emotional challenges—a foundation for lifelong success. We are excited to partner with you in implementing the Pyramid Model, ensuring that every child at My Place receives the emotional and social support they need to thrive. We are committed to fostering a safe and nurturing environment where every child can thrive. We understand that all children are unique, and occasional challenging behaviors are a natural part of development. When behaviors arise that pose a risk to children, staff, or the overall environment, we take a collaborative approach to address them. Our team will work closely with families to identify strategies that can support the child in developing positive behaviors. This may include:
 - Positive support plan with solutions that can be beneficial at home as well.
 - Reducing time spent in the program.
 - Transition to an alternate source of child care. In some cases, we may find that center-based care does not align with a child's individual needs or comfort level. In these instances, we will partner with families to develop a thoughtful transition plan to a more suitable setting where the child can flourish. Our goal is always to work together with families to ensure the best possible outcome for each child, maintaining their well-being as our highest priority.

Screening Process

- Screenings will be conducted by trained staff members and performed in the child's native language.
- Results will be shared with families in a timely manner.

- Screening results will be utilized to set individual learning goals for each child.
- All screening data will be stored securely and confidentially in accordance with privacy policies.

Follow-up for Developmental Concerns

If a child continues to show low performance in a developmental area, the following steps will be taken:

- The concern will be discussed with the family in a supportive and informative manner.
- Families will be provided with information on the early intervention process and resources for additional support.
- My Place staff will collaborate with the family to explore appropriate interventions and ensure the child receives the necessary developmental support. This screening policy is designed to promote early identification and intervention, supporting each child's unique developmental journey at My Place. Outdoor Play, Weather Monitoring, and Local Outings: Per OCFS regulations, My Place provides supervised outdoor play daily except during inclement or unsafe weather. Children should arrive dressed for the weather. If a child is too ill to go outside, they are likely too ill to participate comfortably in the full program day.

Outdoor Play Temperature Guidelines

Children under 1 year old may go outside when the Real Feel temperature is 15°F-90°F. Outdoor time for infants should be shortened and closely monitored. Children ages 1 and older may go outside when the Real Feel temperature is 10°F-95°F unless unsafe conditions or advisories are present. Staff must monitor children closely and provide weather-appropriate clothing, hydration, shade, sunscreen when authorized, and breaks as needed. School-age children may be outside above 95°F Real Feel only when additional safety precautions are in place, such as sunscreen with parent/guardian authorization, shade, frequent water breaks, water play or another cooling activity, shortened outdoor time, and close monitoring for signs of overheating. If these precautions cannot be provided, children must remain indoors or participate in safe indoor gross motor activities.

Weather Advisory Guidelines

Outdoor play may be limited, shortened, or canceled during heat advisories or warnings, wind chill advisories or warnings, winter weather advisories or warnings, thunderstorms or lightning, heavy rain, hail, unsafe wind, poor air quality alerts, or any other condition that creates a health or safety risk. When thunder or lightning is present, children must come indoors immediately and remain indoors until conditions are safe. My Place uses the Child Care Weather Watch chart as a guide. Green means outdoor play is permitted with regular monitoring. Yellow/Caution means outdoor play may occur with extra caution, shortened time, close observation, and added protections. Red/Danger means most children should not play outdoors, and indoor gross motor activities must be provided instead. Staff monitor children for signs of being too hot or too cold, including fussiness, red or pale skin, shivering, sweating, lethargy, dizziness, or complaints of discomfort. Children have access to water during warm weather and after active play. Sunscreen is used according to written authorization and product directions. Shade is used whenever possible.

Indoor Gross Motor Alternative

When children cannot safely go outside, classrooms provide safe indoor gross motor activities such as music and movement, obstacle courses, yoga, dancing, movement games, or other active play that supports physical development.

Local Outings and Walking Trips

My Place includes outings to neighborhood locations such as the bank, lake, fire station, park, and library as part of our curriculum. These trips support language development, sensory-motor development, community awareness, and children's understanding of the world around them.

