

Parent Handbook

Honey Bee Child Care is a learning center licensed by New York State Office of Children and Family Services. The program is open to children of all races, religions and economic backgrounds.

Mission Statement: Honey Bee Child Care exists to provide a safe, warm, caring and nurturing environment for infants, toddlers and preschool age children. Our focus is to provide a stimulating early care and educational experience.

Operating Policies

Operating Hours: Monday through Friday from 7:00AM to 6:00PM.

Honey Bee Child Care operates as a year round program. You may choose to send your child part time in the summer with a minimum of three weeks of care to be agreed upon by the center and the family. We follow the corporate calendar.

Holidays and Vacations: The center will be closed on the following:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve/Close Early
Labor Day	Christmas Day
New Year's Eve/Close Early	Good Friday

In addition, the center will closed every year the second week in August.

Incllement Weather: It is our policy to remain open during bad weather so that our parents can still maintain their work schedule. Local "State of Emergency" and long-term power outages will require us to close. On some occasions, in the interests of safety for your children and our staff,

we may choose to close early or for the entire day. Announcement of an all day closing will be broadcast on radio K104 and posted on our website. For early closing, we will contact you by phone and give you a minimum of three hours notice.

Programs

Infant Room – 6 weeks to 18 Months

Our infant program is a classroom of seven children and two caregivers. The infant program is a flexible schedule that accommodates the individual needs of each infant. The program will provide activities and experiences to develop and nurture new skills.

Toddlers Room – 18 months to 3 Years

Our toddler program is a classroom of ten children and two caregivers. The program provides toddlers with a large variety of activities and experiences to enable them to grow and learn. Our classroom encourages exploration and involvement in activities that help to construct knowledge. Toddlers will be exposed to language-rich environment to facilitate their developing language skills and encourage social interactions.

Preschool Room – 3 Years to 4 Years

Our preschool program is a classroom of fourteen children and three caregivers. The preschool room is an active hands-on learning environment. Our preschoolers are encouraged to explore and investigate their world. We continue to build on the foundations created in early years and enhance previous experiences with learning centers, field trips and other activities. Our preschoolers are well prepared to meet the future challenges of elementary school.

Summer Camp – 3 Years to 4 Years

Our summer camp is a vacation experience with weekly themes, fascinating field trips, and loads of fun. Spend the entire summer with us, you won't be disappointed. Most fees are included in your weekly tuition; however we may need to charge additional trip fees when the

cost of the trip exceeds the price cap we place on field trip expenses. The fee for summer camp is the same as your weekly or daily tuition.

Payments and Fees

Registration Fee: Every child must re-register each year for our program. Our year runs from September 1st to June 30th. Registration fees are charged yearly for each child. Our summer program runs from July 1st through the third week in August.

Deposit: A one week deposit is required when your child begins care in our center. Your security deposit must always be equal to your child current tuition. This deposit will be applied to your child's last week of care at the center, providing that you give us one **month written notice that you are withdrawing from the program**. If one month notice is not given, the deposit will be forfeited.

Tuition Payment: Honey Bee Child Care charges tuition weekly.

Weekly tuition must be paid on Monday of the current week.

We accept cash and checks. Checks should be made out to **Honey Bee Child Care**.

Part time Care: Part time enrollment is subject to availability of slots and the ability to match families so that the equivalent of a full time slot is created. Part time is charged at a slightly higher scale than our regular full time rates.

Vacation and Sick Payment Policy: Tuition fees are based upon our annual operating costs. No adjustment will be made if your child is out sick, on vacation, holiday closings, bad weather or other circumstances beyond our control. No weekly tuition is charged for the week that the center is closed each year.

Late Fees: The center **closes promptly at 6:00pm each day.** The following late charges will be charged to your tuition account for arriving after 6:00 PM.

6:00 to 6:30 PM	\$25.00
6:30 to 6:45 PM	\$50.00

If we have not been able to contact a parent by 6:45 PM, we reserve the right to contact the appropriate authorities.

Late Payment Fees: Payment of tuition after its scheduled due date will result in a late fee of **\$5.00 per day up to 5 days.** Families that have unpaid balances that are a week overdue will be notified that their services will be terminated if payment is not made immediately. Re-admittance will be possible only after all past due balance and an additional one week deposit are paid. In cases of extreme hardship, arrangements can be made with the Director to work out an appropriate payment plan.

Returned Checks: A fee of \$30.00 is charges for all returned checks.

Activity Fees: Occasionally families will be billed for special activity fees. These may include field trip cost, movie fees, etc. You will be informed prior to these charges appearing on your billing statement.

Termination of Services: If you are withdrawing from our program, we require one month notice. The center reserves the right to terminate services on the basis of the following reasons:

HABITUAL LATE PICK UP

NONPAYMENT OF TUITION
SEVERE BEHAVIORAL PROBLEMS
CONTINUAL VIOLATION OF CENTER POLICIES

Policies & Procedures

Arrival/Departure: All children must be signed in and out each day by a parent or authorized adult designated on your child's information sheet. No child will be released to someone not designated. Any release changes must be in writing or by verbal permission from a parent or guardian. We do require picture ID from persons not recognized by our staff.

