

### ***Philosophy***

I will provide a program in a safe caring Christian environment in which the whole child has the opportunity to develop: physically, emotionally, socially, intellectually, and in his/her own time. The blend of structured activities and free choices will encourage a sense of independence, a positive self image, and stimulate a natural curiosity. The child and his/her well being are of prime importance at this child care facility. These ideals are met by maintaining small play groups. I recognize the family as the primary care giver; I provide a pleasant and positive experience as a secondary care giver.

### ***General Information***

There is an open door policy here. This means you are welcome to drop off and pick up your children at any time during business hours. This also means you are welcome to visit your children, I just ask you refrain from this if it is upsetting to your child when you leave.

This is a drug and smoke free building. **NO SMOKING IS ALLOWED AT ANY TIME ON THE PREMISIS.**

All of the animals on the property are considered pets. They are here for the enjoyment and educational experiences offered to all of us. They are all kept current with required medical treatments and fed an appropriate diet for the individual breed. Please do not feed any of them with out permission.

Phone calls are permissible; I try to handle business during 1:00 and 3:00 pm during nap time. This would include phone calls requiring any amount of discussion. I also check my email several times a day and can respond to questions or concerns there if appropriate.

There are several water features on the property. A combination of physical restraints along with continual water safety education has been put in place to ensure your child's safety while here. The fenced play ground and double door exits to the child care portion of the building are to ensure the safety of the children here. It is the parent responsibility to drop off and pick up the children in the child care portion of the building or in the fenced area of the playground. At no time is a child to be allowed to escort him/her self in or out of the building unsupervised.

No child will be aloud to leave with an unauthorized person. Children being picked up by anyone other than a parent must be identified, by the parent and then present identification at the time of pick up.

NYS education law requires all child facilities to notify parents regarding the use of pesticides. The policy we have here is to use only organic products in the immediate are of the building and the playground. The agricultural areas of the property are treated with pesticides and the children and pets are kept from those areas for a minimum of 3 days after application. If you have additional concerns about specific products and application timing please discuss these in person.

We are on public water here. The heating plant is maintained by a NYS licensed boiler engineer.

Meals are provided for children that are present at the scheduled meal time, (see schedule for times). Meals meet the daily requirements for portion and nutrition. Children are encouraged to try each selection on the plate but are not forced to eat. Snacks are provided in the afternoon, and an attempt is made to not over feed as to replace dinner appetite. Treats brought from home to be shared will be distributed at afternoon snack time.

Children should come dressed in play clothing. We do a wide variety of activities during the course of each day and comfortable fitting play clothing is most appropriate. All children should wear or have here sneakers and if possible boots during the wet seasons. We go out doors for a play time most every day and again appropriate clothing is necessary. In the winter snow pants boots hats and mittens in addition to a jacket are necessary. Children should have a change of clothing here in case of emergencies, (spilled milk as well as potty accidents can happen to anyone).

Children not yet potty trained need to be provided with an ample supply of diaper changes for each day. Parents that choose to use cloth diapers must take soiled ones home each day.

All children are given the opportunity to rest or nap each day. We have quiet time between 1:00 and 3:00 PM each day. The children each have a mat in a familiar spot in the loft area in the child care facility and are encouraged to rest quietly. We maintain a still, conversation free environment during rest time. If you need to come during that time I ask you be very quite also, in respect of the other children. Each child should have his/her own blanket and if left here on the weekend it will be laundered. Rest time is monitored by eyes on, until which time all children are sleeping and then by an electronic devise.

Discipline is as often as possible handled in a positive manner. Children having a difficult time correcting an inappropriate behavior are asked to move on to another activity and are not allowed to return until he/she can participate appropriately. Actions that result in optional harm to another child are dealt with by a “time out” approach. For several minutes the child must move out of the play group to sit and observe the others. At which time he/she can apologize and interact appropriately he/she may return.

In accordance with the provisions of sections 413 and 415 of the Social Services Law, the child care provider must report any suspected incidents of child abuse or maltreatment concerning a child receiving care to the Statewide Central Register of Child Abuse and Maltreatment.

### ***Health Information***

I must have an up to date (not older than 2 years) medical report including a Dr's signature and immunization record on file. This report must include any information on allergies and limitations your child may have.

Medication, prescription or over the counter may not be administered here. We will apply sun screen as needed and over the counter diaper rash ointment as needed only.

In case of illness or injury during the day, I will call a person delegated on the blue cards. I will describe the symptoms or injury as best as possible and the decision to pick up early will be made by the contacted person.

If a child is not feeling well before drop off time in the morning, he/she may come for a day of rest. If the child's condition is contagious please do not bring him/her until the exposure time has passed. Your child may come with a low grade temp if the doctor has been notified and agrees. Should more symptoms arise during the day I would call for an early pick up.

### ***Daily Walks on the premises***

As you are aware there are several bodies of water on that are part of the property we own. The state regulations require all bodies of water on the child care premises have a barrier to prevent access by children. Since the property we own is larger than what was imagined when the law was written there have been 2.5 years of discussion and review to arrive at an agreement between myself and the licensing agency. Part of the agreement includes the door with the bell, the fence around the playground, and written acknowledgement from you that you are aware of the situation. We have agreed this could be covered with a field trip permission form. (This is included here and must be signed and kept on file here.) This includes all and is limited to the 90 acres of property that I own know as 4069 Purdy Rd. Lockport, NY. for daily walks either on the driveway, into the woods, running in the meadow, or fruit picking in the orchard.

In addition I will continue to incorporate out door safety education where water is concerned and in addition to road ways in the woods and out of site of familiar landmarks. I believe education is the answer to safety.

## ***Daily Schedule***

- 7:00 am Doors Open  
7:30 – 8:30 Breakfast  
Till 9:45 Directed small group activity centers  
Clean Up  
10:00 Circle time including stories, song and language development  
10:30 Project or fine motor skill work  
Including, not limited to crayon scissors markers paint ect.  
11:00 Out door play or exercise including dance yoga ect  
11:30 Wash hands calm down get ready for lunch  
12:00 Lunch  
1:00 – 3:00 Quiet time including rest or nap  
3:00 work on self help skills tie shoes, put cloths on ect.  
3:30 Out door play or small group free choice interest centers  
4:30 Afternoon snack  
5:00 Quiet play or television time  
5:30 Closing, all children should be picked up and exit the building
- 6:00 – 7:00 AM Child care can be made available for an addition charge and previous arrangements.

5:30 PM Closing time is not at this time negotiable and is not flexible. All children must be picked up and exited the building by 5:30. This is 10.5 hours of service to your children and it is then time for my family and myself. Thank you for being considerate in this regard.

The center is closed on

- Good Friday
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve through New Years Day (Dec 24 – Jan 1)

## ***Rate Schedule***

These rates are based on the numbers of children allowable by state regulations.

### STATE REGULATIONS

10 children, ages 6 weeks to 12 years, AND 2 additional school-aged children (there must be one caregiver for every two children under the age of two years in attendance)

OR

12 children, ages 2 years to 12 years, AND 2 additional school-aged children

Infants children ages 6 weeks to 2 years old

Preschoolers children 2 years old to 5 years old not yet in kindergarten

School-age children ages 5 years and older attending full time school

### RATES

Daily rates are based on the days and schedule agreed on at registration time or adjusted there after to meet the needs of the parent and availability of space by the care giver.

Infants \$39.00 daily

Preschoolers \$39.00 daily

School-age \$19.00 on full school days and \$39.00 on no school days or ½ school days  
\$30.00 fee for a drop off shorter than normal day. (3 or less hours)

### ***These rates are affective as of December 4, 2006***

Every month on or around the 10<sup>th</sup> I will be issuing a calendar to you. It will be due back by the 20<sup>th</sup> with the dates circled that you will be needing child care for the coming month. I will then schedule the hours the staff need to plan on working. You will be responsible to pay for those days that you reserve on the calendar. Additional days can be available during the month based on attendance and staffing.

- All checks make payable to Barbara Page.
- There is a \$10.00 registration fee due at time to reserve a start date.
- A security deposit of one weeks agreed payment is due on the start day. This is the last week's payment when the child leaves and two weeks notice is given.
- All payments are due at drop off time on the child's last day of his/her week.
- Payment for the number of agreed upon days, for each week is due by Friday morning each week.
- There will be a \$5.00 per ½ hour, per family charge for children dropped off before 7:00 am or, or picked up after 5:30 pm. This is to cover the \$9.00 per hour labor cost associated with child care.
- Returned checks are the responsibility of the payers plus all additional charges.
- Tax statements will be available around January 20 of the next year.

If you have any questions or need clarification concerning your individual account please see me.