

PARENT HANDBOOK FOR Strawberry ECDC  
TABLE OF CONTENTS

	Policy No;
Welcome	1
Mission Statement	2
Program Philosophy	3
Enrollment	4
Tuition	5
Confidentiality	6
Mandated Reporting of Suspected Child Abuse and Neglect	7
Parent Code of Conduct	8
Swearing/Cursing	8.1
Threatening of Staff, Parents or Children	8.2
Physical/Verbal Punishment of Your Children or other children	8.3
Smoking	8.4
Not abiding by Safety Policy	8.5
Confrontational Interactions with Employees, other parents And Associates of Strawberry ECDC	8.6
Violating the Confidentiality Policy	8.7
Parents Right to Immediate Access	9
Dismissal	10
Withdrawal	11

Court Orders Effecting Enrolled Children	12
Arrival Procedures	13
Notification of Absence	13.1
Pick Up Procedures	14
Persons appearing to be impaired by Drugs and/or Alcohol	14.1
Emergency/Alternate Pick-up Forms	14.2
Transportation	15
School Calendar	16
Emergency and Inclement Weather Closing Information	17
Curriculum Information	18
Daily Schedule of Activities	18.1
Class Assignments	18.2
Staff to Child Ratios	18.3
Nap/Rest Time	18.4
Educational/Personal Care Supplies Needed	18.5
Birthday and Holiday Celebrations	18.6
Parent/Teacher Conferences/Communication	18.7
Discipline	19
Toys from Home	20
Dress Code	21
Children	21.1
Parents	21.2
Field Trips	22
Parent Participation/Volunteering	23

Health and Safety	24
Pre-Enrollment Requirements	24.1
Children with Severe Allergies	24.2
Communicable Disease	24.3
Biting	24.4
Dispensing of Medication	24.5
Fire/Emergency Drills	24.6
Alternate Safe Location	24.7
Incident/Accident Reports	24.8
Foods Policy	24.9
Peanut-Free Policy	24.10
Firearms and Weapons Policy	24.11
Pets and other animals	24.12
Staff Employment by Client's	25
Agency Contact Information	26

## **LICENSING INFORMATION**

Strawberry ECDC is licensed by The New York State Office of Children and Family Services. The license is available for review at any time in the hallway of Strawberry ECDC.

This page is intentionally blank

## Strawberry ECDC

### **WELCOME**

Welcome to Strawberry ECDC! We hope that your children will spend many happy and enriching hours at our center and we are delighted that you have chosen Strawberry ECDC to provide your family with childcare. Strawberry is designed to serve parents who wish to have their child cared for in a nurturing and family oriented environment. We encourage parents to participate in classroom activities, drop in at any time and just visit, or call us to check up on your child's day.

Informality is our keynote. We place great value on the freedom to be oneself, for adults and children alike. We offer a relaxed and casual setting geared to the needs and interests of each child and each parent who are a part of our center. We try to take into consideration individual differences and special abilities as well as family cultural patterns.

Our site has 4 acres of land that are used for exploration and expeditions where we can find all sorts of great discoveries for all age groups. Our modern facilities have been specifically designed and built for childcare adhering to all the latest safety standards.

This Parent Handbook is intended to help orient and acquaint you with our philosophies, policies and procedures and to provide you with information which, we believe, will be of use to you. Should you have any questions on the content of this handbook or any other matters concerning Strawberry ECDC, please contact Maritza.

Strawberry ECDC

## **MISSION STATEMENT**

Strawberry ECDC's primary purpose is to provide an environment which promotes the discovery of the joy of learning and the development of a positive self image and social skills. We believe that a child's world should be full of exploration and we will help them make meaning of the wonder of their discoveries.

## **PHILOSOPHY**

Our philosophy is inspired by the approach of the schools in Reggio Emilia, Italy, which have been recognized as the best of early childhood programs. Our goal is to enrich each child both as an individual and as part of the group. We will encourage and develop the emotional, intellectual, social and physical growth of our children in a safe environment. Our approach to Early Childhood education allows children to observe and investigate topics that naturally intrigue them. Informal research about these topics leads to imaginative group projects that engage children through discussion, fieldwork, activities and creates displays of their knowledge. Dramatic play, art, language studies and music are integrated with interviews, scientific experimentation and constructive activities, as teachers and children cooperatively explore topics as diverse as insects, train stations, grocery shopping, snails or the weather. By engaging in many types of project work, children will build upon that which they already know and will apply their own individual strengths and learning styles to deepen their understanding of broader concepts. By engaging children's natural way of learning, this approach makes education its own happy reward.

