



Bright Minds Daycare Parent Handbook



Welcome to Bright Minds Daycare

The purpose of this handbook is to describe the appropriate policies and procedures under which we function as licensed home care providers.

Registration Checklist

Children may be enrolled from one month through twelve years of age. We do not discriminate based on race, religious beliefs, etc. The following forms are required by the state of New York and need to be read, completed and/or signed prior to enrollment:

- Parent Handbook (read)
- Parent-Provider Contract/Enrollment Application (complete/sign/date)
- Permission to Administer Form (complete/sign/date)
- Emergency Information/Consent for Medical Treatment (complete/sign/date)
- What Are Parents' Responsibilities? (read)
- Guidelines for Illnesses Requiring Exclusion (read)
- Making a Smooth Transition into a Family Home Daycare (read)
- Building and Maintaining a Positive Relationship with Your Child's Provider (read)
- Immunizations Card must be up to Date at Time of Enrollment (supply)
- Definitions
 - Full time childcare: Monday through Friday anytime between the hours of 7:00am and 6:00pm
 - Part time childcare is considered 3 hours or less
 - Half day childcare: (7:30am - 12:30pm) or (12:30pm -6:00pm)

State Licensing Requirements

Bright Minds Daycare is licensed. We abide to all relevant licensing regulations and standards. These include those that relate to our home, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe in complete compliance because we think it is necessary in order to ensure a safe and nurturing environment. We are also subjected to state and city health, fire, and licensing inspections.

Termination Policy

We require thirty days written notice from the parent or provider in order to terminate the contract, with the exception of gross misconduct on part of the provider, parent, or child. Gross misconduct is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and the parents are expected to pay all legal fees incurred.

Early Notice

If you do not require our childcare services anymore, a month's notice needs to be provided to us. The reason we require this is because if another parent is looking to enroll their child, we need to be aware of what our capacity looks like. If we are full, we need to say no and deny any requests. If we have advance

notice of discontinuation of needed services, then it is possible for us make future arrangements with new families inquiring about daycare for their child.

Daycare Hours

The daycare is open Monday through Friday 7:00am to 6:00pm. Extended hours are available with advanced notice an additional fee will be charged for extended hours.

Holidays

- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve - New Year's Day (Christmas Break)

Note: If the holiday falls on a Saturday, daycare will be closed the Friday before. If the holiday falls on a Sunday, daycare will be closed the Monday after.

Vacations

There are two weeks allotted to vacation every year. The dates of our vacation will be posted at least one month in advance. Regular payment rates apply for our vacations, your vacations, weeks with holidays, and provider's sick/personal days.

Note: Parents are responsible for finding back-up care for their children during provider vacations, holidays, sick/personal days, and/or emergencies that may result in temporary daycare closure.

Deposit

In order to secure your child's spot in our daycare, a nonrefundable deposit the equivalent to one week of childcare costs is due at the time of enrollment. Please read the Parent-Provider Contract/Enrollment application and peruse the parent handbook carefully before giving the deposit in. Your child's spot is not secured until both the deposit and the signed Parent-Provider Contract/Enrollment application are handed in. The deposit will be returned to you during your child's last week with us.

Note: Please make checks payable to Bright Minds Daycare.

Payment Policy/Attendance

We request that payment be given in on the Monday of each week or on the first day of the week attending daycare (e.g. on weeks with holidays). If the payment is handed in after this day, a \$20 late fee will be charged. **Each year there will be an increase in tuition of \$15**

If you are part-time, unfortunately, we cannot switch days around each week in order to ensure we comply with our provider-child ratio. The specific days of enrollment (e.g. every Monday and Wednesday per week) you request at the beginning of the contract must be maintained until the end. In other words, your days contracted are your days and cannot be altered on a weekly basis. If you feel you need and/or want a more flexible schedule then you may want to consider adding days or going to full time. However, please aware that you have the option to pay for extra days on an as needed basis for the cost of your current average daily amount (e.g. If you pay \$200 per week each additional day would be \$60 per).

Late Pickup Policy

If your child is picked up after 6:00pm (unless you have made other arrangements with us for your child to be picked up later), there will be a late charge assessed of \$.50 for every one minute. Please be considerate and pick up your child on time.

