



The Monter Family Early Childhood Program  
and Kidsplace Before & After School Program

# Parent Handbook

## & Required Forms and Permission Slips



Dear Parents:

We welcome you and your child to the Monter Family Early Childhood Center at the SYJCC, providing care to children ages 3 months through 12 years.

We are committed to providing quality childcare and education in a warm and loving atmosphere, giving each child the opportunity to develop according to his own abilities. In addition, Jewish holidays and traditions are explored on an ongoing basis.

Our staff is well trained and loving individuals who will lend support to the children and their families at the center. To provide families with additional opportunities to discuss and follow up on specific problems and challenges, our social workers are available. We hope you will take some time to get to know all of the staff that will be caring for your children.

### **PHILOSOPHY**

Quality child care and education depends on caregiving in a friendly atmosphere. Children learn and grow best in a warm, safe, nurturing environment where they are encouraged both individually and in groups to experiment and make discoveries. Our center places children by age and developmental needs. These groups function independently but cooperatively, following routines appropriate to the development of each child.

Learning occurs in a variety of ways, both planned and spontaneous. The center's program is designed to incorporate many possibilities. We encourage children to make choices and to discuss the activities in which they have participated.

There are opportunities for age appropriate indoor and outdoor play, story time, and routines of physical caregiving, health and competence. Experiences with music & movement, athletics, swimming, arts & crafts, and language and social development are abundant. There is enough flexibility for the children to function in a group and individually.

Children are engaged in experiences that promote self-worth, self-esteem and self-confidence, while learning to be responsible for themselves and their actions. They are taught to cooperate with their teachers and peers, while understanding their feelings and learning to express those feelings in an appropriate manner. Children grow and feel secure while learning about the world around them.

### **HOURS OF OPERATION**

The Monter Family Early Childhood Center is open from 6:30am-6pm, Monday-Friday. Ten month and twelve month programs are available. Please reference either calendar for school closings.

The Kidsplace before & after school program is open from 7am to the start of your child's school day, and after school until 6pm. Kidsplace follows the Commack School District calendar of school closings, with the exception of certain holidays and emergency closings.

SYJCC building closings will be announced on the News 12 website, WBAB, WBLI, and through phone blasts when possible.

### **HOURS OF ATTENDANCE**

The number of hours that a child attends the program is determined by your contract. Changes of schedule must be made in advance and in writing to be approved by the director, who will try to accommodate each family. Hours of attendance will be checked weekly to check for accuracy and early drop off and late pick up. Drop-in care is not available. Early drop off/late pick up fees will be charged as follows on the credit card on file: \$5 for every 15 minute increment before 6pm, and \$10 for every 15 minute increment after 6pm. This policy is in effect to maintain adequate staffing that insures the safety of your children. Any changes in schedule must be made for a minimum of two months.

### **ABSENCES, VACATIONS, & HOLIDAYS**

No credit for tuition is given if a child is absent due to illness, holidays, snow days, emergency closings, or family vacations. We do not permit make-up days due to any of the above; however, you may choose to pay for an extra day if space permits.

### **WHAT TO BRING**

Early Childhood children need to bring a minimum of two changes of seasonally appropriate clothing to be left at the center, and must update the clothing due to growth and weather. The clothing should be placed in a container labeled with your child's first and last name. Please remember to include socks and underwear if appropriate.

For those children wearing diapers, parents must supply all necessary supplies. These include: diapers, wipes, and ointment. A permission slip for applying diaper cream is attached to this handbook. Staff will notify you when your supplies are running low. Please be prompt in refilling supplies.

The use of labeled backpacks is encouraged to transport your child's daily supplies. Your child will have communication sheets in their cubbies/lockers as well as art work to be carried home.

### **WHAT NOT TO BRING**

We ask that you leave your child's toys and electronics at home, unless arrangements have been made with the teacher for nap time activities. Individual toys from home create conflicts, and we cannot be responsible for their return. However, if something from home is necessary in easing your child's transition, speak with your child's teacher.

### **WHAT TO WEAR**

Please be sure your child is dressed in clothes meant for wear and tear. We consistently get messy with outdoor play, and indoor arts and crafts. Additionally, children are inherently

messy when learning to feed themselves. All children should be dressed in sneakers for outdoor play, tumbling, and gym.

We do enjoy playing in the snow, and are still required to enjoy outdoor activities. Therefore, please dress your child in appropriate clothing for snow play: hats, mittens, jackets, and boots.

### **MEALS & SNACKS AT THE CENTER**

Assorted breakfast cereal, milk, juice, and water are provided for breakfast in the morning. Parents may provide their own breakfast foods to be kept at the center.

AM and PM snacks are provided, including fruit, juice, milk, water, and whole grain enriched products such as crackers, and cookies.

Lunch is served to the Early Childhood Center children eating from our menu between 12pm-1pm. You may provide a substitute lunch for your child if the child does not like the lunch, or when allergies or dietary restrictions dictate. All foods served by the center or brought in from home must be **NUT FREE**. This includes all food brought in from home for the Kidsplace children during their half day programs.

We invite you to bring in a healthy, store bought, NUT FREE, kosher snack to share with the class whenever you like. Please- no homemade baked goods.