Absences: Please call Center by **9:00AM** if your child will not be attending that day.

Communicating with Families: It's important for staff and families to communicate with each other so that we may provide your child with a quality experience in any of our programs. Daily notes, bulletin boards, newsletters and our website are some of the ways that we'll keep you informed of events and activities at the center. A yearly spring conference about your child will be a time for center staff to share with parents how their child has developed and progressed over the year.

Please respect that fact that staff can not address your concerns and questions immediately or have a lengthy conversation. Our priority is the children in our care. An appointment or a phone call at a later time can be requested. Please leave a written note for you child's teacher or Director and we will get back to you during the day to address your concerns.

Discipline Policy: The goal of discipline is to help children develop safe and appropriate ways of interacting with others and with the environment. Guidance and discipline techniques to be used with children include:

- *Setting clear and enforceable limits
- *Modeling acceptable behavior
- *Recognizing each child's individual needs
- *Structuring the environment and schedule to maximize good behavior
- *Recognizing children's efforts
- *Anticipating and eliminating potential problems
- *Redirection
- *Good timing of teacher intervention
- *Planning the daily schedule in such a manner as to allow children a successful mixture of choice and structure
- *Use of natural and logical consequences and encouraging problem solving

Children may be removed from the environment for "A Break" to assist them in regaining self-control. They are invited to rejoin the group when they feel ready. Any separation from the group will always be within sight and hearing of staff, and length of time will be related to child's age maturity.

In the event that the techniques that the center implements to guide and discipline children are ineffective, a meeting between the child's parent and center staff will be conducted to develop strategies to assist the child in developing self-control.

Emergency Procedures: Emergency phone numbers and procedures are posted in each classroom and by all phones. In the event that an injury or serious illness occurs to a child while at the center, staff will administer immediate aid first. If further medical treatment is required, the child will be transported to a medical facility by ambulance with a staff member. You will be contacted to meet us at the hospital.

Emergency Evacuation: In the event that the center must be evacuated, staff will follow a pre-determined evacuation plan. If we can not return to the building, arrangements have been made with **Carriage House Preschool at 143 Boardman Rd Building #2 Poughkeepsie** to provide a temporary shelter until parents can be contacted to pick up their children.

Field Trips: Field trips away from the center provide interesting and fun activities that contribute to learning about the world in which we live. We encourage parents to join us on field trips whenever possible. Please make sure to leave a car seat if your child requires one on days when trips are scheduled.

Meals and Feedings: The center provides snacks for toddlers and preschool age programs. Menus for snack are supervised by a qualified Dietitian and prepared on site. A copy of the monthly menu will be posted. Parents are responsible for providing or purchasing lunch. A local restaurant supplies our lunch program. Lunch orders must be placed on Monday mornings for the week. A separate check needs to be issued for lunch and on memo section write lunch. Check should be made out to cash. In the event that a child's lunch is forgotten, we will provide them with lunch and charge your tuition account. The Honey Bee Child Care is a **peanut free center**, all foods that are brought into the Center need to be peanut free and peanut oil free. If your child is celebrating a birthday or a special occasion please make sure that the food that is brought into the center is peanut free.

Medical Form: All children attending the center are required to have a medical health statement on file, which includes an up-to-date immunization record. **This record must be received prior to the child starting day care.** Health information, including additional immunizations received, will be updated on a regular basis but not less than yearly. Families with children under the age of six years will be asked to supply evidence of lead screening or document that the screening was not required. All children must have on file authorization for staff to sign for medical treatment (Blue Card). This card also contains information regarding contacting parents, emergency persons and child's physician. **Parents will be asked to update this information on a yearly basis.**

Daily Health Checks: All children will be evaluated daily for signs of illness, injury or abuse. This is required by the NYS Office of Children & Family Services. Classroom staff will conduct daily health checks. Children may attend if they are well and able to keep up with a typical daily routine. The daily health check log will be reviewed periodically by the Director to observe for any unusual pattern that might indicate a potential health or safety issue for any child. The Center is required by law to report to the proper authorities any suspected physical abuse, sexual abuse, or neglect.

Illnesses: Should your child develop an illness while at child care, a parent or authorized person will be contacted to pick the child up from the center. The child shall be isolated from other children, but with adult supervision, until a parent or authorized person arrives to pick them up.

In the event that a child is diagnosed with a communicable disease, the center will post a notice about the exposure. Parents will be supplied with information about the symptoms and signs of illness, and any additional medical treatment required. Children will be readmitted to the center when they are no longer contagious.

Exclusion from Child Care: Honey Bee Child Care will use the following criteria in determining whether a child will be excluded from the child care center due to illness.