At enrollment, families are asked to sign a permission slip (blue card) for local walking trips. Children may not participate without a signed blue card. If permission is not granted, the child may stay behind as a guest in another classroom if space is available or may need to remain home if space is not available.

Meals at My Place

My Place prepares breakfast, lunch, and an afternoon snack for all children. Our menus are approved by a registered dietician and meet the USDA requirements for a well-balanced diet. Meals are offered to children in a family-style setting. Children who are old enough practice serving themselves and passing food. Mealtimes are times when staff and children can sit together and have conversations about their day. Staff sit and eat with the children to model healthy eating habits and proper table manners. Menus are posted in each classroom and in our ProCare app. Please make sure you notify your child's teacher of any food allergies. Because of allergies, we do not provide any food containing nuts or nut oils, and we prohibit those foods from being brought into My Place. Parents of infants must discuss with their physician and complete appropriate paperwork reflecting your preferences for how feeding will be handled. If your child's doctor asks that the child begin solid foods before 6 months of age, the USDA requires that we have a written doctor's order on file.

Allergies

My Place is a Nut Free Center, no outside food containing nuts should be brought into our building. All My Place staff are trained in preventing, identifying, and treating anaphylaxis. If your child does have any allergies, you will be required to fill out OCFS-6029 forms for an individual health care plan prior to your enrollment start date.

Outside Food and Beverage

Any outside food or beverage needs prior approval from a lead teacher before coming into the center. Breakfast is served at 9 AM, please do not arrive with food. Children who have a medical dietary restriction need to provide the center with documentation from their health care provider on the OCFS form provided. All food needs to be peanut free. Children have unlimited access to water throughout the day. Parents are encouraged to provide a water bottle for their child's cubby. The center cannot use food/beverage as a form of discipline or reward. Although we make every effort to partner with families, we have found it difficult to accommodate outside food and beverages in the classroom. It often causes unnecessary conflict between parents/children/staff. Our menu provides a variety of healthy choices. If you bring food from home, your teacher will ask that your choices be comparable with our center menu.

Infant Feeding

All families will complete a feeding schedule which supports feeding on demand or staying on a designated schedule. Infant meals and snacks will be appropriate for the infant's individual nutrition requirements and developmental stage as determined by written instructions obtained from the child's family or primary health care provider. Center formula and jar food are also provided. Please check with the infant room teacher on specifics.

Breastfeeding

Our center is a recognized breastfeeding site and provides an atmosphere that welcomes breastfeeding families. Parents are welcomed and encouraged to visit and feed their child during the day. Our center has a private nursing room for those wishing to visit during the workday to breastfeed, pump, or bottle-feed. Each classroom has access to refrigeration to support a supply of breast milk at the center. Please let us know how to best support you in your breastfeeding needs.

Sleeping Arrangements

During the course of the day, opportunities for rest will be provided for all aged children. Parents will complete "Safe Sleeping Practices" at the time of enrollment, transition, or any time the need arises. This arrangement informs the parents of safe sleeping practices that our center will adhere to, sleeping supplies, and where in the center their child will be sleeping/resting. Children who do not sleep are able to quietly rest for 30 minutes in their supervised personal space and then are offered a quiet activity for play. No child is ever forced to sleep. Any child who arrives asleep will need to be woken up prior to the parent leaving the

center. An infant arriving asleep in a car seat needs to be removed from the seat and handed to their teacher by the parent.

Fire Drills, Shelter-in-Place, and Emergency Evacuation

The safety and well-being of children, families, and staff is My Place's highest priority. In accordance with OCFS requirements, emergency drills are conducted throughout the year so staff and children are prepared to respond quickly and calmly. All drills are treated as though they are real emergencies.

Monthly Fire Drills

Fire drills are conducted monthly and are not scheduled in advance. Because the building fire alarm cannot be activated for drills, an all-page announcement over the building phone system begins the drill and identifies the designated exit. Emergency evacuation diagrams posted throughout the Center show both primary and secondary routes. Staff immediately stop activities, bring attendance records and emergency supplies, complete repeated head counts, evacuate children calmly, and keep the group together until the "All Clear" is given. If a family member is present during a drill, they must follow staff directions and remain with the child's group.