## Strawberry ECDC

POLICY: ENROLLMENT

POLICY NO.: 4

Enrollment at Strawberry ECDC is open to children from 6 weeks to 10 years. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability

Parents can apply for enrollment of their child in Strawberry ECDC by arranging a visit to the center and completing the enrollment application package. Initial enrollment is contingent upon receipt of the signed completed enrollment application package, signed registration form, registration fee, tuition deposit, immunization records and signed Parent Handbook receipt.

The Enrollment Application package and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Strawberry ECDC reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Strawberry ECDC is contingent upon the parents', emergency contact persons' and child's adherence to the policies and procedures of Strawberry ECDC as outlined in this handbook, and other materials distributed from time to time, including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Strawberry ECDC immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

## Strawberry ECDC

POLICY: TUITION

POLICY NO.: 5

All custodial parents and/or legal guardians are required to sign an Admissions Agreement prior to enrollment of their child in Strawberry ECDC. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

[The current fee schedule can be obtained from the office at any time]

Tuition may be paid by cash, check, or money order. Strawberry ECDC does not accept credit cards. Receipts will be given for tuition payments made by cash. All cash payments must be handed directly to the office and a receipt given. Your canceled check will serve as your receipt for payments made by check. There will be a \$35 fee charged for tuition checks returned by the bank. Returned Tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check.

Tuition does not include fees for field trips and any extra curricular activities. There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Strawberry ECDC, however, if you anticipate difficulty with paying on time, please discuss the matter with the Maritza Mera immediately. Tuition payments are due by the 1st of each month and a late fee of \$35 will be charged for any payment received after the 15<sup>th</sup> of any month.

Strawberry ECDC accepts child care subsidies.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Strawberry ECDC. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

Strawberry ECDC offers a multiple child discount for one or more siblings enrolled during the same school year. The sibling with the highest tuition rate

pays the full tuition rate and the second child's tuition is discounted by 10%. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

## Strawberry ECDC

POLICY: CONFIDENTIALITY

POLICY NO.: 6

Within Strawberry ECDC, confidential and sensitive information will only be shared with employees of Strawberry ECDC who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Strawberry ECDC strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Strawberry ECDC.

Outside of Strawberry ECDC, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Strawberry ECDC, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on our property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing our property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Strawberry ECDC are strictly prohibited from discussing anything about another child with you.

## Strawberry ECDC

POLICY: MANDATED REPORTING OF SUSPECTED  
CHILD ABUSE AND/OR NEGLECT

POLICY NO.: 7

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Strawberry ECDC are considered mandated reporters, under this law. The employees of Strawberry ECDC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Strawberry ECDC take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Strawberry ECDC can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

Strawberry ECDC requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Strawberry ECDC is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Strawberry ECDC but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on our property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing our property.

8.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

8.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH Strawberry ECDC:

Threats of any kind will not be tolerated. In today's society Strawberry ECDC can not afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

### 8.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT Strawberry ECDC:

Strawberry ECDC does not support nor condone corporal punishment of children, and such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or the Director's attention. At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### 8.4 SMOKING:

For the health of all Strawberry ECDC employees, children and associates, smoking is prohibited anywhere on our property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Strawberry ECDC. Parents who are smoking in their cars must dispose of the cigarette within their own vehicle prior to entering our property.

#### 8.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Strawberry ECDC. Please be particularly mindful of Strawberry ECDC entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the center personnel.

#### 8.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF Strawberry ECDC):

While it is understood that parents may not always agree with the employees of Strawberry ECDC or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

#### 8.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

Strawberry ECDC takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the center. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Strawberry ECDC. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

## Strawberry ECDC

POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS

POLICY NO.: 9

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever that child is in care at Strawberry ECDC, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Strawberry ECDC must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order. **In the absence of a court order** on file with Strawberry ECDC, **both** parents shall be afforded equal access to their child as stipulated by law. Strawberry ECDC can not, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Strawberry ECDC suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Strawberry ECDC staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of Strawberry ECDC will accompany visitors at all times, throughout the center.

Strawberry ECDC will dismiss any child whose parent is prohibited from entering upon our property, unless this prohibition is directed by a court order. Due to the parents' right to immediate access policy, as well as state and federal regulations, Strawberry ECDC can not have a child at the center when the child's parent is prohibited access ( unless by court order). Strawberry ECDC will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

Strawberry ECDC

POLICY: DISMISSAL

POLICY NO.: 10

Strawberry ECDC reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. A check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the center's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave our property in a calm and respectful manner, immediately. Strawberry ECDC will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to our property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the center by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Strawberry ECDC.

## Strawberry ECDC

POLICY: WITHDRAWAL

POLICY NO.: 11

A minimum of four weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will not have their deposit refunded. See the Tuition Schedule for rules applying to parents who wish to withdraw prior to their child attending the center.

