



# One of a Kind Child Care LLC

6318 Amboy Road  
Staten Island NY 10309

Tel: 718-317-7070

*www.oneofakindchildcare.com*

Dear Parent/Guardian,

It's a pleasure to have your child as a part of One of a Kind Child Care. One of a Kind Child Care recognizes the trust and confidence that you have placed in us when caring for your child and promise to provide a wonderfully safe environment for your child to learn, develop and grow each day. Every child is different and that's why each child will be provided constant one-to-one experiences to enhance his/her physical, emotional, intellectual and social growth learning at their own pace. Your child will always be encouraged to express himself/herself, discover new things and solve problems through constant interaction in his/her surroundings.

One of a Kind Child Care is here to provide your child, as well as, your family with the best possible child care/pre-school available. Your participation, ideas and input are always welcome.

I am honored to have this opportunity to provide, guide and support a strong learning foundation for your child. It's my personal goal for every child at One of a Kind Child Care to explore, grow and welcome the many challenges that he/she may face as a life- long learner.

**Johanna Contreras-Montoya**  
**Executive director**





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## Learning Environments

Your child will be involved in whole group activities, individual activities and active play.

### **Whole Group Activities**

Circle time is a whole group activity where the children will be exposed and involved in daily routines (such as calendar information, days of the week, months of the year, etc.), Balanced Literacy lessons (alphabet recognition and activities), Everyday Mathematics lessons, story time, music and socialization.

### **Individual Activities**

During center time the children will be able to explore their own interests and desires for learning. (Centers that will be available are: ABC, blocks, puzzles, table toys, kitchen area, math, puppets, drawing, painting, etc.) Each child will be able to work individually but, at the same time, will be involved with the other children as they learn a sense of responsibility, achievement, and respect for each other.

### **Active Play**

Musical activities/physical activities both indoors/outdoors foster skills of expression, rhythm, listening, coordination, socialization, health and fitness.



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## Policies

### Hours of Operation

Monday – Friday 7:30 am – 6:00p.m.

One of a Kind will be closed the following holidays:

Martin Luther King, President’s Day, Memorial Day, 2 days for Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day & following Friday, Christmas Eve, Christmas Day, New Year’s Eve & New Year’s Day.

Center reserves the right to close any other day for professional development workshops & short breaks. Parents will be notified well in advance.

### Tuition

# of hours per day	Hourly rate If enrolled less than 5 days a week	Rate per Day If enrolled less than 5 days a week	Special Rate per Month For children enrolled 5 days a week
10.5 hr	\$8.00	\$84.00	<b>\$1650.00</b>
10 hr	\$8.00	\$80.00	<b>\$1600.00</b>
9 hr	\$8.50	\$76.50	<b>\$1500.00</b>
<b>8 hr</b>	<b>\$9.00</b>	<b>\$72.00</b>	<b>\$1400.00</b>
7 hr	\$9.50	\$66.50	<b>\$1300.00</b>
6 hr	\$10.00	\$60.00	\$1200.00
5 hr	\$10.50	\$52.50	\$1050.00
4 hr	\$11.00	\$44.00	\$880.00

- Toddler’s Full-time rates include Breakfast and Lunch. Part-time children will have the option to enroll in the Breakfast and Lunch program, which will have a cost of \$3.50/day. They will only pay for the number of days they will be attending to
- Parent will provide all the food (breakfast, lunch, snack, and liquid formula) for Infants 6 weeks to 11 months old.
- the center every particular month. Breakfast and Lunch payment should be made together with the monthly tuition at the beginning.
- Extra hours rate is \$10.00/hour (Center opens 6:30am to 6:00pm = 10.5 hours per day). However, maximum tuition for a full-time student that stays from 7:30am to 6:00pm is \$1,650.00/month.
- Center closes at 6:00pm, and that is the latest dismissal time. For any child that is picked up after 6:05pm, the parents/guardians will be charged a late pick up fee of \$80.00. (However, if you need **after care services for your child**, you will need to arrange it at least **24 hours in advance**, in that case the rate will be \$18.00/hour-*service will be subject to availability*)
- Sibling Discount of 20%

## **Payment Policies**

- Tuition is to be paid monthly. If tuition is paid after the 3<sup>rd</sup> of each month, there will be a \$60 late fee added to your child's tuition. (Please note: **One of a Kind Child care** understands that situations may arise that may alter your ability to pay your child's tuition in a timely manner. If this occurs, please discuss matter prior to the beginning of the month so that an alternative arrangement can be made.)
- Parents/guardians will be held responsible for *all* fees that may result from any returned/cancelled check(s).
- If you need to withdraw your child or make any day changes to your child's schedule, please give 30 days prior notice. Please note that any belongings that are left in the facility will be discarded 30 days after withdrawal.

## **Child Illness**

Please advise One of a Kind Child Care/Preschool if your child will not be attending due to illness.

Parents agree that if their child is ill (fever, infection, diarrhea, or any other type of illness that may be passed to others) will be kept at home to protect the well-being of the other children and staff.

Further, parents agree that should their child become ill while in care -- immediate arrangements will be made to have child picked-up and taken home/doctor for further care and rest.

A child should not return back to child care/preschool until he/she has been symptom free for at least 24 hours. In some cases, a doctor's note may be necessary.

## **Medication**

In accordance with Article 47 and the Dept of Health and Hygiene – medications may be administered with a written permission by parent for 1 day or a doctor's form if medications is to be administered for more than 1 day.

## **Pick Up Arrangements and Password System**

Parents are responsible to pick up their child on time. Alternate arrangements should be made if parent(s) will be late or unable to pick up at all.

Please notify One of a Kind Child Care, if an undesignated person will be picking up your child. Photo identification will be necessary when picking up your child. If

your consent and proper identification are not received, your child will not be released at such time. Please understand that this is for your child's safety.

No child will be released to an unknown person or to any person under 18 years of age.

### **Toys**

Please do not bring in any toys from home as this will cause problems to arise amongst the children.

### **Change of Clothing**

Please bring an extra change of clothing in a Ziploc bag. Make sure that the bag is labeled with your child's name on it.

### **Meals**

One of a Kind Child Care will provide Breakfast. Hot Lunch will be delivered by Barrio's Caterings every day.

Full time rates include Breakfast and Lunch. Part-time children will have the option to enroll in the Breakfast and Lunch program, which will have a cost of \$3.50/day. They will only pay for the number of days they will be attending to the center every particular month. Breakfast and Lunch payment should be made together with the monthly tuition at the beginning of each month.

### **Naptime/Quiet Time**

Each child will be required to take a nap or have quiet time between the hours of 12:45 – 2:15 p.m. Please provide your child with a clean sheet and blanket which will be taken home and washed every week.

### **Accidents/Injuries**

One of a Kind Child Care is child proof to the best of our ability.

However, accidents and injuries do happen. If an accident or injury occur, parents will be notified immediately.

Accidents/injuries will be documented and parents will receive an "accident report" which will describe accident/injury in detail.

Emergencies will be treated accordingly and parent will be immediately notified.

## **Lost Child Procedures:**

- The director or a teacher will immediately call 911. The staff and children will remain at
- their location until child is found and/or additional help arrives.
- The child's parent will be notified.
- A search team will be identified as soon as staff to child ratios allow.
- The Director or person in charge will go to the location of the group and aid the staff as needed.
- The search party will remain in contact with remaining staff via cell phone.
- The DOHMH will be notified the same day of the event.
- At the cessation of the search, the executive and educational directors will review the failure of the safety guidelines and weigh the evidence to decide for the reason of the child's separation from the group.
- Appropriate disciplinary action will then be determined.
- The director will generate and submit an incident report to the child program administrative staff and City and State agencies including the Police Department, NYC Administration for Children's Services, New York State Central Register for Child Abuse Maltreatment and the Department of Health and Mental Hygiene within 24 hours of the incident.

## **Fire Safety**

- The service has all the relevant fire safety equipment recommended in the FDNY Safety in Pre-Schools booklet including fire extinguishers, alarm, smoke alarms, pull stations, trucks...etc.
- The fire safety equipment is checked annually
- Fire drill instructions are posted in each room.
- The assembly point is clearly marked
- Two fire drills are carried out with the staff and children every month.
- A record is kept for all fire drills carried out.
- During the emergency preparedness drills, everyone will leave the building. The following steps will be taken:
  1. At the sound of the signal, staff will direct children to stand.
  2. Teacher assistant leads children to the designated exit.
  3. Teacher will take up position that will ensure calm, orderly, and quick exit.
  4. Teacher closes the classroom door.
  5. Staff and children walk a sufficient distance so that they are clear of the building- Assembly area is located in the parking lot of the 6308 Amboy rd, Staten Island, NY 10309. (Richmond Appliance Store)
  6. When an "all clear" signal is sounded everyone reenters the building.

All drill will be conducted by the director. The overall responsibility to evacuate is made by the Director. The following steps will be taken:

1. The local precinct is notified that the school is being evacuated.
2. All classrooms and offices are locked
3. At the sound of the signal, staff members escort children from their rooms and exit the building to the previously arranged site.

4. During the evacuation the Director or Lead Teacher takes the binder with them to the pre-determined alternate location. Attendance of children and staff is taken. Missing children and staff are reported to emergency personnel as soon as possible.

5. If the signal does not work, then an identified staff person is dispatched to each room to relay the information that an evacuation is in effect.

- Evaluation of training effectiveness will be conducted at the completion of each module. Staff will be given questionnaires to answer and will be asked to verbally answer questions on how they would respond to a given situation.
- Upon determining that training or drill was not satisfactorily completed, staff will be required to review procedures and be reevaluated.

### **Disaster Event Safety Procedures**

Appropriate response will be taken to a disaster which may require children and staff to remain within the building. In the event that local law enforcement and public safety officials determine staff and students should stay inside during a disaster, designated “sheltering-in” location will be:

1. A hallway away from the windows and glass
2. An area that is isolated and where ventilation can be turned off, 2-year-olds room.
3. An area that has access to emergency resources such as water, cups, blankets, change of clothing, a battery radio, and flashlights.

Shelter drills will also be conducted to prepare staff and children for any such event. At the sound of the shelter drill signal, the procedures will be as follows:

1. Teachers will close all windows, draw all shades, exit classrooms with the children, close all of the classroom doors and proceed immediately to the shelter.
  2. Staff will maintain calm and quiet.
  3. Children and staff will return to classrooms at the sound of the signal.
- In the event of an evacuation, two locations within a safe walking distance will be identified in advance and communicated to all staff and parents.
  - To prepare for an evacuation, there will be a notebook binder in each classroom that contains updated parent/caretaker/emergency contact telephone directory with a listing for each child. The binder will be easily accessible so teachers can take them to a safe location.

The binders will include:

1. Telephone numbers of parents' homes, businesses, cell phones, and email addresses.
2. Contact information on each child's medical practitioner. Medical alert information is indicated for specific children.



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## **Behavior Management & Discipline Guidelines**

One of a Kind Child Care emphasizes courtesy, discipline and respect. Every staff member and all children are dedicated to follow and/or implement the following detailed set of guidelines set forth regarding children's behavior management and discipline:

- 1. Staff and children shall respect one another at all times.**
- 2. Children shall be exposed to a positive atmosphere. Injurious treatment, corporal punishment, physical or verbal abuse will not be tolerated under any circumstances in this facility.**
- 3. Positive behaviors will be rewarded.**
- 4. Inappropriate and/or any negative behaviors may be handled by a) redirecting a child's activity, and/or b) reasonably discussing the problem with the child so that the child is given the opportunity to reflect on his/her actions.**

Appropriate behavior management and discipline enables young children to learn self-control and gain an understanding of the types of conduct that are acceptable. When a child takes responsibility for their own behavior, they become more independent and self-sufficient. Self-discipline enables children to endure, grow and respect themselves as well as others.





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## Registration Information

Child's name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Address: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Parent's name: \_\_\_\_\_ Tel. #: \_\_\_\_\_

\_\_\_\_\_ Tel. #: \_\_\_\_\_

**Please choose by circling the day(s) that your child will be attending One of a Kind Child care/Pre-school.**

**Monday          Tuesday          Wednesday          Thursday          Friday**

The program my child will be attending is . . . .

\_\_\_\_\_ ½ day program (Drop off time: \_\_\_\_\_ Pick up time: \_\_\_\_\_)

-or-

\_\_\_\_\_ full day program (Drop off time: \_\_\_\_\_ Pick up time: \_\_\_\_\_)

**My child will be attending \_\_\_\_\_ days a week.**

**Parent's signature \_\_\_\_\_ Date: \_\_\_\_\_**

**Please print name: \_\_\_\_\_**



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## Child Information/Contact Information

Child's name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Address: \_\_\_\_\_

Parent's name: \_\_\_\_\_ Home Tel. #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Business address: \_\_\_\_\_ Business #: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Occupation: \_\_\_\_\_

Parent's name: \_\_\_\_\_ Home Tel. #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Business address: \_\_\_\_\_ Business #: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Occupation: \_\_\_\_\_

Child's Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip: \_\_\_\_\_

# Emergency Contacts/Child Information

Please provide the names of two (4) persons who may be contacted during school hours in the event that you cannot be reached.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Relation to child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Relation to child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Relation to child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Relation to child: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Relation to child: \_\_\_\_\_

**Does your child have any special medical problems?** \_\_\_\_\_

\_\_\_\_\_

**Is this your child's first school experience?** \_\_\_\_\_

**What are your child's interests?** \_\_\_\_\_

\_\_\_\_\_

**Are there other children in your family?** \_\_\_\_\_ **If yes, please list**  
**their names and ages.** \_\_\_\_\_

\_\_\_\_\_



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## Emergency Medical Treatment Consent Form

I give permission for my child \_\_\_\_\_  
to be administered emergency medical treatment in the event  
that such a need arises during my absent. I also give  
permission for my child to be transported by ambulance to the  
nearest hospital for treatment if such treatment is medically  
necessary.

**Parent's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print name:** \_\_\_\_\_



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## Outside Permission Form

I give permission for my child \_\_\_\_\_ to participate in any outdoor activities during the school year. I understand that my child will be safe and well supervised.

**Parent's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print name:** \_\_\_\_\_



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## Photography/Website Permission Form

\_\_\_\_\_ Yes, I give permission for my child \_\_\_\_\_ to be photographed and/or videotaped during classroom activities throughout the school year. I understand that these photographs/videotapes may be displayed on bulletin boards at One of a Kind Child Care LLC, as well as on our website.

\_\_\_\_\_ No, I do not give permission for my child \_\_\_\_\_ to be photographed and/or videotaped during classroom activities throughout the school year. I understand that these photographs/videotapes may be displayed on bulletin boards at One of a Kind Child Care LLC, as well as on our website.

**Parent's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print name:** \_\_\_\_\_



## **One of a Kind Child Care LLC**

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### **Late Pickup Policy**

I am aware that the center closes at 6:00pm, and that is the latest dismissal time. I understand that if my child is picked up after 6:00pm, I will be charged an after-care fee of \$60.00. (Unless other arrangements have been previously made)

**Child's Name:** \_\_\_\_\_

**Parent's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please print name:** \_\_\_\_\_





Child Name: \_\_\_\_\_

DOB: \_\_\_\_\_

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### Important Registration Information

Please read information carefully and sign below

1. There is a ONE-TIME \$50 non-refundable Registration Fee, which is payable upon registration.
2. Tuition is to be paid monthly. If the tuition is paid after the 3<sup>rd</sup> of each month, there will be a \$20 late fee added to your tuition. (Please note: **One of a Kind Childcare/Infants and Toddler program** understands that situations may arise that may alter your ability to pay your child's tuition in a timely manner. If this occurs, please discuss matter prior to the beginning of the month so that an alternative arrangement can be made)
3. Parents/guardians will be held responsible for all fees that may result from any returned/cancelled check(s)
4. Parents/guardians will receive a monthly calendar prior to each month's scheduled tuition date indicating, if applicable, any holidays that **One of a Kind Childcare/Infants and Toddler program** will be closed plus the exact amount of your child's tuition for that month.
5. A copy of all the days that **One of a Kind Childcare/Infants and Toddler program** will be closed during the calendar year beginning September has been received at time of registration.
6. **One of a Kind Childcare/Infants and Toddler program** will need one (1) Month prior written notice of withdrawing your child.

Registration fee of \$ \_\_\_\_\_ was received on \_\_\_\_\_

1<sup>st</sup> Month Tuition of \$ \_\_\_\_\_ was received on \_\_\_\_\_

I have fully read the "Important Registration Information" That **One of a Kind Childcare/Infants and Toddler program** has provided and understand all that it states.

Parent's/Guardian's signature: \_\_\_\_\_ Date \_\_\_\_\_

Please Print name: \_\_\_\_\_