Health Matters

The health and well being of all of the children here are of utmost importance to us. It is for the protection of the children that we must insist on strict adherence to our health policy. Even with all of our precautions, children do get sick and or hurt. Due to our concern for all of the children enrolled in our childcare, there are certain guidelines that we require our parents to observe. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to child care. We will furnish you with the proper form. This is to ensure that a child does not return to childcare when he or she may be in danger of exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours. There are a number of immunizations required by law before your child may attend childcare. Upon application for enrollment you will be asked to bring your child's immunization record. You will be informed of any immunizations that will be needed before your child starts childcare.

Children with minor illness may attend childcare at the provider's discretion. It is important to realize that if a child is unable to participate in the normal routine or needs more care than we can provide without neglecting the others in our care, that child must stay home. If a child becomes ill during daycare hours, the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

Note: Once the child is removed from daycare due to illness, they may not return to daycare until symptoms requiring removal are no longer present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

Child's Absences and/or Vacations

If your child will not be attending daycare due to illness or other, please let us know as soon as possible. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending daycare for whatever reason, you are still required to pay your full tuition.

Medication

At Bright Minds Daycare, we do not give medications to the children. If your child needs to be medicated in order to get through the day, and be able to comfortably participate in our classroom activities, then it is quite possible he or she may be too sick to attend daycare. Under certain circumstances, we will administer medication to your child. If your child is on medication and it must be administered while at childcare, the medicine must be in the original container and labeled with the child's name, doctor, name of medication, dosage and when it is to be taken. I will also have a form for you to sign giving me permission to administer the medication to your child. Medication will be given at the time or with the meal you specify and a written record kept.

Reporting Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

Medical and Dental Emergency Procedures

Unfortunately, emergencies take place and the proper measures need to be taken if one occurs. It is extremely critical that emergency information is kept on file on our premises. If your child becomes ill while in our care, the designated emergency contact will be reached out to. If your child is injured while at the daycare, first aid will be administered. If action by a doctor is required, we will make every attempt to get in touch with you or the doctor you have elected to treat your child. In every case, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services. You need to give us permission at the time of enrollment in order for us so that we can make sure your child receives the necessary emergency treatment he or she needs. It is very imperative that all emergency contact information is updated regularly and we expect you to inform us if there are any changes to this information. Parents are responsible for any charges associated with emergency medical treatment, including emergency transportation if it is necessitated.

Evacuation Procedures

Bright Minds Daycare has specific protocol for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unfortunate event that a crisis occurs, the children will be evacuated to an emergency location, and you will be notified as soon as possible. Our emergency location is the house across the street, 458 Louis Ave. In the event that the surrounding area is not secure, the alternative emergency location will be the Bird Sanctuary, 251 Floral Pkwy (between Cedar & Raff Ave).

Diaper Policy

It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes, and cream, (not the providers). Each child has his or her own clearly labeled diaper bin depending on the age of the child. Diapers are checked frequently, and changed every three hours or more often if required. The

diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

Behavior Management & Discipline

In our daycare, we pride ourselves in disciplining our children through patience, consistency, and positive reinforcement. One major component of our curriculum involves teaching children manners and proper codes of conduct. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

- **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
- **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
- **Time-Out:** The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting oneself, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
- **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements may need to be made for the child to go elsewhere for care.

Cleanliness

We take the safety of your child very critically and work tirelessly to ensure a setting that is as healthy as possible. We are dedicated to maintaining our home and the children in it as immaculate as possible, in order to help minimize and/or prevent the spread of germs. Our home is kept clean and disinfected at all times. We scrupulously clean surfaces that children come in close contact with using soap and water, or Lysol, etc. Toys are cleaned and disinfected often. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

Arrival and Departure

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), fed and ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please do not send food i.e. (half eaten breakfasts, breakfast bars, candy, etc) or gum with the children. Please make your goodbye brief (no more than a couple minutes): the longer you prolong departure the harder it gets for both parent and especially for your child. Never leave without telling your child goodbye. Please be in control of your child during drop-off and pick-up times. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Meals/Snacks

Each day we provide three nutritious and well balanced meals. We provide breakfast, lunch and afternoon snack. Milk and juice is served with all the meals and snacks, and water is offered throughout the day. We also provide baby food for infants. Below you will find a menu, showing an example of the different types of food we serve throughout any given week. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind. We know that the good food habits a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc - all common nutritional problems in young children.