**CHOKING HAZARDS:** Raw carrots and grapes will not be served.

**Milk:** The following standards will be followed unless dietary restrictions dictate otherwise.

Children 12-24 months will be served whole milk at such time the parent weans the child from formula.

Children 24 months and older will be served 1% milk.

### **INFANTS:**

Infants not eating from the menu must bring in all food items, labeled, and with a written feeding schedule to be updated as often as necessary. At such time you would like your child to sample foods from the menu, please inform your teacher in writing.

First morning feedings in an infant room will not necessarily be given at the exact time you prefer. With 8 infants in a classroom, some schedules will need to be altered in order to complete all of the feedings. If you are concerned about first feedings, consider giving your child his first bottle at home.

Bottles must be pre-measured and made at home. Bottles will be heated to room temperature under hot running tap water. Bottles and eating utensils will be sent home daily for cleaning.

Children under 12 months may not be served food heated in a microwave.

Children 12-18 months old may only be served food heated in a microwave with a signed permission slip. Form is attached.

### **NAPPING**

All infants 12 months and younger will be assigned a crib, unless developmental levels place them in an older infant setting. These infants graduating to an older infant or younger toddler room by September will transition to a cot by the end of the summer.

Children assigned to older infant and younger toddler rooms will be assigned a cot for sleeping.

Children in the 2 year old rooms and older will be assigned cots for sleeping.

All children require bed linens in order to nap. They will be sent home for laundering.

Naps are offered to all children for a minimum of one hour. Every effort will be made to accommodate parents of older children who do not wish for their child to nap.

### **BIRTHDAYS**

Please let the staff know in advance if you would like to celebrate your child's birthday in class. In maintaining food and nutrition standards and suggestions, we request that you limit treats to healthy snacks such as fruits and vegetables. Please- no carrots or grapes. They are choking hazards and will not be served. Any food items brought in must be store bought, NUT FREE, & kosher. If you would like to bring in a book to read or an arts & crafts project to enjoy, please inform your child's teacher. They may be helpful in providing certain materials, such as glue.

### **SICKNESS POLICY**

Observing good health standards will protect your child and the others in the center. We appreciate your cooperation with policies regarding your child's health.

Please notify the center if your child has been exposed to a contagious disease or illness such as measles, chicken pox, roseola, fifth's disease, conjunctivitis, impetigo, pertussis, and head lice. If your child has been exposed, it may be necessary to keep your child home during the incubation period. A doctor's note will be required for certain illnesses in order for your child to return to school. Please call the center if your child will be absent.

Your cooperation is of the utmost importance in helping to prevent the spread of illnesses throughout the school. A **DAILY HEALTH CHECK** will be conducted for each child at am drop off.

The following guidelines should be adhered to for keeping your child home, and will be adhered to in sending your child home from school:

- Signs of possible illness or inability to function in a group setting.
- Fever of 101°F within the last 24 hours- must be fever free for 24 hours before returning to school. A child with a lower fever that presents with certain symptoms may be sicker than a child with a higher fever. It is at the discretion of the directors whether a child is sent home with a fever below 101°F.
- Persistent, frequent cough
- Diarrhea within the past 12 hours
- Continuous vomiting
- Rash with Fever
- Chicken pox, Cocksakie, and other communicable diseases- requires a Doctor's note to return to school
- Strep Throat, conjunctivitis, and other illness as such: must have had a minimum of 24 hours' worth of doses in order to return to school
- Head Lice: All bugs & nits must be removed and child must be cleared by director to return to school
- Pertussis: until 5 days of antibiotics have been completed, requires doctor's note
- Failure to comply with NY State immunization requirements

### **MEDICAL EXAM/HEALTH REQUIREMENTS**

According to NY State Law, each child entering the center is required to submit a completed physical examination, signed and dated by a physician. This form is attached. Immunizations are required as per the NY State Department of Health, and must be updated and submitted when received, at least annually.

The New York State recommended Immunization schedule is attached to this handbook.

### **CHILD ABUSE & MALTREATMENT STATEMENT**

In accordance with the provisions of Sections 413 and 415 of the Social Services Law, child day care center staff must report any suspected incidents of child abuse or maltreatment concerning a child receiving child care to the Statewide Central Register of Child Abuse and Maltreatment, or cause such a report to be made, when such staff have reasonable cause to suspect that a child coming before them in their capacity as child day care workers is an abused or maltreated child.

### **ADMINISTERING MEDICATION**

If your child requires medication of any kind at the center, a written permission slip signed by the medical prescriber and the parent must be submitted. Medication must remain in the original prescription container, including meds used in a nebulizer, labeled with your child's name, and the time that the dose must be administered. The medicine administration form is attached. Additional copies can be obtained in the director's office. Only those administrators who are MAT certified by the NY State OCFS will administer the medicine to your child.

First doses of all medication must be administered at home. Medicine administration is not available between 6:30am-7:00am.