Shelter-in-Place

Shelter-in-place procedures are used when remaining inside is safer than evacuating. Examples include severe weather, hazardous materials or unsafe outdoor air, nearby gas leaks, police activity, threats in or near the community, an armed or dangerous person nearby, an aggressive animal, or any situation in which authorities advise occupants to remain indoors.

Shelter-in-Place Drills

Shelter-in-place drills are conducted twice each year. Families are notified in advance, and children should remain on-site during the scheduled drill whenever possible because participation and documentation are required. Drills generally last about 20 minutes. Children and staff move to designated classroom shelter areas, bring attendance records and emergency supplies, complete head counts, review supplies and procedures, and remain in place until the "All Clear" is announced.

Actual Shelter-in-Place Emergencies

During an actual shelter-in-place emergency, staff immediately move children to the designated safe location, conduct frequent head counts, keep children calm and reassured, and follow instructions from administration or emergency responders. Groups that are off-site when a shelter-in-place begins will not return to the Center until administration determines it is safe.

Off-Site Emergency Evacuation

If the Center must be evacuated and it is unsafe to return to the building, children and staff will relocate to the primary emergency evacuation site at Jefferson Village, directly across the street, and proceed to the Community Room. Emergency supplies, including diapers, wipes, bottled water, snacks, activities, and comfort items, are stored there. If Jefferson Village is not safe or available, the secondary relocation site is the Watkins Glen Fire Station. Staff will remain with their assigned children until families arrive or emergency responders provide further direction.

Family Communication During Emergencies

The Director or Supervisor on Duty will communicate with families through ProCare and SMS push notifications. Phone calls may be used when no response is received, or when circumstances require direct contact. Staff will not independently contact families unless directed by the administration. Families must follow all instructions regarding delayed arrival, early pick-up, reunification location, or when it is safe to return.

Weather Watches and Warnings

During a weather watch, outdoor activities may continue with caution but will remain limited to the playground or immediate area, so groups can return indoors quickly. If a weather warning is issued or administration determines conditions are unsafe, children and staff will return indoors immediately and follow shelter-in-place procedures as directed.

Pets

We allow animals in the classrooms if they are in good health and are not dangerous nor pose any threat. They must be up to date on all recommended shots and have no evidence of disease. A record of immunizations must be made available. Pets can belong to the room or visiting. If the animal requires a license, a license must be provided. For classrooms to have a pet of their own or for an animal to visit, all parents must give written permission and not children or staff should have allergies to the animal. After permission has been granted, parents will be notified in advance with an estimated time that the animal visits. Animals should serve a purpose. This includes teaching the children how to respect animals, the proper way to interact with animals, that pets are not toys and have feelings, and to always ask a pet owner before approaching an animal. Reptiles and amphibians are not permitted at child care centers per OCFS regulations.

Drop-Off and Pick-Up Procedures

At drop-off, parents/guardians must sign their child into ProCare after the child has been safely transferred to My Place staff. Families should alert staff when they arrive and share any updates that may affect the child's day. At pick-up, parents/guardians or authorized pick-up people must sign the child out in ProCare once the child has been released back into their care. Children will only be released to individuals listed as authorized pick-up people or to individuals authorized in writing by the parent/guardian. Photo identification may be required. In custody situations, My Place must have a copy of current court-ordered custody documentation on file. Families are welcome to enter the classroom during drop-off and pick-up to support a calm transition. For safety, families must knock and wait for a teacher to greet them before entering. This allows staff to maintain awareness of who is entering the room and continue supervising all children. If a parent/guardian or authorized pick-up person remains in the classroom for more than 15 minutes, they must sign in as a visitor according to My Place visitor procedures. Parents/guardians and authorized pick-up people are responsible for supervising their child and any accompanying siblings during drop-off and pick-up. Children and siblings must stay with the adult at all times and may not run ahead into classrooms, hallways, or the parking lot. Our goal is a safe, welcoming, and respectful transition where children feel secure, families feel included, and staff can maintain supervision and awareness.