The parents and child, following their last day of enrollment, are not permitted to re-enter our property without the prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to our property following the last day of enrollment at Strawberry ECDC. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at Strawberry ECDC, must submit a request to do so and discuss any such request with the Center Director. The Center Director will notify the parents if the new schedule is available. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program. The date of the notification by the Center Director concerning the disposition of the request for a change will be used to toll the four weeks notice required for withdrawal, if that alternative is chosen by the parent.

## Strawberry ECDC

POLICY: COURT ORDERS EFFECTING ENROLLED CHILDREN POLICY NO.: 12

In cases where an enrolled child is the subject of a court order (for example... Custody Order, Restraining Order, or Protection from Abuse Order) Strawberry ECDC must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with Strawberry ECDC administration, both parents shall be afforded equal access to their child as stipulated by law.** Strawberry ECDC can not, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Strawberry ECDC suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Strawberry ECDC is obligated to follow the order for the entire period it is in affect. Employees of Strawberry ECDC can not, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Strawberry ECDC will report any violations of these orders to the court.

## Strawberry ECDC

POLICY: ARRIVAL PROCEDURES

POLICY NO.: 13

Upon arrival at Strawberry ECDC, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located in each classroom. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

Strawberry ECDC discourages parents from “sneaking out” of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Strawberry ECDC believes it is best for parents to tell the anxious child upon arrival that after all of the child’s things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Strawberry ECDC are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day. ( see the Health and Safety policy)

Parents are required to notify the child’s teacher or Center Director of any special instructions or needs for the child’s day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

Strawberry ECDC does not provide breakfast in the morning. Parents are required to feed their child a nutritious and filling breakfast prior to arriving at Strawberry ECDC, or bring such with them, so that the child may be fed upon arrival at the center. Breakfast, provided by the parent, will only be served to the child between the hours of 6:30–9:00am.

### 13.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 9:00am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our center. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Strawberry ECDC will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

#### 13.1a Late Arrival

Parents who know in advance that a child will be late, are required to notify the center by 9:00am so as to ensure that the appropriate number of employees to child ratios are met when the child arrives at school.

All children should arrive by 9:30am for a successful transition and continuity of the program. In fairness to the child and the structure of his/her day and the classroom activities, if a child cannot be here by 11:00am, we ask that your child remain at home

### 13.2 AGENCY'S RIGHT TO REFUSE ADMISSION

Strawberry ECDC reserves the right to refuse admission to any child at any time with or without cause.

Strawberry ECDC strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Strawberry ECDC if the child were to be present at the center.
5. Parents failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located in each classroom. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on our premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are requested to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag each day. Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

#### 14.1 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Strawberry ECDC will contact local police and/or the other custodial parent should a parent appear to the staff of Strawberry ECDC to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Strawberry ECDC staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Strawberry ECDC to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Strawberry ECDC will contact the

child's parents, local police and Child Protective Services to notify them of the situation.

#### 14.2 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Strawberry ECDC. In an emergency situation the child's parents will be called first. If they can not be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide a Government issued photo ID, and Government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Strawberry ECDC reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

Strawberry ECDC

POLICY: TRANSPORTATION

POLICY NO.: 15

Strawberry ECDC does not provide transportation to or from our center. For school aged children transportation to and from your child's school to and from our center is provided by The Lakeland School District.

POLICY: SCHOOL CALENDAR

POLICY NO.: 16

A copy of the annual calendar, which will indicate those days on which the center will be closed, will be distributed each December and copies are always available at the office.

POLICY: EMERGENCY CLOSING AND INCLEMENT  
WEATHER INFORMATION

POLICY NO.: 17

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by a message on the center's telephone machine

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will have their tuition refunded on a pro rata basis for any days closed.

# Strawberry ECDC

POLICY: CURRICULUM INFORMATION

POLICY NO.: 18

## 18.1 The Daily Schedules for each of our classrooms are as follows;

### 1. Infants:

**Blueberries** – Schedule is individualized to the infant’s individualized needs. Outdoor walks in stroller: 9:30 – 10:00 a.m., 11:30 – 12:00 noon, 2:00 – 2:30 p.m.