- The illness, or child's reaction to it, requires more care than staff can provide or compromises the health and safety of others.
- Significant fever, as defined below:
- Infants six months and younger should be excluded and referred to health professional whenever fever is accompanied by behavior change, stiff neck, a rash, unusual irritability, poor feeding, vomiting or excessive crying. Fever means:
- Oral temperature above 101 degrees Fahrenheit
- Rectal temperature above 101 degrees Fahrenheit or Axillary (arm pit) above 100 degrees Fahrenheit
- Signs & symptoms of possible illness, such as unusual lethargy, uncontrollable coughing, Irritability, persistent crying, difficulty breathing or wheezing, persistent abdominal pain or anything else unusual
- Persistent diarrhea- three or more loose stools in 24hr. period
- Conjunctivitis (pink eye) until 24hr after medication
- Impetigo until 24hr after medication

- Strep throat until 24hrs after medication
- Chicken pox until six days after onset and sore have dried and crusted
- Untreated infestations such as scabies or lice
- Mouth sore with drooling
- Any illness that would impair a child's ability to keep up with their daily routine

Medications: The NYS office of Children and Family Service require programs that choose to administer medication have staff that are trained and certified. Several of our staff members are certified to administer medication. Medication will be administered to children in the center provided that an authorized and trained staff person is available. In the event that authorized staff is not available, parents will be notified to make alternate arrangements for the administration of medication to their child. We will notify you by phone and in person.

Prescription Medication: Will be administered by the center only with written authorization from a physician and parent. The administration of medication will be documented in a medication log.

Over-the-Counter Medication: Medication will be administered following the instructions provided with the OTC medication. Except for infants, verbal consent/authorization to give medication may be given for a one-day period. Parents of infants may give verbal authorization for a one-day use of topical ointments only. Parents will be asked to provide written instructions to continue the administration of the verbal instructions. Documentation of the administration of the OTC medication will be logged.

In the event that there is any interruption in medication, (i.e. delay, refusal) a parent will be notified. All actions taken will be documented in the child's medication log. In the event that medication is given in error, the parent, child's physician and our licensing office will be notified.

Children with Special Health Needs: An individual health care plan will be developed for children in the program having long term or chronic health care or other special health care needs. Such a plan will be developed with information from the child's physician, parents and health care consultant. Classroom staff will be made aware of the plan to the extent

that it impacts the child's daily classroom schedule and any special accommodations that need to be made within the classroom environment.

Evaluations and Special Developmental Needs: All children in our program are evaluated periodically to make sure that their development is within a normal range. In some instances, further evaluation is necessary to determine if a child could use special help. In cases where the Center is not equipped to evaluate these areas, the child's parent will be notified with information to the appropriate agency.

Early Intervention & Preschool Therapy: If, after further evaluation, it is suggested that your child receive specialized services, you may choose to have your child's therapist conduct their therapy here at the center. We will work with your child's therapist to provide an optimal therapeutic experience and to continue their efforts in the classroom.

Outdoor Play: All children in the center will have daily outdoor activity, weather permitting. In the cold weather, outdoor activity will take place as long as the temperature is 32 degree Fahrenheit or above. In hot weather, caution will be used in extreme heat. Parents are asked to supply appropriate clothing for outdoor activities.

Naps and Rest Times: Naps and rest periods are scheduled daily for our early childhood programs. Infants will rest in cribs and be placed on their backs when placed in a crib for sleeping. Infants may only use a cot upon receiving written permission from parent. Toddlers and preschool children will rest on individual cots assigned to them. Parents are asked to supply a lightweight blanket, crib sheet which will be sent home weekly to be washed. Nap times are usually two hours. Children must rest for at least 30 minutes before they are allowed to rise and use quiet activities. Restful music and backrubs are utilized to create a relaxing environment for rest.

Diapering and Toilet Training: Parents are responsible for supplying diapers, wipes and training pants. Staff will change diapers as frequently as necessary to insure the health and comfort of children. The center request that parents use disposable diapers and wipes. In the event that a parent chooses to use cloth diapers, soiled diapers will be placed in a

separate container that the parent will empty daily. Classroom staff will keep parents informed of diaper supply needs.

Toys and Equipment: Classroom staff maintains their respective classrooms in a clean and orderly fashion. Children are encouraged to be active participants in keeping their rooms neat and clean. Toys and equipment are sanitized frequently to help prevent the spread of germs.

Personal Belongings: Each child in our program will have a cubbie space to store their personal belongings. Please send in a clear plastic container the size of a shoe box labeled with child's first name and last name. Younger children should have a change of clothing available in case of accidents. Everything should be removed from your child's cubbie at the end of the week. Every item of clothing needs to be labeled with first and last name.

Cell Phone Use: Please turn off your cell phones when entering the building and refrain from using them while in the building.

School Pictures: Twice each year we will have Lifetouch Portraits, an affiliate of J.C. Penny's portrait studio, at the center to take student pictures. You are under no obligation to purchase these pictures.

Special Events: Several times each year we have special events that we would like families to participate in. These events include our Preschool Graduation and Family Picnic, Open House, Mother's Day Tea.

Fundraising: Fundraisers help us to provide for "extras" that are not included in our yearly budget. Parental support is always appreciated.

Moving Up: The classroom that children are placed in each September is based upon the following factors:

1. Age as of September 1st.
2. Availability of slots in a particular classroom
3. Developmental level of the child

Children usually remain in this classroom for the entire year unless an opening in the next level becomes available.

I have read and understand the policies set forth in the Honey Bee Child Care Parent Hand Book for year 2010-2011

Parent/Guardian Signature:
