



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 5 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

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

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 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.

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 \$75 per day).

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 \$1:00 for every one minute. Please be considerate and pick up your child on time.

Drop-Off and Pick-Up

You are expected to remove your shoes or boots on the designated rug upon entering my home if they are soiled or wet. Children are expected to remove their shoes or boots upon entering my home and place them in their cubby each day. Shoes are not permitted in any area of my home on a daily basis, as this is where children play, crawl, lay and tumble.

It is normal for some children to have difficult time separating from parents in the morning and/or to make the transition into leaving at the end of the day. Please be brief. It is harder on the child when you prolong your stay and I need to focus my attention on the other children who tend to act out when they see me busy with another parent. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are all that is needed in the morning. The children are expected to clean up from their activities at the end of the day. For this reason, if you will be arriving earlier than your regularly scheduled pick-up time, please give me a quick text on your way. The cleaning up process tends to get much more difficult with parents present. With your cooperation, drop off and pick-up times will be as stress-free as possible.

Children will only be released to the authorized pick-up persons whom you have identified on your Enrollment Form. You are required to always notify me if one of your authorized pick-up persons will be picking up your child. A verbal notification is fine unless the pickup person is not one of your authorized pick up people. In the case of an unauthorized pick up, I will need written permission from you. If you do not inform me that someone else (other than a parent) will be picking up your child, they will not be released even if they are one of your authorized pick up persons. Anyone picking up your child will be asked to show proper photo ID if I have not yet met them.

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.

Discipline and Guidance

I require acceptable behavior, by my standards, from the moment your child exits your vehicle until they are safely buckled back in later that day. My expectations of your child will probably be higher than your own due to the number of children I care for on a daily basis. The children are explained the rules of the child care home frequently, so they are all familiar with the guidelines.

House Rules - No running, jumping, or screaming permitted inside the house. We use "walking feet" and "inside voices." No walking around the house with food, cups, or bottles. No going out the door or gate at pick up time without an adult. No shoes in the house. No name calling, teasing, swearing, bad language such as 'shut up', tattling, or potty talk. No gun or violent play allowed.

We Respect Each Other and Keep our Hands to Ourselves - No roughhousing, hitting, pushing, biting, grabbing, kicking, pulling, pinching, spitting at others, including household pets and your parents. Lifting, carrying, climbing, or sitting on other children is not permitted.

We Respect our Belongings and our Environment - No standing on, hitting with, pounding with, throwing toys or other household items. No climbing on, standing on or jumping off of furniture.

I believe that children thrive on consistency, routine, and loving guidance and that it is very important to teach children empathy and to take responsibility for their own actions. Children in my care will be taught and expected to share with others, play cooperatively, express themselves verbally, clean up when asked, follow directions and, most importantly, to treat themselves and others (including yourself) with respect. I use praise and positive rewards for good behavior.

I will discuss with you any behavioral problems as they arise. The following methods of discipline will be used: Encourage children to solve problems themselves, intervention, discussion, re-direction to another play area, loss of privileges, logical consequences, and/or time out. Please show your child that you respect me and my rules by reminding them and enforcing the rules while you are in my home and on my property.

Parents are expected to repair or replace any item your child may break (other than normal wear and tear) in or around my home, including but not limited to: infant equipment, toys, electronics, landscaping, windows, doors, etc.

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.

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.

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 \$100 gift certificate for each referred child *that has successfully enrolled* in our daycare.

Photographs

Photographs of the children's participation at my home may be taken from time to time. The photos are displayed for children to enjoy, used in various arts and craft projects, and given to parents periodically. I also have a Facebook page where photos may be displayed. If you wish for your child not to be included in pictures for any reason, please make that request in writing.

Referrals

In the event of an open space in my child care, should any currently enrolled family exclusively refer another family to Bright Minds Daycare, a referral bonus will be paid. The referred family must contract for a minimum of 3 days per week and be in care and paid up to date, for a period of three months. At the three month point, a \$100 payment credit will be issued as a THANK YOU!! Happy families are my BEST advertisement!

Confidentiality

All information provided to Bright Minds Daycare will be kept confidential and released only to authorized persons including, but not limited to, State licensor, police dept. and health and social services if required. This information will also be available to back-up providers if needed to care for your child.

Policy Changes

I will review and revise my Handbook of Policies and Procedures and my Contract annually. Renewals will go into effect the first of January each year. However, I reserve the right to make any policy or financial changes at any time when it is in the best interest of my child care business. I will give a minimum of two-week's notice of any these changes.

Waiver

Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect. If I do not exercise a right that is provided by this agreement, it does not mean I have given up that right.

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