### 2. Toddlers:

Strawberries		Kiwi's	
6:30 to 9:00 a.m.	Arrival : Self Interest Time & Breakfast	6:30 to 9:00 a.m.	Arrival: Self Interest Time & Breakfast
9:00 to 9:30 a.m.	Center Activities/Free Play	9:00 to 9:30 a.m.	Center Activities/Free Play
9:30 to 9:45 a.m.	Diaper Changing	9:30 to 9:45 a.m.	Diaper Changing
9:45 to 10:00	Snack	9:45 to 10 a.m.	Snack
10:00 to 10:15 a.m.	Circle Time (music, movement, reading)	10:00 to 10:15 a.m.	Circle Time (music, movement, reading)
10:15 to 10:30 a.m.	Fine Motor Skills (Drawing, Arts & Crafts, Manipulatives)	10:15 to 10:30 a.m.	Fine Motor Skills (Drawing, Arts & Crafts, Manipulatives)
10:30 to 11:30 a.m.	Outdoor Play (weather permitting)	10:30 to 11:30 a.m.	Outdoor Play (weather permitting)
11:30 to 11:45 a.m.	Diapering/Preparation for lunch	11:30 to 11:45 a.m.	Diapering/Preparation for lunch
11:45 to 12:15 p.m.	Lunch	11:45 to 12:15 p.m.	Lunch
12:15 to 12:30 p.m.	Preparation for nap	12:15 to 12:30 p.m.	Preparation for nap
2:30 to 2:45 p.m.	Diapering & Manipulatives	2:30 to 2:45 p.m.	Diapering & Manipulatives
2:45 to 3:15 p.m.	Afternoon Snack	2:45 to 3:15 p.m.	Afternoon Snack
3:15 to 3:30 p.m.	Story time	3:15 to 3:30 p.m.	Story time
3:30 to 4:30	Outdoor play (weather permitting)	3:30 to 4:30	Outdoor play (weather permitting)
4:30 to 5:00 p.m.	Diapering & Manipulatives	4:30 to 5:00 p.m.	Diapering & Manipulatives
5:30 to 6:00 p.m.	Story Time/Dismissal	5:30 to 6:00 p.m.	Story Time/Dismissal

### 3. Pre K 3 and Pre K 4:

<b>Peaches</b>		<b>Grape's</b>	
6:30 to 8:45 a.m.	Arrival : Breakfast and Free Play	6:30 to 9:30 a.m.	Arrival: Breakfast and Free Play
8:45 to 9:00 a.m.	Clean Up	9:30 to 10:00	Journals & Snack
9:00 to 9:30 a.m.	Snack	10:00 to 10:30.	Circle time
9:30 to 10:15 a.m.	Circle Time, Music, Show & Tell	10:30 to 11:30	Crafts, Science, Cooking, Projects
10:15 to 10:45 a.m.	Arts & Crafts	11:30 to 12:00 noon	Outdoor Play
10:45 to 11:00 a.m.	Clean-up, Bathroom	12:00 to 12:30	Lunch
11:00 to 11:30 a.m.	Outdoor Play	12:30 to 1:15 p.m.	Outdoor Play
11:30 to 11:45 a.m.	Clean-up, Bathroom	1:15 to 1:30	Clean-up, Bathroom
11:45 to 12:30 p.m.	Lunch	1:30 to 2:30	Nap Time
12:30 to 2:00 p.m.	Naptime	2:30 to 3:30.	Educational Board Games
2:30 to 3:00 p.m.	Afternoon Snack	3:30 to 4:00 p.m.	Afternoon Snack
3:00 to 3:45 p.m.	Manipulatives/Free Play	4:00 to 4:45 p.m.	Outdoor Play
3:45 to 4:45 pm.	Outdoor play	4:45 to 5:00 p.m.	Clean-up, Bathroom
4:45 to 5:15 p.m.	Story Time	5:00 to 5:30 p.m.	Story Time
5:15 to 6:00 p.m.	Free Play/Dismissal	5:30 to 6:00 p.m.	Free Play/Dismissal

#### 18.2 CLASS ASSIGNMENTS

Other than the Infant room, classroom assignments are based upon a combination of the age of the child, his or her individual developmental readiness and social skills and the availability of space for the child. The decision to move a child to another classroom will be made by the Director, in consultation with the child's parents and the child's teachers. In certain circumstances, with parental permission, and in consultation with Early Intervention or Special Education staff working with the family, Strawberry ECDC will exercise greater discretion in the placement of a child with a developmental delay or disability based on consideration of such factors as the child's developmental readiness, appropriateness of the classroom environment, the level of care the child requires and the needs of the other children in care.

### 18.3 STAFF TO CHILD RATIOS

Strawberry ECDC will always meet or exceed the State regulated minimum ratios for Staff/Child ratios. Those ratios are;

<u>Age of child</u>	<u>Staff/child maximum ratio</u>
6 weeks to 18 months	1:4
18 months to 3 years	1:5
3 years	1:7
4 years	1:8
5 years	1:9
6 years to 10 years	1:10

Maintaining these ratios is important for the safety of your child and the quality of the care we can provide and we schedule our staffing requirements carefully around expected attendance. (Both the days and times of enrolment) For this reason an unexpected early drop off (or late pick up for those children enrolled in the 8:00am–3:00pm program) can cause challenges, at times. Unless Parents have pre-arranged for early drop off they must remain with their child until the scheduled times of their child’s enrollment. This is particularly important in the busy morning period.