Special Diets

If your child has any particular dietary needs, then we must be notified, and when applicable given a doctor's note stating to the fact. At that time it will be determined if your child can participate in the CACFP program. Certain meals and different types of foods can usually be substituted in place in order to still fulfill the dietary requirements of the CACFP Program. However, if a viable solution can not be reached between parent, provider, and the CACFP Program with regards to their rules and regulations, then all of the child's meals and snacks will have to be provided by the parent.

Nap Time

The infants sleep in provider provided crib or playpen and the toddlers sleep on mats. Nap time is during the time between 1:00pm and 3:00pm each day. Typically children 6 months and younger may need a third nap during the day, which can be incorporated into their early morning and late afternoon schedule. No child will ever be forced to sleep. However, they are encouraged to remain quiet, read a book, etc. in order to avoid disrupting the sleep of the other children. Please send a crib sheet, pillow, and blanket that can be kept at the daycare for your child.

Daily Schedule

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

Older Toddler/Preschooler (24 months and older)

7:00 - 8:00 drop-offs, welcome children, free-play and/or structured-play, trains, story-time, etc.

8:00 - 9:00 breakfast, clean-up/wash-up

9:00 - 9:30 circle-time

9:30 - 10:00 arts and crafts, story-time, various learning games

10:00 - 10:30 music, song and dance, tumbling exercises

10:30 - 11:00 outside play-time

11:00 – 11:30 free-play and/or structured-play,

11:30 – 12:30 lunch time, clean-up/wash-up, brush teeth, and get on mats

12:30 -2:30 rest-time and/or quiet-time

2:30 - 3:00 afternoon snack, clean-up/wash-up

3:00 - 4:30 free-play and/or structured-play, puzzles, books, various learning toys, etc.

4:30 - 5:30 outside play (depending on season), coloring, play-dough, toys, story-time, etc.

5:30-6:00 time to go home 😊

Infant/Young Toddler (younger than 24 months)

Throughout each day we practice on reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. For a younger child still taking three naps a day, a third nap can be incorporated into their late afternoon schedule.

7:30 - 8:30 drop-offs, welcome children, free play and/or structured-play, story-time, toys, etc.

8:30 - 9:00 breakfast, clean-up/wash-up

9:00 - 10:00 naptime (depending on age), flash cards, arts and crafts, story-time, stacking blocks

10:00 - 10:30 music, song and dance, games

10:30 - 12:00 outside play-time

12:00 - 12:30 free-play and/or structured-play, interactive video (Baby Einstein, or Blue's Clue's)

12:30 - 1:00 lunch time, clean-up/wash-up, brush teeth (when applicable), nestle into cribs

1:00 - 3:00 rest-time and/or quiet-time

3:00 - 4:00 free-play and/or structured-play, books, flash cards, various learning toys, etc.

4:00 - 4:30 afternoon snack, clean-up/wash-up

4:30 - 5:30 pickups, outside play (depending on season), puzzles, musical instruments, story-time, etc.

Infant (3 to 6 months)

7:30am - 5:30pm cuddles, love, and affection, eat, poop, and sleep

Communication

So we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved.

Referrals

For past and present clients: a referral from a client is something we appreciate very much. As a special token of our appreciation to you, we provide families a \$50 gift certificate for each referred child *that has successfully enrolled* in our daycare.

Contract Adherence

This is our residence as well as our business, so we expect and appreciate respect and consideration of our family and home by compliance to our policies and regulations. We understand this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can refer to it whenever necessary. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If and when we do make a change to the contract you will be given a copy.

A Final Note

It is essential that you feel content with our policies and procedures. If you do not understand something, have a concern, or are in disagreement with one or more of our policies and/or procedures it is essential that you articulate that to us, especially before deciding to enroll your little one. We have an open door policy and think it very important that all concerns, comments, and questions regarding anything in this handbook are brought forward to us. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of Bright Minds Daycare handbook are understood and agreed upon.

Parent Signature

Date

Provider Signature

Date