

# Bright Future Montessori Daycare



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Child Care Services

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### **Provider Experience**

- ☺ Licensed with State of New York
- ☺ Certified Infant/Child CPR and first aid
- ☺ Excellent references

### **Child Care Philosophy**

Family child care in a “home like” setting is the best alternative there is for working parents. It provides a small secure environment for children during the most important time of their development. Family child care offers a home away from home, providing children of all ages, to play, socialize, and learn from. My goal in providing quality child care for your child is to provide...

- ☺ A safe environment
- ☺ A nurturing environment
- ☺ And to foster unconditional love
- ☺ A learning environment... learning is not necessarily the ABC’s and 123’s, but is also the learning of values. The learning of honesty, respect, self-reliance, and potential, self-discipline, and moderation, the values of being; dependable, love, sensitivity to others, kindness, friendliness and fairness are the values of giving. As well as reflecting the Maria Montessori philosophy.
- ☺ A proper approach to discipline... Since children occasionally need discipline, it is important that you and I share a similar philosophy so that your child is not confused as to where the boundaries are and what is expected of him/her. Children are taught which behaviors are inappropriate, and why, and given alternatives that are acceptable. In this way, the behavior is being changed, with out making the child feel “bad” or unloved. This helps develop their self-esteem, and teaches them how to handle difficult situations themselves in the future

Communication is key to a successful child care arrangement. The parent and provider need to have a good working relationship so they can communicate and work together. Parent and provider need to exchange pertinent information in the child’s life such as changes in routine, special events, or activities, as well as changes such as death, divorce, separation, moving, visitors, etc. All this information can be important in understanding the child’s feelings, behavior, and well being.

I invite you to share with me in writing, by telephone, or schedule an appointment to discuss any concerns you may have.

### **Typical Activities**

- Group Play: Singing, dancing, play acting, games, reading, listening to tapes (story and music), circle time
- Free Play: Children have a choice of - blocks, kitchen toys, dolls and accessories, Legos, play sets, Household toys, pull/push toys, art materials
- Language: Nursery rhymes, finger plays, stimulus pictures or objects to encourage verbalization, reading to the children, flannel boards
- Dramatic play: Dress up, role playing, puppetry, etc.
- Outdoor play: (Weather Permitting) Riding toys, running, ball playing, gardening toys, trucks, strolling dolls, (please remember to dress your child appropriately for the weather, if in doubt, dress in layers or bring extra clothes)
- Special Days: Include Birthdays/holiday parties, getting ready for holidays, and holiday.

### **Typical Daily Routines**

- ☺ Arrival and Greeting
- ☺ Breakfast and clean up
- ☺ Bathroom and/or diaper change and hand washing
- ☺ Infants usually nap in the morning as well as the afternoon
- ☺ Circle time (including calendar, songs, finger plays, story time etc.)
- ☺ Arts and crafts or other learning activity
- ☺ Bathroom and/or diaper change and hand washing
- ☺ Outdoor play (weather permitting) or other large muscle activity
- ☺ Hand washing
- ☺ Lunch and clean up
- ☺ Nap time
- ☺ Bathroom and/or diaper change and hand washing
- ☺ Snack and clean up
- ☺ Exploring play
- ☺ Relaxing time (approximately a half an hour before pick up time)
- ☺ Parents arrive to pick up children

(Your child is released to my care after you leave the premises in the morning, and he/she is released to your care as soon as you walk in the door at pick up time)

Note Bathroom and /or diaper change times vary to meet the child's needs. This is a general schedule and is dictated mostly by the children's needs and feelings each day.

### **Policies and Procedures**

If illness or other emergencies should arise during child care hours every attempt will be made to have a substitute provider care for your child so that I can remain open for child care. If substitute care is not available you will receive a phone call to pick up your child. Whenever possible medical and personal appointments will be made after child care hours however, if I must use child care hours to secure appointments every attempt will be made to have a substitute provider care.

For your convenience, I will distribute my scheduled Child care closings for vacations and holidays with in the first quarter of each year and every attempt will be made to minimize any changes in this schedule.

*Holiday closings:* New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day.

When a holiday falls on a Saturday or Sunday, the acknowledged Federal/State holiday prevails; i.e. Christmas is on Sunday and the acknowledged Federal holiday is Monday December 26<sup>th</sup>.

Please respect that when my child care home is closed for vacation, I am taking this time to rest and to be with my family or just to catch up on home duties. I take my job very seriously and consider this to be a legitimate long-term career. In order to accomplish this, I need this time out to maintain the energy level it takes to give your child the quality care he/she deserves.

### **Gross Misconduct:**

I will communicate to you immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed – immediate termination will ensue if the behavior persists.

## **Child's Health**

The State of New York requires that an age appropriate health appraisal be on file for each child enrolled before admission (immunizations- age specific)

Parent/guardian must also complete a medical emergency card entitled "Child Information Card" and update as necessary.

In accordance with the New York State licensing policy, your child cannot be admitted to daycare with symptoms of illness as specified below; unless written documentation from a licensed physician, or verbal (with written follow up) states the child has been diagnosed and poses no serious health risk to the child or to other children.

Should your child have signs or symptoms requiring exclusion from the family child care home he/she will be isolated and the parent/guardian or other authorized person by the parent will be notified immediately to pick up your child. There can be no exceptions since illness spreads quickly among children.

Please make other arrangements if your child is sick and respect my decision if I feel your child is too sick to be in child care. I am sympathetic to the difficulties of taking time off, so discretion will be used.

The symptoms of illness for possible exclusion shall include, but are not limited to any of the following...

- A. The illness prevents your child from participating comfortably in the day care environment,
- B. The illness results in a greater care need than I can provide with out compromising the health and safety of the other children in my care, Or
- C. The child has any of the following conditions:
  - Temperature: Oral temperature 101 degrees or greater
  - Symptoms and signs of possible severe illness (such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs)- until medical evaluation allows inclusion;
  - Uncontrolled diarrhea
  - Vomiting illness
  - Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious;
  - Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;
  - Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated;
    - viii. Scabies, head lice, or other infestation, until 24 hours after treatment has been initiated;
  - Tuberculosis, until a health care provider or health official states that the child can attend child care;
  - Impetigo, until 24 hours after treatment has been initiated;
  - Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
  - Chicken pox, until at least 6 days after onset of rash or until all sores have dried and crusted;
  - Pertussis, until 5 days of appropriate antibiotic treatment (currently; erythromycin) to prevent an infection have been completed and a licensed physician states in writing the child may return;
  - Mumps, until 9 days after onset of parotid gland swelling and a licensed physician states in writing the child may return;
  - Hepatitis A virus, until 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff and a licensed physician states in writing the child may return;

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- Measles, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Rubella, until 6 days after onset of rash and a licensed physician states in writing the child may return;
- Unspecified respiratory illness if it limits the child's comfortable participation in activities or if it results in a need for greater care than can be provided without compromising the health and safety of other children.; or
- Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions.

Always inform your doctor at every sick visit that your child is in daycare so that he/she can approve in writing your child's return to daycare.

If your child had an immunization update, please remember to provide me with a record of the immunization so that it can be attached to your child's health appraisal.

*Injuries:* I will supervise your child closely in an attempt to prevent injuries, but accidents resulting in injury do occur. I have been trained in first aid and CPR and will follow my training. If the injury is minor (requiring only a band-aid or ice) I will tell you about it when you pick up your child. If it is serious, I will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, I will call 911 for assistance before I call you. If I can not reach you, I will call the emergency contacts listed on your "Child Information Card" (Please remember to keep this card up-to-date).

### **Days/Hours of Operation:**

Child care is available Monday through Friday with the exception of closings as referred to in this handbook.

Please understand that the contracted drop-off time is important because I plan our day around the collective time frame of each child as well as each other phase of our morning routine – **please** call me if you know that you will be more than 15 minutes late.

Our contracted pick up time is equally important; there are several things to do before the children leave – snack time, calm down time, clean up (personal as well as day care room), shoes on etc.

### **Late Drop Off and Pick Up:**

Please call me if you will be late dropping your child off late. It is very important to me and the other children to know our schedule (breakfast, etc.) and when we can move along from one activity to another.

I'm sure you agree, personal time is precious; accordingly, it becomes extremely difficult and stress full to have an appointment or other plans scheduled if I cannot depend on the mutually agreed pick up time. I do understand that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel – please call me and perhaps we can work out a contingency plan. A \$20.00 late fee will be added to your invoice once late fees have been accrued.

### **Nutrition:**

Children are fed nutritionally on a daily basis – breakfast, lunch and a snack as required through enrollment with the family and work place connection food program. Cakes, cookies, and other "not so nutritious food" may be served during special events like birthday parties, and holidays. Formula is provided by the parent/guardian, all other foods and beverages are provided by me.

### **Potty Training:**

Potty training shouldn't be rushed; it is important that your child is psychologically **and** physically ready for training. Huggie's Pull Ups (or other brand) must be provided by the parent/guardian during this transition period, no regular style training pants or underwear will be used until your child maintains 2 continuous weeks of bladder/bowel control; of course, if your child regresses after this 2-week period we will assess the next step.

### **Release of Children:**

It is important that I protect your child by ensuring that your child does not leave my home with a person you have not authorized on you "Child Information Card" to pick up your child. Also, please tell me when

someone else that you have authorized on your “Child Information Card” will be picking up your child. Even if it is an emergency, I must have your permission to release your child to someone other than you. I will need the person’s name and a description of what he or she looks like. The person picking up your child will have to show me a picture ID before I will release your child from my care.

I have to assume that both parents have the right to pick up your child, unless you give me a copy of a court order stating otherwise. We will need to discuss how I should handle the non-custodial parent who arrives to pick up your child. Without a copy of the court order, I cannot refuse a parent. If I have a court order and a non-custodial parent tries to pick up the child, I will immediately call the custodial parent. If the non-custodial parent leaves with the child, I will immediately call the police and report the situation. I will not place the other children at risk in a confrontation with the non-custodial parent.

It is very important to me that your child arrives home safely. Therefore, If the person who arrives to pick up your child appears intoxicated or otherwise incapable of bringing your child home safely, I will call the parent or emergency contact person listed on the “Child Information Card” to request their assistance. If the situation occurs a second time, it will be grounds for terminating my care of your child.

All children should be transported to and from child care in a care seat or child restraint if under 6 years old or 60 pounds. For further clarification refer to the New York Law regarding children and seat belts and abide by that law for your child safety. I will not release your child if the person picking up your child does not have a care seat and your child falls into the care seat requirement age bracket.

### **Supplies:**

Parent/guardian will provide diapers, diaper wipes (if you wish to use a certain brand), powder, any ointment (i.e. Desitin etc.), and baby bottles. To eliminate the daily bundle of items to carry you may bring me a package of each item to leave at daycare. I will notify you if items are running low. All items will be marked with the child’s name.

Parent/guardian will provide a change of clothes on a daily basis or keep a change of clothes at day care until needed – replacing as needed. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your infant.

I will supply wipes, sleeping mats, portable cribs/playpens and sheets for your child. If your child has a favorite sleeping blanket or stuffed toy, he/she may bring them to sleep with.

### **Fee Payment Guidelines:**

Child care fees are paid in advance on a weekly basis – the Friday **before** the week begins. Payment obligation is based on the hours agreed to use child care, not on actual attendance. There is no change in fee due to your child’s absences. If your child is absent or I am closed on the Friday **before** the week begins or the last scheduled day of attendance for the week, you are responsible to make payment as agreed. In the case of your vacation or absence, please postdate your check for the up coming date due and make payment before you leave.

Also, a two-week security deposit is needed on the initial registration date.

Late payments – A \$25 late payment fee (per child) applies for any payment not received on the Friday morning before the week begins. If payment is not received on the Monday of the week an additional \$10.00 fee per day will be charged. Your child will not be permitted to return to child care until both the payment and the late fee are paid in full.

A personal check, cash, or credit/debit will be accepted for payment, however if a check is returned for any reason and I incur any bank charges from the return of your check, those charges will be added to the following weeks daycare fee additionally because I am unable to use these funds my late fee for payment also applies. After 2 check returns, all further payments must be made in cash. Non-payment or consistent late payments is cause for termination immediately with out 2 weeks notice.

A two week notice of any increase will be posted.

**Early drop off**

Any care needed prior to my normal opening time will need be scheduled at least by the Friday prior to the week care is needed. Any additional payments will be discussed when additional time is requested. Payment for this additional time is due by the Friday prior to the week care is scheduled. This fee is non-refundable. This includes if you decide not to bring the child early.

**Termination:**

Parent/Guardian will give two weeks written notice, and two weeks full payment to terminate your child’s enrollment in child care regardless as to whether your child is present. If two weeks notice is not given, you are still financially obligated for the two weeks of child care fees and late payments.

**A Few Final Thoughts:**

As a parent in my child care home, please...

- ☺ Take an interest in your child’s activities and development at day care, and share your child’s habits, fears, and concerns with me;
- ☺ Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed;
- ☺ Remember that you are responsible for your child while on my premises so please remain in complete contact with your child during that time;
- ☺ Call me! Your concerns and feed back are important to me.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Daycare Provider: \_\_\_\_\_ Date: \_\_\_\_\_