### 18.4 NAP/REST TIME

Appropriate sleep, rest and quiet periods will be provided so that children can sit quietly, lie down to rest or nap. All children other than infants will be provided with a cot. Parents will be required to provide appropriate sheets and covers for their child. These should be taken home weekly for laundering and returned on the Monday am, or the earliest weekday of the child’s enrollment if other than a Monday.

### 18.5 PERSONAL CARE SUPPLIES NEEDED

Your child’s teaching staff will supply you with a list of required items for your child and advise as items expire, or are depleted. Such items will include Diapers, cleaning wipes, etc.

## 18.6 BIRTHDAY/HOLIDAY CELEBRATIONS

Strawberry's classrooms celebrate various holidays and themes throughout the year, as a way to educate the children and for them to explore the diversity of our world and its cultures and peoples. A classroom circular or notice on the classroom doors will advise you of upcoming events. If for any reason you do not wish your child to participate in any event or celebration, please advise the classroom staff, so that alternative arrangements may be made for your child during the time of the planned event.

All children's birthdays are recognized at the center. Parents may supply celebration items, for example cupcakes, a birthday cake etc, but please note the Food Policy element of the Health and Safety Policy contained within this manual, particularly as it relates to our peanut free policy.

## 18.7 PARENT/TEACHER CONFERENCES/COMMUNICATION

Parents will be provided with continuous verbal feedback on their child's behavior, progress and the major events of their day. On a more formal basis parents will be given a written assessment twice a year. Parents may schedule a Parent/Teacher conference at any time, by calling the child's teacher to arrange such. Please understand that such conferences will need to be scheduled at a time convenient for the classroom routine and to ensure that staff/child ratios are maintained during the conference. In order to ensure a quality focused discussion between parents and teachers, the time slots around morning drop off and afternoon pick up will generally not be available, because those time periods can be very busy.

## Strawberry ECDC

POLICY: DISCIPLINE

POLICY NO.: 19\_\_

Strawberry Early Childhood Development Center is committed to providing an environment where children feel safe and comfortable. Our staff uses a positive approach to discipline. Children are encouraged to use those skills that will allow them to resolve conflicts and have their needs met without the use of aggressive or destructive behavior. When situations occur that require intervention, teachers will provide children with clear explanations as to why specific behavior is inappropriate and help them find an alternative behavior that fits within classroom guidelines. If a child is having difficulty and is unable to manage his or her behavior, the Director may need to contact the parent and ask him or her to intervene or to remove the child from the center. This will only be used as a last resort if all other means to help the child control his or her behavior have failed.

- No child shall be hit, spanked or subjected to any corporal punishment.
- No child shall be ridiculed or verbally abused or subject to cruel discipline. Physical restraint is prohibited, unless necessary to protect the health and safety of the child or other people.
- No child shall be denied food as a consequence of behavior. Neither will food be given as a reward for good behavior.
- No child shall be punished or criticized for soiling, wetting or not using the toilet.
- Children, excluding infants, will be helped to gain self-control through redirection, constant supervision and encouragement in making good choices. Choices will be limited to a manageable number for that individual child's abilities. Caregivers and schedules will be flexible in order to create as much comfort and security as is needed.
- Preschoolers and school age children will be helped to gain more self-control with structured routines, clear limits, and with teachers modeling and encouraging positive social behavior. Age appropriate expectations on behalf of teachers and families are a must to encourage the child in a positive, caring environment. Problem solving skills and verbal

resolutions to problems is an evolving skill and will be encouraged at every opportunity.

- Where a child's behavior harms or is likely to result in harm to the child, others or property, or seriously disrupts or is likely to seriously disrupt group interaction, the child may be separated briefly from the group (i.e. a "time-out", which will be a maximum of 1 minute plus the number of years of the child), but only for as long as is necessary for the child to regain enough self-control to rejoin the group. The child must be placed in an area where he or she is in the view of, and can be supervised and supported by, a staff member. Interaction between a staff member and the child must take place during or immediately following the separation to guide the child toward appropriate group behavior. Infants are never disciplined or placed on time-out. When infants cry, they will be cuddled and nurtured.

Strawberry ECDC

POLICY: TOYS FROM HOME

POLICY NO.: 20

Due to the risk of damage, sharing issues, loss, and possible injury, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Strawberry ECDC staff for safety and appropriateness, and may be prohibited at the sole discretion of Strawberry ECDC.

No electronic toys will be permitted e.g Ipods, Gameboys, Leap Frog etc.

Strawberry ECDC will not be liable for the loss or damage of or incurred by any toys from home, no matter how such loss or damage is incurred.

### 21.1 CHILDREN CLOTHING

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

All children are required to have one seasonably and size appropriate complete change of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, hats, gloves, scarves, and boots. Strawberry ECDC is not responsible for lost or damaged items of clothing.

## JEWELRY/ACCESSORIES

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Strawberry ECDC will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves.

Strawberry ECDC is not responsible for damage to or loss of any jewelry and articles of clothing.

## 21.2 PARENTS CLOTHING

Parents will be required to remove their shoes prior to entering the infant classroom. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom or wear the booties provided.

## Strawberry ECDC

POLICY: FIELD TRIPS

POLICY NO.: 22

Strawberry ECDC sometimes supplements the in class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher.

Strawberry ECDC provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a Strawberry ECDC sponsored trip.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class.

Strawberry ECDC

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO.: 23

Parents are invited and encouraged to be involved in their child's center's activities. There are many different ways in which parents can participate and volunteer at our child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available.

Any parent who volunteers in the classroom on a regular basis will be required to secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, which parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

#### 24.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete an enrollment application packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Strawberry ECDC. This is per our licensing regulations and NYS Department of Health. If you have chosen not to have your child immunized, please ask the center director for an immunization waiver form. Immunizations may only be waived for certain reasons, as determined by NYS regulations. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Strawberry ECDC. The Physical Examination Form, indicating the child's fitness to attend Strawberry ECDC, must be completed by a licensed healthcare professional and returned to the Center Director before attendance can commence.

#### 24.2 CHILDREN WITH SPECIAL HEALTHCARE NEEDS INCLUDING SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of an "Individual Healthcare Plan for a child with special healthcare needs", detailing any special health care needs including allergies to food or other items from which their child suffers, at the time of enrollment, or when the condition or allergy is discovered. This Plan must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. Included within this Plan, parents must

provide a copy of any physician's orders and procedural guidelines relating to the prevention and treatment of the child's special needs or allergy. The forms for this Plan can be obtained by request from The Director or Assistant Director. Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases Strawberry ECDC from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Individual Healthcare plan for a Child with Special Healthcare Needs" form, provided Strawberry ECDC exercises reasonable care in taking such actions.

Any medication required to treat an identified special need or allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### 24.3 COMMUNICABLE DISEASES

Strawberry ECDC follows the health/communicable disease policies as outlined by the American Academy of Pediatrics.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but can not pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent can not be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program.

Strawberry ECDC reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Strawberry ECDC will take all measures necessary to protect your child’s confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

#### 24.4 BITING

Strawberry ECDC recognizes that biting is a developmentally appropriate behavior for children in the infant through 3 year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the

children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and can not be disclosed. The staff of Strawberry ECDC can not discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

#### 24.5 DISPENSING MEDICATION

Strawberry ECDC will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a "Written Medication Consent Form", which must be completed by the child's doctor with explicit dosage and administration instructions. Strawberry ECDC will only give medication to the child for whom we have this completed form on file and for whom the medication container is labeled. One form per medication is required. If a child, for example, is to be given a course of antibiotics for 10 days, the Medication Consent Form must identify the dates that the medication is to be given. Completed Written Medication Consent Forms must be approved and accepted by designated Strawberry ECDC staff before any medication can be given.

Strawberry ECDC will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, only with a completed Written Medication Consent Form, including the doctor's notes detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One form and bottle of fever reducing/pain medication is required per child.) Prior to

administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent can not be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date. Expired medication will not be given to any child.

#### 24.6 FIRE/EMERGENCY DRILLS

Strawberry ECDC conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the

staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

#### 24.7 ALTERNATE SAFE LOCATION

Should the administration of Strawberry ECDC or any emergency services personnel determine the building which houses the child care agency to be too dangerous to be occupied, the staff and children will be taken to George Washington School. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

#### 24.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Illness Report. The Incident/Illness Report will be placed in the child's cubby.

Parents or persons designated to act "in loco parentis" are required to sign any incident/Illness reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day

at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Illness in this time period may result in your child’s exclusion from the program until such time as the Report is returned signed.

## 24.9 FOODS

### **All age groups:**

All food items must be labeled with your child’s name. All food items provided in your child’s lunch must be labeled with your child’s name. Simply labeling the child’s lunch box/bag is not sufficient. Children will not be permitted to consume any food item not labeled with his/her name.

Strawberry ECDC will provide a healthy morning and afternoon snack for all children for all age groups, other than Infants.

For the safety of your child, parents are required to provide notification, in the form of an “Individual Healthcare Plan for a child with special healthcare needs” of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (e.g. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Strawberry ECDC never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Food can be used by teachers as a reward for achievement in classroom lessons. Any food given as a reward (i.e. lollipops, candy) will be placed in the child's cubby/school bag to be enjoyed at home.

### **Infants**

Children enrolled in the infant classroom must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breastmilk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed. Parents of infants must also complete an "Instruction of storage or disposal of milk" form.

Parents must provide and label all utensils and bowls necessary for feedings. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded, unless otherwise instructed by the parents. Parents are required to complete a feeding schedule for their child on a weekly basis, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breastfeeding mothers are welcome to come to the center during the day to feed their child. An appropriate private feeding location will be made available. Please discuss your desire to come to the center to breastfeed your child with the classroom teacher.

**Non Infant classrooms:**

Strawberry ECDC offers children a morning snack at approximately 10.00 a.m., a half-hour lunch at approximately 12:00 noon and an afternoon snack at approximately 3:30 p.m.

Strawberry ECDC DOES NOT provide breakfast. If a parent wishes their child to eat breakfast at the center, the parent should provide any required food items and arrive with sufficient time to ensure that the child should complete their breakfast by 9:00am. Children arriving after 9:00am will not normally be served breakfast. The intention of this breakfast timetable is to ensure that the day's routine can commence in a regular manner.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main dish first, followed by healthy snacks. Candy and junk food, if provided by the parent, will be reserved for a "dessert" when an adequate amount of their main dish has been eaten.

Strawberry ECDC curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. Strawberry ECDC will provide water for children who wish to have it with lunch. Snack food items should be healthy, such as fruit, vegetables. Parents should limit junk foods to a minimum in their child's lunch. When preparing your child's lunch please refer to the Peanut Free Policy that follows. All uneaten food will be disposed of, unless otherwise instructed in writing by the parents, in which case uneaten food will be placed back in the child's lunch box or bag so parents can see what items and how much their child consumed during the day.

Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.

Strawberry ECDC does not allow full size candy bars, sodas, or full size candy treats such as Skittles, Starbursts or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at

home. One or two miniature sized candies are permitted in a child's lunch as a treat. However, Strawberry ECDC staff will prohibit a child from consuming these treats if the child is having a particularly over active, excitable day.

Strawberry ECDC prohibits any food item in glass containers (except Baby food in the infant classrooms), as well as aluminum cans. These can be safety hazards for the children and staff.

Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration should be placed, by the parent, in the refrigerator designated for your child's classroom's use. To locate which refrigerator is designated for each classroom, ask your child's teacher.

Lunches will not be heated for children in the 3 year and older age groups.

#### 24.10 STRAWBERRY ECDC IS A PEANUT FREE CENTER

Due to the extreme nature of allergic reactions to Peanuts and products containing peanuts in some children, Strawberry ECDC prohibits peanuts and/or foods containing peanut products on Strawberry ECDC property, and/or at Strawberry ECDC sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on someone's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

Parents are responsible for providing foods that are peanut and peanut product free for their child's lunch and/or snack. We have included for your reference a list of acceptable food items that are peanut and peanut product free.

However, this is only a partial listing of foods. There are many acceptable food items that are peanut, and peanut product free in stores. The important thing to remember is to read the label of every food item you send to school with your child. Many foods, which we do not think of as containing peanuts, or peanut products, have in fact been made in the same factories as peanut

containing foods and are therefore considered to be contaminated. When reading the label, look at not only the ingredients listed, but for statements such as, “may contain traces of peanuts.” For example, Plain Chocolate M & M’s have this statement on the label.

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts, or peanut products), Strawberry ECDC does not allow homemade snacks at the center. While Strawberry ECDC understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at Strawberry ECDC.

Since Strawberry ECDC is a peanut free environment, parents can purchase the items to make homemade snacks and make arrangements with the classroom teacher to make the snacks as part of a classroom lesson. Only Strawberry ECDC utensils, bowls, and bakeware may be used to prepare these foods.

#### PEANUT FREE FOOD IDEAS

Carrot Sticks	Oreos
Celery	Chips Ahoy (Large Cookies)
Peppers	Teddy Grahams
Broccoli	Shortbread
Applesauce	Rice Krispy Treats (Original Flavor)
Grapes	Fruit By the Foot
Oranges	Fruit Gushers
Apples	Nutri Grain Fruit Bars
Bananas	Full Size Ritz Crackers (Not Ritz Bits)
Melon	Chicken Salad
Raisins	Dried Fruit
Plain Cherrios	Cashews
Pistachios	Yogurt
Cheese	Lunch Meat
Cream Cheese	Jelly (Not contaminated by peanut butter)
Tuna Fish	Egg Salad

Pretzels  
Goldfish Crackers  
Popcorn  
Pizza

Potato Chips (Not Fried in Peanut Oil)  
Graham Crackers  
Jell-O  
Popsicles

This list is not inclusive and is only meant as a guide. Please read the labels of all food brought to the center to be sure that it does not contain peanuts and/or peanut products.

Peanuts are not from the NUT family. They are a legume. This is why cashews and pistachios (and other items in the NUT family) are permitted.

#### 24.11 FIREARMS AND WEAPONS

No person, except Law Enforcement Officials adhering to all necessary regulations and laws, is permitted to carry any type of Firearm, Ammunitions and/or Weapon on our property for any reason, or at any time. Violation of this policy will result in immediate dismissal from the program.

#### 24.12 PETS and OTHER ANIMALS

We all love our pets, but pets or other animals are not permitted on the property of Strawberry ECDC without the explicit permission of Maritza or Mike. If you have your dog or cat or any other animal in your car when you arrive for pick up or drop off, please keep them inside your vehicle. Please do not walk your pet in the car park, on the lawns or the gardens or in our woods.

If you do see an animal on the property please notify Michael or Maritza and do not permit your child to approach any such animal. Strawberry ECDC will not be liable for any damage or injury caused by pets or other animals and the animal's owner will be fully liable for any incident.

## Strawberry ECDC

POLICY: STAFF EMPLOYMENT BY CLIENTS

POLICY NO.: 25

The staff of Strawberry ECDC is prohibited from being employed by any client (current or former) during our normal business and operating hours. Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Strawberry ECDC staff in contravention of this policy will have their services terminated and any deposits will be forfeited. Staff members who become employed by current or former clients of Strawberry ECDC in contravention of this policy will have their employment with Strawberry ECDC terminated.

Employment refers to any relationship outside of the center's services, which involves an employee of Strawberry ECDC interacting with a current or former client of Strawberry ECDC. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Strawberry ECDC

POLICY: CENTER CONTACT INFORMATION

POLICY NO.: 26

Director; Maritza Mera

Our address is

Strawberry ECDC  
1770 Strawberry Road  
Mohegan lake  
NY 10547

Our phone numbers are

914-526-4401

914-526-4402 (fax)

Our email address is

admin@[Strawberryecdc.com](mailto:admin@Strawberryecdc.com)

## **FORMS**

Signature Page(s) (One for each Custodial Parent and/or Legal Guardian

Release and Waiver of Liability for Administering Emergency Care to  
Children with Severe Allergies

FORM A

]

I/We, \_\_\_\_\_, the parent(s)/legal guardian(s) of \_\_\_\_\_, acknowledge that I/We have received a copy of Strawberry ECDC's Parent Handbook and have been given the opportunity to read the manual and ask questions about and understands the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Strawberry ECDC and the parents. Strawberry ECDC reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I/We acknowledge that this Parent Handbook is the property of Strawberry ECDC, and must be returned to Strawberry ECDC when the aforementioned child is no longer enrolled at Strawberry ECDC. I/We acknowledge that our failure to return the Parent Handbook to Strawberry ECDC, within 5 business days following the end of enrollment, will result in \$25 being deducted from the deposit taken at the time of enrollment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

FORM B

**RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING  
EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES**

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between Strawberry ECDC and \_\_\_\_\_ (Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of \_\_\_\_\_ (child's name).

WHEREAS, Strawberry ECDC provides child care services and the Parent(s)/Legal Guardian(s) have engaged Strawberry ECDC to provide child care services for \_\_\_\_\_ (child's name);

WHEREAS, Strawberry ECDC has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis , as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to Strawberry ECDC's policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Strawberry ECDC and its employees or agents from any liability arising in law or equity as a result of Strawberry ECDC's employees or agents administering epinephrine and providing other emergency care in

conformance with the child’s “Authorization for Emergency Care of Children with Severe Allergies From” (hereinafter referred to as the “Authorization”), provided that Strawberry ECDC has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.

2. This Release shall be governed by the laws of the State of \_\_\_\_\_ which is the location of the Strawberry ECDC facility in which the child is enrolled, excluding its choice of law Provisions.
3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider’s instructions or clarifications), that is hereby incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.
4. The reference in this Release to the term Strawberry ECDC shall include Strawberry ECDC its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.
5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

Strawberry ECDC:

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

\_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_