

Trinity Lutheran Daycare



Family Hand Book Policies and Procedures

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Welcome to Trinity Lutheran Daycare

Dear Family,

Welcome to Trinity Lutheran Daycare. We know that choosing an early child care program for your family is one of the most important decisions you will make. We want to assure you that at Trinity Lutheran Daycare, your child will be cared for in a safe and nurturing environment for learning. Our setting enables children to grow through fun, intentional, and developmentally-appropriate activities.

Trinity Lutheran Daycare is designed with families in mind and seeks to form a partnership with families to foster the learning and healthy development of each child. You are welcome in the daycare at any time during the day to observe your child at play, or to speak with the provider.

Enrolling in a new daycare can be a tremendous change for your child and for you. We recognize that adjustment periods will vary depending on prior experiences and the age of your child. Our staff is very experienced in welcoming new families and will work with you to make the process as seamless as possible. The following are some suggestions for easing the transition for you and your child:

- Visit the daycare with your child before his or her start day. Set up a play date with the provider and let your child explore his or her new setting while you step out for 15-20 minutes. This time will allow your child to associate your departure with a return and will allow you to observe your child at play with other children.
- Establish a daily routine with your child. The routine will tell your child that you feel the daycare is a good place to be.
- Bring family photographs to be posted in our cozy area on our family tree. This way your child can look at these photos during the day.
- Say goodbye to your child rather than slipping out.

As we build our partnership together, you are welcome to share new ideas and suggestions. We value the need for close communication between families and staff and look forward to getting to know you and to offer you and your child(ren) a safe, caring, and nurturing educational environment.

Thank you for choosing Trinity Lutheran Daycare as your child's fundamental source of spiritual, social, psychological, physical and educational well-being

Sincerely,

Trinity Lutheran Church and School Family

Trinity Lutheran School Mission

Trinity Lutheran Daycare provides vital services and fosters a child's own identity, personal growth, family strength and community. At Trinity Lutheran Daycare, Christian values and academic excellence prepare children, motivated by their faith and love of Christ, to live productive lives in service to others.

Philosophy of The Program

Our goal at Trinity Lutheran Daycare is to provide quality education for each child. Our environment is child-centered, incorporating values in a fun, loving, and challenging atmosphere. Our philosophy is that a warm and nurturing environment is made rich by hands on play-learning opportunities. Through much of a very young child's play, learning is self-motivated and self-directed, it is still necessary for caregivers to stimulate the child through individualized play-learning experiences in an enriched environment. At Trinity Lutheran Daycare each child will be given the opportunities to learn through experiences with stories, songs, art, science, dramatic play, sensory materials and math activities. We also work closely with parent(s)/guardian(s) to create an environment that is most beneficial to each individual child.

Cultural Diversity

At Trinity Lutheran Daycare, staff will treat children of all races, religions, family background and cultures with equal respect and consideration. Staff provides children of both sexes with equal opportunities to take part in all activities. Staff makes it a firm rule that a person's identity (age, race, ethnicity, language, disability, gender or gender identity) is never an acceptable reason for teasing or rejecting. Staff initiates activities and discussions to build positive self-identity in each child and teach the value of differences. Daycare staff will speak positively about each child's physical characteristics and cultural heritage. In addition, the staff will:

- Build a sense of the group as a community, bringing each child's home culture and language into the shared culture of the daycare so each child feels accepted and gains a sense of belonging.
- Provide books, dolls, puzzles, materials, images, and experiences that reflect diverse cultures that children may not likely see, as well as those that represent their family life and cultural group.
- Display photos of children and their families.
- Invite families' participation in all aspects of the program.
- All curriculum topics are infused with diverse cultural perspectives.

Communication

Trinity Lutheran Daycare employees strive to create an environment of open communication with the willingness to listen with integrity. Therefore, to keep close communication with families we have established the following communication system to help families and staff keep in touch at all times.

- Daily Report - Parent(s)/guardian(s) of infants and toddlers will receive a daily written report detailing their child's daily activities. A report will be given to parents of older children only on request.
- Emails - We will send emails to all parents regarding upcoming activities or just to share a little ditty. Also, because we may not always have the time to talk about how or what your child is doing, we may send an email to ask a question about a child.
- Parent's Information Board - In the daycare, there is a parent's bulletin board that contains the monthly calendar, menu, curriculum information, and other fun tidbits.
- Parent/Teachers Communication Folder - This folder will be used to carry written documents to parents/guardians from the daycare and vice versa.
- Telephone - Parent(s)/Legal guardian(s) are welcome to call the daycare to check on their child(ren) at any given time. However, please note that the NYS Regulations only allow the use of such devices for **brief and necessary** communications or purposes directly related to the child care program such as communication with parents or the Office of Children and Family Services and its representatives.

Admission

All children are considered for admission on an individual basis. Trinity Lutheran Daycare admits students of any race, color, gender, ability, national or ethnic origin to all the rights, privileges, programs and activities which are generally made available to students of the daycare. Trinity Lutheran Daycare does **NOT** discriminate based on race, color, gender, ability or national origin in the administration of its educational policies, admissions policies, and other school-administered program.

Our group family daycare home will not refuse to admit a child to the home solely because the child is a child with a developmental delay or disability or has been diagnosed as having human immunodeficiency virus (HIV), HIV-related illness or acquired immune deficiency syndrome (AIDS). Each such child must be evaluated by the program to determine whether the child could be accommodated in the program if reasonable modifications are made to the premises and/or program.

Enrollment

Trinity Lutheran Daycare is open from 7:00 am - 6:00 pm. However, to secure appropriate staffing levels at all times of the day, we will ask you to provide the specific hours of care needed for your child, recognizing that you may need to change these hours periodically. Families are asked to adhere to the schedule they choose for their child. However, if you need to alter your child's schedule, please do not hesitate to contact the daycare in writing to make the necessary schedule changes.

Trinity Lutheran Daycare Policies and Procedures

During the enrollment process you will be required to complete forms regarding:

- Your child's health and development
- Family Information
- Medical authorization and consent form
- An updated physical and immunization record prior to enrollment.