Accidents, Injuries, and Incident Reporting

Bumps and bruises can be part of childhood. My Place works to reduce risk through active supervision, safe environments, and developmentally appropriate activities. When an accident, injury, bite, elopement, or incident requiring first aid or parent notification occurs, staff first care for the child, provide first aid as needed, and notify the parent/guardian according to the situation. Staff then complete clear, accurate, confidential documentation. Incident reports are completed for the injured child. For biting incidents, reports are completed for both the child who was bitten and the child who bit. Ongoing behavior concerns or patterns without injury are not documented on injury based incident reports. Those concerns may be tracked through Behavior Incident Reports (BIRS) after a family meeting and used to support behavior planning.

Incident reports must be factual, objective, detailed, and completed the same day. Reports include the time and location, what happened, the injury type, the size and location of the injury, first aid provided and by whom, witnesses, follow-up actions, and the time and method of parent notification. To protect confidentiality, staff do not name other children in reports. Staff use language such as "another child," "a peer," or "a friend." Parents/guardians are notified immediately for head injuries, bites, facial injuries, injuries requiring medical follow-up, and any serious or concerning incident. For serious injuries, staff notify the Supervisor/NIC and Program Director and complete both the standard incident report and serious injury report. Serious injury documentation includes treatment provided, monitoring, medical follow-up, and

required signatures. A clear photo will be taken of visible head injuries or injuries involving blood or broken skin. Photos may be shared with the family through ProCare and with Directors through Teams for accuracy, family communication, and compliance documentation. Visible injuries are also documented in the same-day health check and on follow-up days if the injury remains visible. Staff complete a safety reflection that notes what contributed to the incident, where staff were positioned, and what may help prevent a similar incident. This reflection is safety-focused and not blame-based. Leadership reviews incident documentation for patterns, supervision needs, environmental changes, and licensing requirements. Some incidents must be reported to OCFS licensing, and families may receive follow-up from licensing depending on the incident.

Child's Behavior

While some incidents are considered developmentally appropriate for the child's age, repeated incidents such as physical aggression against children and/or staff, willful destruction of property, spitting, kicking, hitting, biting, punching, and running away from staff put children and staff safety at risk. In the event that a child's behavior is ongoing, excessive, or causing harm to themselves or others a behavior plan will be set up between the parents and staff. A behavior plan includes a parent/teacher conference, documented incidents of child's behavior, next steps for classroom safety, family support and follow up intervention. In managing disruptive behavior one or more of the following techniques may be utilized: redirecting the child's attention to another activity, examination of the classroom for environmental adjustments, addressing child's needs for rest, food, emotional or physical care, and providing the child with a supervised quiet area in the classroom where they can calm down or rest. Corporal punishment is not allowed under any circumstances. Physical intervention is permitted, which includes the act of using bodily contact as a short-term immediate response to prevent children from injuring themselves or others. This can include picking up child and moving them away from danger or conflict, holding the child's hands or gently touching the body to direct their movement, rocking a child to soothe them, and blocking a child's path when they are about to injure themselves or destroy property. Occasionally a child will need to be removed from the classroom so as not to disrupt the classroom and spend some one-on-one time with a teacher or administrator. This would be reported in ProCare and only used when other methods have failed.

Medications

My Place follows the approved Health Care Plan for all medication administration. Medication may only be accepted when required permissions, provider instructions, labeling, storage, documentation, and trained or authorized staff requirements are met. Medication must be in the original labeled container and may not be stored in a diaper bag, backpack, cubby, or other child-accessible area. The program may administer over-the-counter topical ointments, lotions, creams, sprays, sunscreen, and topically applied insect repellent with written parent/guardian permission and according to product directions. The program may also administer medications approved in the Health Care Plan, including patient-specific epinephrine auto-injectors, asthma inhalers, nebulizers, stock epinephrine auto-injectors, and other approved medications when all requirements are in place. Parents or qualifying relatives at least 18 years of age may administer medication during program hours. The dose and time must be documented on the OCFS medication log. Please speak with the Director before bringing any medication to the Center.

Health Care and Sick Children

My Place follows its approved OCFS Health Care Plan. The Health Care Plan is provided to families at admission, whenever changes are made, and upon request. Staff are trained to follow the plan, including procedures for illness, daily health checks, medication, infection control, emergency response, and documentation.

Daily Health Checks

A daily health check is completed when each child arrives and whenever a change in the child's behavior or appearance is noticed. Staff observe for signs of illness, communicable disease, injury, allergic reaction, anaphylaxis, and suspected abuse or maltreatment. Children are monitored throughout the day, and concerns are documented and shared with families as needed.

If a Child Becomes Ill While in Care

If a child develops symptoms during the program day, staff will keep the child comfortable and supervised, monitor symptoms, take the child's temperature when appropriate, use proper handwashing and cleaning procedures, and notify the parent/guardian promptly. If the child meets exclusion criteria, the family must arrange pick-up. If symptoms are severe or emergency treatment is needed, staff will call 911 without delay and notify the parent/guardian.

When a Child Must Stay Home or Be Picked Up

A child may be excluded when the child is too ill to participate in regular program activities, when the child's care needs are greater than staff can safely provide without compromising the care of other children, or when there is an acute change in behavior such as lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash. Families are expected to notify the Center if their child has symptoms of illness, has been diagnosed with a contagious illness, or has been exposed to a contagious illness. If the Center contacts a family for illness-related pick-up, the child should be picked up within one hour whenever possible.

Fever and Young Infants

Children may be excluded for a temperature above 99.4°F or higher taken axillary/armpit. When taking a axillary/armpit temperature, staff must add a degree. Children may be excluded for a temperature above or 100.4°F by an equivalent method; such as temporal, when accompanied by behavior change or other symptoms such as sore throat, rash, vomiting, diarrhea, breathing difficulty, or cough. For children under 6 months, an unexplained temperature above 99.4°F axillary/armpit or 100.4°F temporally should be medically evaluated. Staff do not take rectal temperatures. For children under 2 months, any fever requires urgent medical attention.

Illness Exclusion and Return Guidelines

The following examples are aligned with the Health Care Plan and may require exclusion, pick-up, treatment, or medical clearance before return:

- Diarrhea that is not contained in a diaper, causes soiled clothing, is two or more stools above the child's normal pattern, contains blood or mucus not explained by diet, medication, or hard stool, or is related to salmonella, E. coli, or Shigella until cleared by the child's health care provider.
- Vomiting more than one time in the previous 24 hours, unless determined to be non-infectious and the child remains adequately hydrated.
- Abdominal pain lasting more than two hours, or intermittent abdominal pain with fever or other symptoms of illness.
- Mouth sores with drooling, unless a health care provider states the child is not infectious.
- Strep throat or another streptococcal infection until 24 hours after treatment has started.
- Head lice until after the first treatment. Exclusion is not necessary before the end of the program day.
- Scabies until treatment has been given.
- Chickenpox until all lesions have dried or crusted; rubella until six days after rash appears; pertussis until five days of appropriate antibiotic treatment; mumps until five days after swelling begins; measles until four days after rash begins; and hepatitis A until approved by the health care provider.
- Active tuberculosis until the child's health care provider or local health department states the child is on appropriate treatment and may return.
- Impetigo until treatment has started.
- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Returning to Care

Children may return when the condition-specific requirement above has been met, when they can participate comfortably in the regular program day, and when their care needs can be safely met by staff. A health care

provider note may be required when needed for safe return, medical clearance, or individualized care planning.

Medication and Health Documentation

Medication, allergy, asthma, anaphylaxis, special health care needs, and dietary restriction documentation must be complete before the Center can provide related care. Families should speak with the Director before bringing any medication, treatment item, or special health documentation to the Center.

Pest Policies and Procedures

This policy helps My Place respond to pests or possible pest exposure, including fleas, lice, scabies, and bed bugs. The presence of pests is not a sign of poor hygiene and will be handled respectfully and confidentially. Our goals are to protect the health of children and staff, reduce the risk of transmission, and prevent interruptions to program operations. **Arrival and Daily Health Checks:** As part of daily health checks, staff observe children for signs of pests, bites, rash, itching, or other health concerns. Families should knock on the classroom door at arrival and wait for a staff member before entering so staff can maintain supervision and complete the arrival routine. **Confidentiality:** Pest concerns are handled discreetly. Children's names are not used in center-wide communication, and children will not be treated in an exclusionary or identifying manner. **Repeated or Unresolved Cases:** If an infestation is not treated effectively, My Place may require the child to remain out of care until the family provides documentation of treatment, a doctor's note, or evidence of extermination when appropriate. If a child has repeated pest infestations more than twice in one month, the leadership team may consider termination of care. This decision will be communicated by the Executive Director verbally and in writing.

Scabies

If scabies is suspected, staff will notify the Director, discreetly separate the child and belongings, notify the family, and arrange pick-up. Clothing and bedding must be laundered in hot water or sealed in plastic bags for four days. A child may return after treatment has been given.

Lice

Lice live in human hair and spread through close contact. If head lice are identified, exclusion is not necessary before the end of the program day. Families will be notified discreetly, and the child may return after the first treatment. My Place may request follow-up treatment information if cases are repeated or unresolved.

Bed Bugs

Bed bugs are not transmitted person-to-person and do not jump or fly. If bed bugs or bites are suspected, staff will notify the Director, discreetly separate belongings in sealed plastic bags, provide clean clothing when available, and notify the family. Children are not excluded solely because of bed bug bites or live bugs. For 24 hours after discovery, the child may be redirected away from dress-up clothing, headgear, blankets, or stuffed animals.

Fleas

If fleas are suspected, staff will notify the Director, discreetly separate affected belongings in a sealed plastic bag, provide clean clothing when available, notify the family, and clean the classroom using usual protocols with extra attention to rugs, cots, and other fabric surfaces. Children are not excluded for fleas except in repeated or unresolved cases as described above.

Family Partnership Policy

Purpose

At My Place, we believe that strong partnerships with families are essential to supporting children's growth and development. We are committed to fostering a welcoming and supportive environment where families have access to valuable resources, guidance, and community connections.

Scope

This policy applies to all families, staff, and leadership team members at My Place.

Commitment to Family Partnerships

- Community Resources: Our lobby features a display of community resources, providing families with access to local programs, support services, and seasonal family-friendly events.
- Personalized Assistance: Our leadership team is available to help families find specific information or services that meet their unique needs.
- Open Communication: We encourage ongoing dialogue between families and staff to support children's development and well-being.
- Engagement Opportunities: We provide opportunities for families to participate in events, workshops, and activities that strengthen family connections and enhance the child care experience.
- Responsive Support: As family needs evolve, we remain dedicated to adapting our support and providing relevant resources.

Review and Compliance

This policy will be reviewed annually to ensure it continues to reflect our commitment to family partnerships and meets the needs of our community. For any questions or assistance, please contact the leadership team at My Place. Additional guidance will be provided as needed during times of national health crisis. This information will be published on our website www.myplace-aplc.org and emailed to families.

Parent Handbook Acknowledgment

I/we, the undersigned, agree to enroll my/our child, _____, at My Place. I/we understand that My Place assumes responsibility for my/our child's well-being during the hours they are in care and that Center staff will make every effort to reach me/us should any accident or illness arise. I/we acknowledge that the Parent Handbook is available at www.myplace-aplc.org. My/Our signature(s) indicate that I/we understand and agree to follow the policies described in the Handbook. Parent/Guardian Signature:

Date: _____ Parent/Guardian Signature: _____
Date: _____ Noel Wheaton, Center Program

Director: _____ Date: _____

Photo Permission

I/WE grant permission for my child to have his/her photograph taken if the photographer is approved by the director. Photos may be used in center-related promotional materials and social media posts. Child's Name:

Parent/Guardian Signature: _____
Date: _____ Photo permission: YES _____ NO _____

If NO, do you grant the classroom teacher permission to use photos for class projects displayed only within the center? YES _____ NO _____ I/WE grant permission for center staff to email me/us at the following address: Email Address:
