



ALL GREETINGS

Family DayCare Handbook

Caring for your child, nurturing their future

Welcome to AllGreetings Daycare



Dear Parents and Guardians,

Welcome to AllGreetings DayCare! I am Poonam Mora, and I am thrilled to embark on this journey with you and your little ones. With over two decades of experience working with children of all ages, my passion for early childhood education has only grown stronger. Since 1999, I have dedicated my career to creating nurturing environments where children can learn, explore, and develop essential life skills.

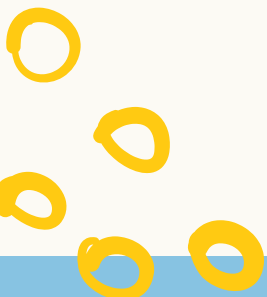
At AllGreetings DayCare, our mission is to provide a safe, caring, and stimulating space where your child can thrive emotionally, socially, and intellectually. We believe that early years lay the foundation for a lifetime of learning, and our program is designed to support each child's unique growth journey.

Through engaging activities, structured play, and a warm, supportive atmosphere, we foster confidence, creativity, and independence in every child. Our goal is to equip them with the skills and emotional resilience they need to shine in life.

Thank you for trusting us with your child's early development. We look forward to building a strong partnership with you and making your child's time at AllGreetings DayCare a joyful and enriching experience.

Warmly,
Poonam Mora
Founder, AllGreetings DayCare

AllGreetings Team



Our Details

Service Hours

Our service hours are Monday to Friday from 7:00am-6:00pm

Address

5065 Yellow Wood Pkwy, Jamesville, NY 13078

Phone Number

315-766-7892

Website

www.allgreetings.com

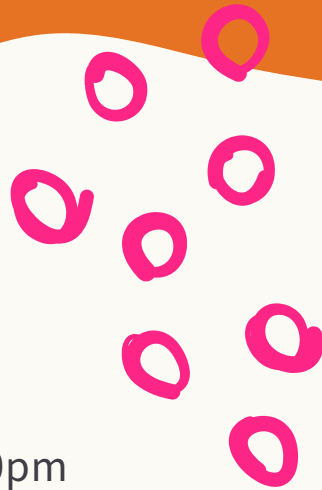
Email Address

poonamsteven16@gmail.com

Daycare Director

Poonam Mora

315-766-7892

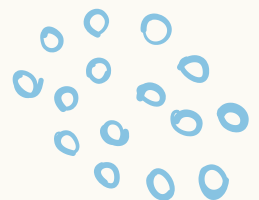


Philosophy

We believe in having a strong philosophy at our center.

At AllGreetings DayCare, we believe that a child's early years set the foundation for a lifetime of learning. Our daycare provides a safe, engaging, and nurturing environment where children can explore, grow, and develop essential skills. We focus on:

- **Emotional Well-Being** – Encouraging confidence, independence, and positive social interactions.
- **Structured Learning Through Play** – Activities that promote creativity, problem-solving, and early academic skills.
- **A Safe and Supportive Atmosphere** – Ensuring children feel secure, valued, and encouraged to express themselves.
- **Healthy Routines** – A balanced schedule of learning, playtime, rest, and nutritious meals to support overall development.





What to bring for your child checklist

- **Play Clothes**
- **Food**
- **Emergency Items**
- **Toys**
- **Shoes**
- **Raincoat**

And / or any additional items the parents or guardians feel necessary for the child.

NY State Rules and Regulations

Daycares in New York State have policies and regulations to ensure a safe, structured, and professional environment for children, parents, and staff.

1. Child Safety & Well-being – Policies set clear guidelines on health, hygiene, and emergency procedures to protect children from harm.

2. Legal Compliance – Regulations help daycares meet state licensing requirements, ensuring they operate within the law.

3. Consistency & Structure – Clear rules ensure that all children receive the same level of care, making the environment predictable and stable.

4. Parental Expectations – Policies help parents understand their responsibilities and what they can expect from the daycare, reducing misunderstandings.

5. Health & Illness Management – Sick child policies, medication guidelines, and sanitation rules help prevent the spread of illnesses.

6. Fairness & Professionalism – Written policies help prevent disputes and ensure fair treatment of all families and staff members.

7. Financial Transparency – Payment policies clarify fees, due dates, refunds, and penalties to avoid conflicts over money.

8. Emergency Preparedness – Policies on fire drills, accidents, and authorized pickups ensure quick and effective responses in case of emergencies.

By having well-defined policies, a daycare operates smoothly while ensuring the best care for children and a positive experience for parents and staff. Below is a list of detailed Rules and Regulations for All Greetings Daycare.

All Greetings Rules and Regulations

Drop-Off & Pick-Up

- AllGreetings DayCare is from 7am to 6pm Mon through Fri
- Parents must drop off and pick up children on time
- Only individuals, authorized by parents can pick up children
- In case of late pickup (over 10 mins) will incur an extra charge
- Repeated act of late pickup will be notified to the OCFS

Emergency Contact & Pickup

- Parents must provide emergency contact information with Photo ID
- If the emergency contact is picking up the child, parents must notify us in advance in written
- The authorized person should have a photo ID in order to pick up
- A different person, not registered in our system cannot pick up until the parents update the information in our emergency pick up form

Sick Child and Incident/Accident Policy & Medication

- Children who are sick (fever, vomiting, diarrhea, contagious illness) must stay home until they are symptom-free for 24 hours. A child will be allowed in the daycare only with a doctor's note
- As per DayCare health plan prescription medication will not be given by the provider, prescribed meds will only be given by the parents or a family member (third degree consanguinity)
- Provider can administer over the counter meds with parents consent
- Parents/Guardians must inform the DayCare of any injuries (including minor) sustained by a child before dropping off a child

All Greetings Rules and Regulations

Continued...

Absences

- Please notify us in advance if your child will be absent.
- No refunds or credits for missed days.

Extra Days or Hours

- Extra care may be available upon request and must be approved in advance. Additional fees may apply.

Discontinuation of Service

- Both the daycare and parents have the right to immediately discontinue services under specific circumstances.
- Otherwise, a two-week notice is required before discontinuing childcare services.

Parent & Child Information

- We want to get to know your family and your expectations!
- Please regularly provide updates on your and child's information.
- Please provide:
- Background information about your family with a group picture.
- Any special needs or preferences for your child.
- Written statement from parents about snacking, napping, sleeping, do's and don't's list.
- Healthy snacks and meals have to be provided by parents. AllGreetings DayCare may provide healthy back up snacks in special circumstances only.
- Child care will perform different activities for the all round development of a child with prior consent of parents.

Visiting Policy

- Parents are welcome to visit at any time during daycare hours (prior intimation will be appreciated).

All Greetings Daycare

AllGreetings maintains:

- **Daily attendance sheet of child and provider**
- **Daily health checks of child and provider**
- **Daily visitor log**
- **Individual training tracking form for child daycare personnel**
- **Illness, injury and indicators of abuse log and notify to OCFS**
- **Shelter-in-place drills (two drills in a year)**
- **Record of evacuation drills every month and notifies parents about the written evacuation plan**
- **Individual health care plan of each child (based on the info provided by the parents)**
- **Incident/accident reports of children**
- **Written emergency medical treatment plan**

All Greetings Daycare

All Greetings DayCare:

- a. Provides information about day care working hours to fire and police or sheriff departments
- b. Provides info to parents about pesticide application in daycare campus prior to 24 hours
- c. Reserves the rights to report of suspected child abuse or mal treatment
- d. Reviews the information of child and provider (every 6 months for children under 2 years of age, once a year for children over 2 years of age, for provider when needed)
- e. Posts all the updated info about rules and regulations, schedule change and dear provider letter on the display board
- f. Provides program schedule, daily routine, yearly activity plan, break and holiday calendar to parents
- g. Maintains a social media group (Whatsapp) where all the enrolled children's parents are added and the activity photos of the kids and the daycare are shared regularly
- h. Provides written Behavior Management Guidelines

Security cameras have been installed in the premises to monitor the safety of children.



Parents CheckList

Parents must fill out and submit these forms at the time of admission for their children:

- Daycare enrollment form/ Blue Card
- Individual Allergy and Anaphylaxis Emergency action card/ Yellow Card
- Over the counter medication form
- Immunization Record complied with New York State Immunization Requirements
- Child in Care Medical Statement
- Consent to Medical Treatment of Minors
- Medication Consent Form
- Individual Health Care Plan for Child with Special Health Care needs
- Sleeping and Napping Agreement
- Parents need to provide the full schedule of the child in writing- sleeping napping eating snacking do's and don'ts
- Lead Poison Notification Form
- Arrival and Departure Procedure
- Consent Form for Photos/Videos of outdoors/ Field trips
- Payment Plan Form
- Documentation Review

Daycare Fee Structure

All Greetings Daycare offers Full-time and Part-time options for care.

There is a \$50 registration fee per child which is Non-refundable. For more information on daily or hourly rates, please discuss further details with Poonam Mora.



Our Photo Gallery



Our Photo Gallery





**We can't wait to
meet you!**

AllGreetings Team