### **ACCIDENT NOTIFICATION POLICY**

It is the policy of the center to notify parents of an accident involving a child only when medical attention is required. Minor accidents, such as scraped knees, and minor bumps and bruises due to playing are attended to by the staff. It is not our policy to contact parents during the day for these minor occurrences. It is left to the discretion of the director to monitor such incidents and professional judgment in such situations. However, if you feel it is important for you to be notified during the day about situations other than those needing medical attention, please contact the director. You will be given a Band-Aid gram with a description of any injury.

In the event of an accident or medical emergency, if necessary, the director or designated professional will call 911 for an ambulance and accompany the child to the hospital. The parent/guardian will be contacted as soon as possible. The director will bring the signed consent form for emergency medical treatment of a minor. Such form, signed and notarized, is due by the first day of care, and will be provided in the welcome packet.

### **RELOCATION SITE**

In the event of an emergency requiring evacuation from the building for an extended period of time, we will relocate to Gurwin Geriatric Center directly east of our Center on Hauppauge Road.

### **SWIM POLICY**

Children registered for the 3 & 4 year old Early Childhood Programs, as well as Kidsplace, will be scheduled for classroom group swim lessons throughout the year.

Children registered for toddler classes and older in the Early Childhood Program will participate in the SYJCC summer swim program. Participation of the younger toddlers will be based on screenings from the swim instructors and lifeguards as to readiness and safety.

Swim diapers are required for all children not completely toilet trained.

All participants will be required to submit the **Permission Slip for Swimming** before participating. Form is attached.

### **DISCIPLINE STATEMENT**

Children will inevitably have conflicts with one another. The discipline philosophy of the Center allows children to be given considerable freedom and encouragement to work through minor conflicts that occur. A staff member will facilitate a conversation between the parties, eliciting each child's feelings and rights. Children are encouraged to use their words instead of physical actions when angry or upset. Consistent behavior issues will require parent participation in resolving, including agreeing on behavior modification strategies and charts. Positive reinforcement and redirection strategies will be used to elicit positive behavior.

The SYJCC reserves the right to dismiss a child from the program at the discretion of the Early Childhood Director and the Executive Director.

### **TRANSPORTATION**

Kidsplace children will be transported to and from school by SYJCC buses unless otherwise informed. Parents must notify the director of any requested changes in schedule in writing and in advance, so that accommodations can be made if possible.

ALL parents must sign the transportation agreement at registration and again if a new schedule is requested. The form is attached. Transportation schedules will be posted in the director's office.

Field Trips: If scheduled, would only apply to children over four years old. Advanced notification regarding the location and mode of transportation to and from would be provided. Permission slips would be required.

### **KIDSPLACE NOTES**

Please look for a monthly activity calendar in your email each month. Daily program details can be found there.

Homework: a permission slip to attend the homework room is required. Form is attached.

If your child is signed up for enrichment classes in sports & aquatics, please inform the director and the staff.

### **GENERAL GUIDELINES**

1. Parents must sign children in/out daily, with accurate times.
2. Please check your child's cubby/locker/mailbox for communications sent home.
3. Please make sure you bring in required supplies promptly. We cannot use another child's diapering supplies, clothing, or sunscreen on your child.
4. Please label ALL items brought from home, including bottles, food, clothing, and supplies. ALL bottles must have your child's first and last name.
5. Please wait with your child if you arrive to the program early. Ratios must be adhered to at all times. Requests for early drop off should be made in advance.
6. Please pick your child up promptly. Please have your child clean up the activity he was participating in before leaving the room. Play is prohibited in an empty room.
7. Please do not take supplies/food from the room without asking.
8. Please do not enter a baby room with your older child. Infants should be picked up first.
9. Requests for extra days and hours must be made in advance to the director, and only if a credit card is on file for such payments.
10. It is your responsibility as a parent/guardian to make sure your child arrives to the program in a clean diaper. If the child needs changing, ask the teacher where the necessary supplies are located so that you can change your child before you leave.
11. Babies should not be brought to school in pajamas, unless it is pajama day and the children are in fresh PJ's for the day.

12. Daily outdoor play is required. Please dress your child appropriately for the weather, and bring snow boots, jackets, mittens, and hats when applicable.
13. Apply sunscreen before drop off at the program. We will reapply throughout the day as needed. The sunscreen permission form is required, and attached.
14. Upon arrival and dismissal, please make sure your child's teachers are aware of your presence, and that you are dropping off and picking up. Do not leave children unattended.
15. Parent conferences are scheduled in the fall and spring. However, some of the most valuable exchanges between parents and teachers take place at informal meetings or at parents requests. We look forward to any parent communication and involvement that your time permits. Contact your child's teacher if you are able to assist in any way.
16. Please be prompt with payments. Monthly fees are due on the first of the month proceeding the month of service.
17. Parking: you may park in the front or back of the building in designated parking spots. Please do not park in fire zones- you will be issued a ticket.
18. The SYJCC Early Childhood and Kidsplace Programs are NUT FREE.
19. If your child is signed up for enrichment classes in sports & aquatics, please inform the director.

The staff of SYJCC Monter Early Childhood Center and Kidsplace Program are here to support you and your child. Please do not hesitate to ask if there is anything we can do for you!

Yours truly,

The Staff of the Monter Early Childhood Center and Kidsplace Program