You will also be given an enrollment agreement that outlines the program's tuition and other fees which you will be expected to read and sign. All forms will be kept in your child's file which is confidential and must be updated regularly.

Please remember to provide the daycare with additional updates as needed, such as:

- Phone Numbers
- Work Information
- Change of emergency contact and
- Medical information, including allergies

Age Requirement

Trinity Lutheran Daycare accepts children from six weeks to 36 months (3 years) old. Children who are over the required age are welcome to attend our Early Childhood Center located at 40 West Nicholai Street, Hicksville, NY 11801. The Early Childhood Center can be contacted at telephone 516-931-2211 for more information.

Program Hours

Our daycare is a year-round, full day program serving children from six weeks to 36 months (3 years) and care for children on a full-time basis. Trinity Lutheran Daycare's operating hours are Monday through Friday 7:00 am - 6:00 pm.

Observed Holidays

Trinity Lutheran Daycare will observe the following holidays and the daycare will be closed:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve (at noon)
- Christmas Day
- As of 2019 the daycare will be closed the week prior to Labor Day

Please note that regular tuition/fees apply regardless of the observed holiday.

If there is any change in this schedule, written notification will be given in advance.

Tuition

Tuition is due in advance with no deductions for any absences, holidays, illness, or closure due to inclement weather, power outages, or other situations beyond Trinity Lutheran Daycare's control. Tuition must be paid on the due date. If it is not paid, a late fee will be added to the tuition for each day that it is late until it is paid in full. If payment is delinquent for a week or more, care may be suspended until the balance is current. Tuition is due regardless of a child's absence from the program for any reason and is required to hold a child's space. A fee will also be charged for a check returned for insufficient funds. If this occurs, Trinity Lutheran will have the option to refuse any future checks.

There may be additional fees associated with special summer activities for the children.

Registration

A Trinity Lutheran Daycare registration form must be completed and returned to the daycare along with the registration fee. Upon receipt of the registration form and fee, your family's name will be placed on a waiting list. We cannot guarantee that a space will be available for your child on the day you desire. Enrollment is based on availability.

When a space becomes available, the daycare will invite you to visit with your child to discuss the enrollment process. The visit will give your child an opportunity to spend time in the daycare and be introduced to the children and staff. During the visit, you will have an opportunity to observe your child in the daycare, meet with the Provider to schedule a start date, and review the enrollment procedure. **Registration is required annually.**

Emergency Closing

If the daycare must be closed due to inclement weather or any other emergency circumstances, several methods will be available to communicate the daycare closing:

- A message will be recorded on the daycare answering machine.
- A robo-call will be placed to all home and cell phone numbers of parent(s)/guardian(s).
- Emergency closing will also be broadcasted on Channel 12 News.

Parental Participation Plan

Prior to transition into the daycare, parents will be provided with a family profile form to complete. This will serve as an opportunity for families to provide information about their child that will assure a smooth transition from home to the daycare. The intake/profile form is precisely designed for the provider and the assistant provider to learn about the new child in their care so that activities can be planned to integrate the child into the program.

Parents are welcome to join in our program. We invite parents to participate in story time and group activities or special celebrations. Parents and guardians are encouraged to openly communicate with the Provider about ways in which they will like to participate in the program in advance. In so doing, the Provider can make the necessary adjustments to accommodate parent(s)/guardian(s) who wish to participate in our program.

Curriculum

Adapted from the National Association of the Education of Young Children (NAEYC) Accreditation process, the curriculum engages children actively in the learning process, provides a variety of developmentally appropriate learning experiences, and encourages children to pursue their own interests in the context of life in the community and the world.

In addition:

- The daycare has written curriculum plans based on knowledge of child development and learning, and assessment of individual needs and interests.
- The learning environment and activities for children reflect the program's philosophy and goals.
- Provider and the Assistant Provider have clearly defined goals for individual children that guide curriculum planning.
- Staff formally document in writing, a child's development.
- Staff will identify children who experience difficulties in behavior or development and develop a plan to help children acquire acceptable behavior or develop skills needed.
- Staff will adapt plans in response to the needs, strengths, or interests of individual children.
- The program is designed to be inclusive of all children, including children with identified disabilities and special learning and developmental needs.
- Family members are involved in development and use of individual education plans.
- The daily schedule provides a balance of activities in consideration of the child's total daily experience.
- All children will play outdoors daily, if weather conditions permit.
- The schedule provides for alternating periods of quiet and active play.
- A balance of large muscle and small muscle activity is provided.
- More than one option for group activity is available to children most of the day.
- A balance of child-initiated and teacher-initiated activity is provided.
- The amount of time spent in teacher-initiated, large group activity is limited.
- Each infant six months of age or younger will have a minimum of 15 minutes of "Tummy Time" per day.

Staff will provide a variety of developmentally appropriate activities, experiences, and materials that are selected to engage children in active meaningful learning.

Children with Special Needs

Children with special needs are integrated within the child care setting to promote education.

Steps Prior to Enrollment of Special Needs Students:

- Integration will be assisted by the preparation of children without disabilities, parents, and staff to facilitate having the children with special needs participate at the facility.
- A written multidisciplinary evaluation of the child and family will be conducted prior to the child's attendance at the facility. This evaluation is conducted by the CPSE (Committee on Preschool Special Education), Early Intervention through the Department of Health, or a private outside agency. This evaluation shall consist of a minimum of results of:
 - Medical and development examinations
 - Assessments of the cognitive functioning
 - Assessment of the child's overall functioning
 - Evaluations of the family's needs, concerns and priorities
 - Any other evaluations that were deemed necessary
- The family assessment and subsequent discussions will focus only on those aspects of family functioning that are relevant to the provision of services to the child and that optimize the child's development.
- The Provider is responsible for coordinating care in the facility and with any caregiver or service provider as written in the Individual Family Service Plan (IFSP) or the Individual Education Plan (IEP).

Releasing Children from Care

No child will be released from Trinity Lutheran Daycare home to any person other than his or her parent, person(s) currently designated in writing by such parent to receive the child, or other person authorized by law to take custody of the child.

Your child will **ONLY** be released to you or to the persons you have listed on the Child Release Form. Emergencies may prevent you from picking up your child; therefore, include those individuals whom you would authorize in such events. **If you want a person who is not identified on the Child Release Form to pick up your child, you MUST notify the provider in advance, in writing. Your child will not be released without prior written authorization.**

Persons picking up a child for the first time must bring with them a photo ID which will be used by the daycare for identification purpose. If Trinity Lutheran Daycare staff has reasonable cause to suspect that any person picking a child up is under the influence of drugs or alcohol or is physically or emotionally impaired in any way and may endanger the child, we may refuse to release the child to that person. If this occurs, we will request that another adult (parents/ guardians or someone listed on the Child Release form) pick up the child or we will call the police to prevent potential harm to your child. This will be done for the protection of your child.

Child Custody

So that all parents/guardians feel equally welcome at the daycare, Trinity Lutheran Daycare strives to remain neutral in all custody disputes. Legally, unless there is an active restraining order, court order, or court ordered visitation schedule on file at the daycare that designates otherwise, the daycare cannot deny a parent or guardian access to his or her child. We require all families to resolve their differences or unsettled court orders through legal channels. Ultimately, Trinity Lutheran Daycare's primary concern is the safety of all children and staff at the daycare. For that reason, the daycare cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parent or guardian visits.

Transportation to and From the Daycare

Parents/guardians and other authorized persons are responsible for transporting children to and from the daycare in an appropriate child restraint system. If someone other than yourself will be picking your child up from the daycare, please ensure adequate child restraints either by leaving your child's car seat with us or confirming that the individual picking up has an appropriate child safety seat.

Visitor Control Procedures

These are the visitor control procedures outlined in the New York State Group Family Daycare Regulations and adopted by Trinity Lutheran Daycare. Upon entering the daycare, visitors will be required to:

- (i) sign in upon entry to the premises
- (ii) indicate in writing the date of the visit and the time of entry to the facility
- (iii) clearly state in writing the purpose of the visit and
- (iv) sign out upon departure from the home indicating in writing the time of departure.

Visitors may also be asked to show identification if deemed necessary.

Open Door Policy

Parent(s)/guardian(s) are welcome to the daycare at any time during program hours. An Open-Door Policy means that any parent(s)/guardian(s) of a child in our care may come to the home unannounced during daycare hours while their child is in care. We welcome and appreciate family involvement and invite them to bring special interest activities to the daycare. However, we ask that you please respect our routine and schedule that we maintain for the children. Parents are encouraged to avoid interrupting learning time, meal time and nap time. A daily schedule will be posted so that all parents and caregivers are aware of our daily schedule.

Outside Employment

Trinity Lutheran Daycare employees are prohibited to provide after hours, off-site care for the families enrolled in the program.

Breastfeeding

A meaningful benefit of having child care near or at the work site is the opportunity for a new mother to breastfeed throughout the day. If you are a nursing mother, we will be more than happy to make arrangements for you to visit your infant at any time.

Arrival, Departure and Daily Routines

Routines

Daily routines are designed to foster a secure, encouraging learning environment. Therefore, it is important to plan and prepare for the children's play before the day begins. For infants there is not a set routine unless one is provided by the parents.

Children learn about themselves and their environment through their surroundings. From birth, babies are marvelous learners, immediately investigating the sights, sounds and feel of the world. Long before walking and talking, they are exploring their own bodily powers and what the world has to offer.

At Trinity Lutheran Daycare infants are engaged in a variety of activities throughout the day. Such activities include but are not limited to music, lap game, rattle and ball play, large muscle play, exercise, tummy time, crawling, pulling themselves up, etc. Infants will also be given the opportunity to independently explore and manipulate the many educational toys that the daycare has to offer.

Research shows that infants in group care settings can develop optimally when their schedule is tailored to their individual needs. Therefore, infants in our care eat and sleep on demand.

Toddlers and preschoolers have a simple yet flexible routine. A copy of this routine is accessible for all parents and caregivers. This schedule includes but is not limited to hand washing, table toys, circle time, art activity, outdoor play, centers, music and movement, physical activities, nap time, story time, group activities, meal time and free play.

Arrival of Children and Family

Greeting children and their families sets the tone for the entire day and provides staff with vital information about each child in our care. Each child and family member is greeted individually and verbally in a courteous, friendly manner. In addition to offering a warm welcome, staff will conduct a daily health assessment on each child and record their findings. Parents are advised to use this time to exchange information with the Provider concerning their child's experiences at home. Each child **MUST** wash their hands upon entering the daycare. Assistance is provided as needed. Toddlers and preschoolers are encouraged to practice self-help skills in putting their belongings in the cubbies. Assistance is provided as needed and staff can assist with separation when needed.

Drop off time can be very hectic because several parents may be dropping off their children at the same time. However, we encourage parents to never sneak out without saying good-bye. Develop a consistent daily routine for saying good-bye and leaving each day. Feel free to call the daycare during the day to see how your child is doing.

Sign In/ Sign Out of Children

To ensure each child's safety and to encourage daily communication between families and staff, parent(s)/guardian(s) are responsible for physically signing their child in and out of the daycare each day on the form provided. Parent(s)/guardian(s) must accompany each child into the daycare and confirm that their child is under adult supervision before leaving the premises. At the end of the day families are required to re-enter the facility when picking up children.

Please note: children must be under direct adult supervision at all times while on the premises and parent(s) or guardian(s) are responsible for children once they are checked out.

Meal Time

Meals and snacks are opportunities to promote good nutritional habits, autonomy, self-help skills and cooperation. We serve breakfast, lunch, and snacks to all children **12 months and older**. The teachers and children will say grace before each meal. All meals and snacks are in accordance with NYS CACFP Healthy Child Meal Patterns and based on necessary Dietary Guidelines.

Trinity Lutheran Daycare is committed to following CACFP Guidelines. Staff members are trained in proper food handling and storage procedures and follow the guidelines set forth by CACFP and the USDA when handling, preparing, serving and storing food.

Meals and snacks are planned to meet the child's nutritional requirements as recommended by the Child and Adult Care Food Program of the United States Department of Agriculture in proportion to the amount of time the child is in the program each day.

Trinity Lutheran Daycare ensures that each child in care for more than four hours a day receives a nutritious meal. Children in care for more than ten hours a day, such children will receive a minimum of two nutritious meals. Menu information is provided to families each month. Feeding times and food consumption information is provided to families of infants and toddlers at the end of each day via the Daily Report. Children are encouraged to serve and feed themselves and assist with cleaning. Chairs, tables, and eating utensils are suitable for the size and developmental levels of the children.

Tables are cleaned before and after each meal with soap, water, and bleach and water solution. Meals and snack time are pleasant social and learning experiences for children, while respecting families' cultural preferences. Adults sit with children during meals, providing assistance and encouraging appropriate social interaction.

Adults only eat what children are eating during the child's meal time to model appropriate mealtime behaviors. Liquids and foods hotter than 110 degrees are kept out of children's reach. Sharp utensils are kept out of children's reach. Food handling gloves are worn when preparing or serving food.

Food allergies are checked and posted so that all caregivers are aware of each child allergy.

There are no nut products permitted in the Program at any time. Any and all foods provided by families for shared consumption MUST be either whole fruits or commercially prepared foods in factory-sealed containers.

If food is being provided by the family, all items must be clearly labeled with the child's name and date. Such foods must follow CACFP guidelines and meet the nutritional needs of the children. Information is available to families by the program to aid them in meeting these standards. Please note that there is no tuition reduction for families who choose to provide meals/snacks for their child(ren). Also, consult with the Provider to learn what foods are NOT permitted in the daycare due to food allergies or choking hazards. Remember that all meals must comply with CACFP meal guidelines.

Children (except infants) are not to bring in food from the outside unless it is documented for medical or religious reasons. In the event that food is being provided by the family, all items must be clearly labeled with the child's name and date. Such foods must follow CACFP guidelines and meet the nutritional needs of children. Information is provided to families by the program to aid them in meeting these standards.

- The program stores additional food to supplement meals as needed. Meals are provided for ALL children aged one (1) and over who are enrolled in the program.
- Milk is offered at breakfast and lunch time to all children, unless a parent or doctor specifies no milk or dairy.
- 100% fruit juice is offered to children at snack only. (4oz. max)
- Children under the age of 12 months are not fed cow's milk.
- Children ages 12-24 months are given whole milk.
- Children over the age of two are given 2% milk unless a parent requests in writing that their child be given something else.
- The following foods are considered to be hazardous to children under the age of four (4) years old and therefore will NOT be served in the program:
 - Hot dogs, whole or sliced into rounds
 - Whole grapes
 - Popcorn
 - Raw peas
 - Chunks of raw carrots and
 - Meat, larger than can be swallowed whole
- Older Infants, Toddlers and Preschoolers are seated at a table with an appropriate sized chair allowing their feet to touch the floor and comfortable access to the table.
- Children are NEVER fed in strollers, buggies or while engaged in physical activity. If a child becomes thirsty while out on a walk, a beverage may be given.

Bottles, Sippy Cups and Food for Infants

Parent(s) of infants **MUST** supply formula or breast milk. All breast milk bottles must be pre-made and labeled with your child's name and the date the content was placed in the bottle(s). You are welcome to leave a can of powdered, concentrate or ready-to-feed formula at the daycare. Sippy cups and bibs must be provided by parents. All bottles must be capped and labeled with your child's full name and is sent home at the end of each day to be cleaned and sterilized. Unfrozen breast milk is

stored by the daycare for 48 hours. Breast milk is NOT warmed in the microwave or reheated by any form.

Infants sit in a highchair until 12 months of age; at which time they will transition to a child-sized chair and table.

Pacifiers

If your child uses a pacifier, you will need to provide staff with at least two pacifiers and instructions for use. Infants are not forced to take a pacifier for any reason should the pacifier fall out of the infant's mouth. Pacifiers attached to strings or ribbons cannot be placed around infants' necks or attached to infants' clothing at any time, including activity time and while in their crib, due to the risk of strangulation. Pacifiers should be labeled using only a non-toxic marker. Tape, adhesive labels, or similar products may become loose over time, becoming a choking hazard.

Rest Time

Following lunch, toddlers and older children have an afternoon rest period of at least 45 minutes or as required by the licensing agency. Each child is given the opportunity to rest in accordance with the Sleeping and Napping arrangements made in writing between the parent and the program. The Sleeping and Napping agreement is given to each parent upon enrollment.

This arrangement includes: the area of the program where the child will nap; whether the child will nap on a cot, mat, bed or a crib; and how the napping child will be supervised.

- Toddlers and preschool children will be given an opportunity to rest after lunch time or on an as needed basis.
- Children who do not wish to sleep will be given quiet toys to play either at a table, or in the cozy area/library.
- Staff members may rub children's backs, read stories, and offer comfort to encourage (**Not Force**) them to sleep.
- Staff members are **NOT** permitted to lie on the floor with napping children.
- Cots or mats are **NOT** placed on the floor until lunch time is complete and the floors have been swept.
- Each child is to bring a sheet and/or blanket that is labeled & fits into his/her cubby.
- Quiet age-appropriate rest time music is playing.
- Each child has a labeled mat that he/she uses daily.
- Mats and pack and plays are cleaned with bleach/water solution on a weekly basis, or as necessary.

Outdoor Play Time

The daily schedule provides for all age groups to play outdoors daily, if conditions protect children's health and safety. The Childcare Weather Watch Chart, which includes wind chill and heat index guidelines, is used as a guide to appropriate climates for outdoor play time.

Staff will ensure that:

- The outdoor environment is safe and clean.
- Children will be dressed appropriately for weather conditions in order to take part in outdoor activities.
- There are no pinch, crush, or shear points on or under the equipment.
- Outdoor play space is prepared before the children arrive.
- Outdoor play equipment is put away by a staff member at the end of the day.
- Name to face recognition is done upon arrival to the outdoor play space and before going back indoors.
- Gates are always closed.
- Staff members interact with children while supervising them.
- Attendance sheets, emergency contact list, authorized pick up list, and emergency bags always accompany staff while outside.

Footwear (e.g., sneakers and sandals with backs) that is appropriate for active, outdoor play such as climbing, running, and jumping on various surfaces is strongly recommended. Closed-back shoes are always preferred.

Diapering

Children's diapers are checked and documented at least every two hours and are changed on an as needed basis. Diapering is handled in a relaxed, reassuring, and individualized manner based on developmental needs of the child. The Provider plans with families to make diapering a positive experience for each child. Diapering is done **ONLY** in the selected diapering area. Surfaces in diapering area are kept clean, waterproof, and free of cracks, tears and crevices. All containers of skin creams and cleaning item are labeled appropriately and stored off the diaper changing surface and out of the reach of children.

Toileting

Routines such as toileting are handled in a respectful, relaxed, reassuring, and individualized manner based on developmental needs. The Provider plans with families to make toileting a positive experience for each child.

- Preschool children are supervised by sight and sound while toileting.
- Privacy is allowed if requested. Children are supervised primarily by sight. Supervision for short intervals by sound is acceptable as long as staff check frequently on children who are out of sight.

- Staff role with children who are toilet learning is to be encouraging while allowing children to approach the toilet and to go at their own pace.
- Staff will assist children in washing and drying of hands, while teaching the proper procedures.
- Staff members accept all “accidents.”
- Prior to use by children, staff checks the bathroom to ensure that there is a supply of toilet paper, soap, and paper towels.

Daily Report

Daily reports are the main system for daily written communication between the parent and the daycare for infants and toddlers in the programs.

- The top portion of the daily report **MUST** be filled out in the morning by parents of an infant or toddler. Parents are reminded to include pertinent information about the child’s previous evening, morning, medicines and food consumption. In addition, parents may use this space to share any other non-emergency information with daycare staff.
- The Provider reviews the Daily Report for pertinent information upon the start of their shift or as they are completed by parents.
- These daily reports communicate to infant and toddler parents:
 - Feeding times and food consumption
 - Diapering and toileting habits
 - An overview of the child’s day using descriptive language.

Daily reports are individualized for each child and are confidential documents.

Children’s Departure at the End of the Day

The goal of the staff at the end of the child’s day is to facilitate a smooth transition from the daycare to the care of the parent. Pick up time can be very hectic as several parents may be picking their child up at the same time. Therefore, to protect the children in our care parents and authorized pick up persons are required to follow the daycare rules.

- Once parents/guardians arrive in the daycare and sign their child out, they are responsible for their child (ren), therefore, please see that your child respects the daycare rules.
- Allow your child time to clean up whatever toys he/she is playing with before they leave.
- Running in and out of the daycare is very dangerous and is not allowed. If you have other siblings with you, please keep them close by, if they wish to play with any of the toys in the daycare, please see that your child(ren) wash their hands before playing with the toys and clean up these toys before leaving.
- Please make a quick phone call to the daycare if you're running a bit late.
- If you are in a rush and would like your child to be ready when you get to the daycare, please call ahead. Staff will get your child and his or her belongings ready for your arrival. This will ease the stress on the staff, yourself and especially your child.
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Late Pick Up

Children should be picked up at their scheduled time and before the daycare closing hour. Because it can be distressing for a child to be left in the care of others after hours, late pick-up should be considered an unusual occurrence. Please allow enough time to arrive at the daycare, pick up your child, and leave the daycare before closing time. We do, however, understand that unusual circumstances arise. If, in the case of an emergency, you cannot pick up your child on time or send one of your emergency contacts, please notify the daycare immediately.

Trinity Lutheran Daycare's operating hours are from 7:00 am- 6:00pm. Parents are responsible for the prompt pick up of their child. If a child is picked up after 6:00 pm a late pick-up fee of \$1.00 a minute will be payable for each minute your child(ren) remains in the daycare after closing. This fee is subject to change and **MUST** be paid in cash at the time of pick up on the day of occurrence.

Absence

Please call the daycare if your child is going to be absent or arrive after his/her normal arrival time. If we do not hear from you, we will be concerned about your child. If your child has a contagious illness, please let the Provider know so other families can be alerted to look for symptoms in their children.

Missing Child

In the event a child is discovered missing from Trinity Lutheran Daycare or during a provided service the below procedures will be followed by daycare staff:

- 911 will be called and informed of the location, and detailed description of the child including name, gender, race, age, eye and hair color, height, weight, clothes worn (including shoes), any distinguishing characteristics and location and time last seen.
- While maintaining NYS Regulations, the other children in our care will be secure with another member of the Child Care Staff and an immediate search of the building and/or surrounding area where the child was last seen will be conducted.
- The daycare provider will be notified of the situation if they are unaware. The provider will then notify all authorities as required by state regulation.
- Parents/guardians will be notified that the child is missing and confirm that the child has not been picked up and is not in their custody.

Discipline

During the early childhood years, children are learning to be in charge of themselves. At Trinity Lutheran Daycare, we believe in establishing consistent, understandable limits and responding to inappropriate behavior with insight, sensitivity and skill. When clear, consistent and age-appropriate limits are present, children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

The methods used to offer discipline and guidance to young children are as following:

- I. The staff prepares an interesting and loving environment with plenty of developmentally appropriate activities, to prevent many unacceptable behaviors from ever developing since children are actively engaged in constructive learning;
- II. Staff model positive interactions and communication between themselves and the children by verbally and physically demonstrating to the children. Example: "Roll the ball on the floor, Billy, like this;"
- III. Staff use verbal and non-verbal methods to reinforce positive behavior and phrase suggestions and instructions positively. Example: "Keep the sand in the sandbox" instead of "don't throw sand." Children are then praised for their success;
- IV. Staff will redirect children to appropriate behaviors. Staff will give simple direction focusing on what the child can do. Example: "I can't let you throw the blocks. You can throw the balls instead."

Spanking and time out are **prohibited** as a form of discipline at Trinity Lutheran Daycare.

Health and Safety

Children Hand Washing

Caregivers and volunteers must ensure that children thoroughly wash their hands or assist children with thoroughly washing their hands with soap and running water when they are dirty, after toileting, before and after food handling or eating, after handling pets or other animals, after contact with any bodily secretion or fluid, and after coming in from outdoors. **Children must also wash their hands upon entering the daycare.**

When soap and running water is not available, hand sanitizer may be used by children and caregivers and volunteers on visibly clean hands. Package directions must be followed including supervision of children so that ingestion does not occur.

When soap and running water is not available and hands are visibly soiled, individual wipes may be used in combination with hand sanitizer. The use of hand sanitizers on children under the age of two (2) years is prohibited.

Hand washing is considered the single most effective way to prevent the spread of infections. According to the Centers for Disease Control and Prevention (CDC), "Regular hand washing, particularly before and after certain activities, is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others."

Storage of Potentially Dangerous Product

All matches, lighters, medicines, drugs, detergents, aerosol cans and other poisonous or toxic materials are stored in their original containers and are used in such a way that they will not contaminate play surfaces, food or food preparation areas, or constitute a hazard to children. Such materials are kept in a place inaccessible to children.

Cleaning materials are stored in their original containers unless the product's use or the program's health care plan indicates that the product be mixed with water before use. In this case, the container used for subsequent use of the mixed product will state the name of the cleaning material contained within. Cleaning materials are used in such a way that they do not contaminate play surfaces, food or food preparation areas, or constitute a hazard to children. Such materials are kept in a place inaccessible to children.

Emergency Evacuation

- In the event of an emergency which requires the evacuation of the building the following steps will be taken.
- Staff and children will evacuate the daycare using the primary or secondary exit.
- Upon evacuating the building for a fire alarm or other condition, the provider will do name to face recognition to be sure that all children and staff are accounted for.
- The staff will take attendance sheets, emergency bag, emergency contact information, cell phone, first aid kit and emergency medications if applicable.
- Parent(s) or guardian(s) will be notified of the evacuation via telephone once the staff and children arrive at the relocation site.
- When determined by responding fire department officials that the building can be reoccupied, the all clear will be given to the staff by the Provider.
- If the severity of the situation is such that the daycare cannot be reoccupied immediately, the children will be relocated to our emergency evacuation site, Trinity Lutheran School.
- When possible, a sign will be placed at the main door of the daycare indicating that the children have been relocated and the location of the site.
- Staff will notify parents/guardians as to the location of their child for pickup:

Location #1: Trinity Lutheran School
40 West Nicholai Street, Hicksville, NY, 11801

Location #2: Trinity Lutheran Church, Stammel Center
22 West Nicholai Street, Hicksville, NY 11801

Written emergency-evacuation procedures are posted in conspicuous places in the facility.

Fire Safety Documentation

Fire drills are done at least monthly and are logged by the Provider. Primary means of egress and secondary means of egress are used at various times during fire drills. Times of drills will vary. These monthly fire safety logs are completed by the Provider and kept on file for review upon request.

Emergency Contact Numbers

Upon admission into the Trinity Lutheran Daycare parents/guardians must complete and submit a Daycare Registration Form (“Blue Card”). This form contains emergency data which **MUST** be kept up to date by each child’s parents or caregivers. Changes to emergency contact name and or number must be communicated to the Provider so that the necessary persons can be reached in case of an emergency.

Incident/Accident Reports

An Accident/Incident Report (OCFS Form 4436) is completed when a child receives an injury while in care at Trinity Lutheran Daycare that requires first aid or medical attention. Minor wounds, such as cuts, scrapes, or bites, will be washed with liquid soap and cool, running water followed by rinsing. A dry bandage may be applied as appropriate. Parents/guardians will:

- Receive an Incident Report outlining the incident and course of action taken by the staff member when they arrive to pick up.
- Be contacted immediately if the injury produces any type of swelling, is on the face or head, or needs medical attention.
- Be given an incident report form upon pick up, which they must sign, acknowledging that they were notified of the incident.
- Receive a copy of the completed form with all signatures.

A copy of the completed incident report will be kept on file. If a serious medical emergency occurs, staff will follow Trinity Lutheran Daycare’s emergency medical procedure.

Medical Emergency

In the event a child incurs an injury or becomes ill while in care at Trinity Lutheran Daycare:

- Staff will assess the child's injury or symptoms and check for life-threatening situations (choking, severe bleeding, or shock).
- Emergency medication will be administered if applicable
- Based on the severity, 911 will be called.
- First Aid and CPR will be rendered if necessary.
- Parents/guardians will be notified as soon as possible.
- In the event of a serious injury or illness the NYS Office of Children and Family Services (OCFS) will be notified at 631 240-2560 in accordance with NYS Regulations.

Trinity Lutheran Daycare Health Care Plan is available for your review.

Medication Administration

Trinity Lutheran Daycare **only** administers over-the-counter topical ointments, lotions, creams and sprays, including sunscreen products and topically applied insect repellent are administered; and/or

epinephrine auto injectors, diphenhydramine in combination with the auto injector, and asthma inhalers and nebulizers (emergency medication).

Caregiver will document the dosages and time that the medications were given to the child by the child's parent, or relative within the third degree of consanguinity of the parents or step-parents of the child.

Relatives within the third degree of consanguinity administering medications to the child in daycare must be at least 18 years of age, unless that relative is the parent of the child.

If the only administration of medication in a daycare program is done by a parent, or relative within the third degree of consanguinity of the parents or step-parents of a child, the caregivers of the program do not have to complete the administration of medication training requirements.

At the time of administration, the caregiver will document all observable side effects, which will be documented and communicated to the parent, and when appropriate, the child's health care provider. Documentation will be made if the medication was not given and the reason for such a decision.

Over-the-counter products, including but not limited to over-the-counter topical ointments, lotions, creams, sprays, including sunscreen products and topically applied insect repellent can be administered by a caregiver for one day only, with verbal permission of the parent. If an over-the-counter product is to be administered on a subsequent day or an ongoing basis, written permission from the parent **MUST** be provided to the caregiver.

Policy on Communicable Disease Management

To control the spread of communicable diseases Trinity Lutheran Daycare will perform the following duties on a regular basis:

- Pack and plays and napping mats are cleaned weekly or as needed.
- Infant toys are washed and sanitized daily or after they have been mouthed.
- Pack and Play and napping mats, sheets and machine-washable fabric toys are washed on a weekly basis or more often if needed.
- Blankets and washable toys that belong to children are sent home at the end of each week for washing.
- Diapering surfaces are cleaned, sanitized and disinfected after each use.
- Food preparation surfaces are used for food preparation only and are cleaned, disinfected and sanitized before and after each use, including tables and high chair trays.
- Toilets, toilet seats, flushing handles, containers/lids used to hold soiled papers, door knobs, light switches, water tables, water play equipment, play tables, and smooth nonporous floors are cleaned and disinfected daily or whenever there is visible contamination.
- All equipment that is frequently used or touched by children daily are cleaned and sanitized and disinfected, when soiled and at least once weekly.

Despite the many efforts taken to prevent and control the spread of illnesses and diseases, children may still become ill.

Certain symptoms in children may suggest the presence of a communicable disease. Excluding an ill child may decrease the spread of the disease to others in the childcare settings. Recommended exclusion varies by the disease or infectious agent. Children with these symptoms **will** be excluded from the childcare setting until symptoms improve; or a healthcare provider has determined that the child can return; or children can participate in routine activities without more staff supervision than can be provided.

A list of communicable diseases is available for review upon request and can be obtained by visiting the website listed below.

<https://www1.nyc.gov/assets/doh/downloads/pdf/dc/child-care-reporting-disease-requirements.pdf>

Please note that reporting of suspected or confirmed communicable diseases is mandated under the New York State Sanitary Code (10NYCRR 2.10,2.14). The primary responsibility for reporting rests with the physician; moreover, laboratories (PHL 2102), school nurses (10NYCRR 2.12), daycare center directors, nursing homes/hospitals (10NYCRR 405.3d) and state institutions (10NYCRR 2.10a) or other locations providing health services (10NYCRR 2.12).

Guidelines for Exclusion of Children from Child Care

Children experience illnesses on a regular basis. If a child in care is ill, it may be more difficult for families, staff, and children to balance their respective needs. It may be inconvenient for the family member who must leave work or school or difficult for staff members who are trying to care for a sick child despite other demands of the day. **Therefore, we encourage all families to have a backup plan for child care in the event of short- or long-term exclusion.**

We do understand that these situations can be frustrating, therefore we are committed to implementing policies that balance and respect the needs of children, families, and staff in these circumstances. If your child appears to be ill when brought to the daycare and he or she cannot be made comfortable, parent(s)/guardian(s) will be asked to take the child home. If, however, we feel that your child is well enough to attend the daycare but may become ill, we will monitor your child and update you as necessary. The program staff (not the families) will make the final decision about whether children who are ill may attend. The decision will be based on the program's inclusion/exclusion criteria and their ability to care for the child who is ill without compromising the care of other children in the program.

The Provider will notify the parents/guardians when a child develops new signs or symptoms of illness. The Provider will notify parents/guardians of children who have symptoms that require exclusion and parents/guardians will be required to remove the child from the child care setting as soon as possible.

Some reasons Trinity Lutheran Daycare will exclude a child from child care are as following:

- Signs of possible moderate or severe illness; including unusual lethargy, irritability, persistent crying, difficulty breathing and/or inability to participate in a group setting.
- A child exhibiting a fever of 101°F (38.3°C) or above, taken using a thermometer, must be excluded for a minimum of 24 hours. Fever (temperature above 101°F (38.3°C) by any method)

with a behavior change in infants older than 2 months of age. For infants younger than 2 months of age, a fever (above 100.4°F (38°C) by any method) with or without a behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea) requires exclusion and immediate medical attention.

- Persistent, frequent cough that interferes with the child's activities.
- Uncontrolled diarrhea defined as an increase in the number of stools, compared with the child's normal pattern with increased stool water and or decreased form (diarrhea that cannot be contained within diapers or toilet use) to be excluded until the diarrhea stops.
- Effortful vomiting; unless the vomiting is determined to be non-disease related and the child is not in danger of dehydration, the child will be excluded until vomiting has ceased for 24 hours.
- Rash with fever or behavior change or a rash that is possibly infectious to be excluded until cessation of fever and a health care professional determines the condition to be noninfectious.
- Chicken pox excluded for 6 days after onset of rash or until all lesions have dried and crusted.
- Strep throat/scarlet fever excluded until 24 hours after treatment has been initiated.
- Impetigo excluded until 24 hours after treatment has been initiated.
- Scabies/head lice; child is allowed to return to daycare the morning after their first treatment.
- Purulent conjunctivitis (pink eye) defined as pink or red conjunctiva with white or yellow eye discharge often with matted eyelid after sleep and including a child with eye pain or redness of the eyelid or skin surrounding the eye excluded until 24 hours after treatment has been initiated.
- Mouth sores associated with an inability of the child to control his saliva excluded until a health care professional determines the condition to be noninfectious.

The Provider will determine if the illness:

- a. Prevents the child from participating comfortably in activities;
- b. Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;
- c. Poses a risk of spread of harmful diseases to others.

If any of the above criteria are met, the child **will** be excluded, regardless of the type of illness.

Decisions about caring for the child while awaiting parent/guardian pick-up will be made on a case-by-case basis providing care that is comfortable for the child considering factors such as the child's age, the surroundings, potential risk to others and the type and severity of symptoms the child is exhibiting. The child will be supervised by someone on staff who will continue to observe the child for new or worsening symptoms.

If symptoms allow the child to remain in their usual care setting while awaiting pick-up, the child will be separated from other children until the child leaves to help minimize exposure of staff and children not previously in close contact with the child. All who have been in contact with the ill child must wash their hands. Toys, equipment, and surfaces used by the ill child will be cleaned and disinfected after the child leaves. A child who exhibits signs of a communicable disease will also be excluded from Trinity Lutheran Daycare.

Child Abuse

In accordance with the provisions of sections 413 and 415 of the Social Services Law, caregivers must report any suspected incidents of child abuse or maltreatment concerning a child receiving child daycare to the Statewide Central Register of Child Abuse and Maltreatment or cause such a report to be made when the caregiver has reasonable cause to suspect that a child coming before them in their capacity as caregiver in a group family daycare is an abused or maltreated child.

Such report must be followed by a written report within 48 hours, in the form and manner prescribed by the Office, to the child protective service of the social services district in the county in which the child resides.

Birthday/Special Celebrations

Parent(s)/guardian(s) can have a special celebration at the daycare, however, parent(s)/guardian(s) MUST comply with the daycare's policies. Broken balloon pieces can be ingested and cause an obstruction of a child's airway. This is possible whether a balloon is inflated or not, as children may bite the balloon or suck it in while attempting to inflate it. As a result, latex balloons are not allowed in Trinity Lutheran Daycare. If you wish to send along or bring something special in for your child's birthday or for another celebration, other items could be used such as birthday hats, beach balls, or streamers.

There are no nut products permitted in the program at any time. Any and all foods provided by families for shared consumption MUST be either whole fruits or commercially prepared foods in factory-sealed containers.

The following foods are considered to be hazardous to children under the age of four (4) years old and therefore will **NOT** be allowed at any special celebration in the program:

- Hot dogs, whole or sliced into rounds
- Whole grapes
- Popcorn
- Raw peas
- Chunks of raw carrots
- Meat, larger than can be swallowed whole
- Hard or sticky candy

Please contact the daycare Provider in advance for more information on food items that are not allowed and to prearrange a time and date for which such event will occur. Also, please refrain from including small toys or toys with pieces in goody bags that can be a choking hazard if ingested.

Behavior Management

The program staff will always seek to remediate challenging behaviors, help children to solve problems, and encourage acceptable behaviors in developmentally appropriate ways. At no times is "time-out" be used, but instead redirection and positive guidance will govern the approach. The staff will use acceptable techniques and approaches to help children solve problems.

Discipline is a learning process that encourages independence and self-control, develops a child's self-concept and encourages appropriate behaviors in any given situation. Our goal is to teach children to self-regulate, not to punish. The program will provide copies of behavior management guidelines to all staff and parents of children in care at the program.

Behavior management will promote self-esteem in children and guide children in such a way as to help each child develop self-control and assume responsibility for his or her actions through clear and consistent rules and limits appropriate to the ages and development of the children in care. Any discipline used will relate to the child's action and be handled without prolonged delay on the part of the staff so that the child is aware of the relationship between his or her actions and the consequences of those actions.

Isolating a child in a closet, darkened area, or any area where the child cannot be seen and supervised by the staff is prohibited. 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, but only for as long as is necessary for the child to regain enough self-control to rejoin the group.

The child will be placed in an area where he/she is in the view of, and can be supervised and supported by, a staff member. Interaction between a staff member and the child will take place immediately following the separation to guide the child toward appropriate group behavior. Separation of a child from the group in a manner other than that provided for herein, is prohibited.

Physical restraint is **prohibited**. Physical restraint is the act of using force to extremely limit a child's body movements for a lengthy period. It involves holding a child against his/her will and putting pressure on the child's chest and/or extremities to significantly restrict his/her movement, thereby making it extremely difficult for a child to move. It may also involve holding a child flat on the ground and restricting his/her body from movement.

Physical intervention is permitted. Physical intervention is the act of using bodily contact as a short-term immediate response to prevent children from incurring substantial or serious injury to themselves or injuring others. It may involve:

- picking a child up and moving him or her away from danger or conflict,
- holding the child's hands or gently touching the body to direct their movement,
- rocking a child to soothe them,
- blocking a child's path when they are about to injure themselves or others or destroy property.

This technique allows the child to regain self-control as quickly and safely as possible. A consultation with a child's parent will be required if the child is not receptive to physical intervention.

Corporal punishment is **prohibited**. The term corporal punishment means punishment inflicted directly on the body including, but not limited to:

- Physical restraint, spanking, biting, shaking, slapping, twisting or squeezing

- Demanding excessive physical exercise, prolonged lack of movement or motion, or strenuous or bizarre postures and
- Compelling a child to eat or have in the child's mouth soap, foods, hot spices or irritants or the like.

Withholding or using food, rest or sleep as a punishment is **prohibited**. A child may only be disciplined by a provider or assistant provider. Methods of discipline, interaction or toilet training which frighten, demean or humiliate a child are prohibited. Staff will acknowledge children's feelings, guiding them to identify and express these feelings in an appropriate way. At no time will staff ridicule, humiliate or frighten a child.

Rules and routines will be stated in positive terms to clarify what is expected of the child. For example, "Feet are for walking, we don't run inside the day classroom." Daycare rules and routines will be consistent and will reflect the developmental levels of the children. Staff will provide and model appropriate language and behavior. Staff will address all discipline problems and concerns with support from the Provider.

Biting and Young Children (Infants and Toddlers)

Biting is a common behavior among older infants and toddlers in group care. Biting is not viewed as a "bad" behavior, but rather as an inappropriate behavior. Biting may occur for any of the following reasons:

- Oral exploration
- Teething
- Excitement and overstimulation
- Fatigue
- Lack of awareness that biting hurts
- Frustration, anxiety, or stress
- Inability to express feelings or needs verbally
- Mimicking behavior
- Inexperienced peer interactions
- A way of showing affection
- Exploring cause-and-effect relationships
- Making an impact
- Exploring holding on and letting go of relationships
- Hunger
- Impulsiveness and lack of self-control

While biting is a developmentally appropriate response for infants and toddlers, it is viewed as a socially unacceptable reaction. When it occurs, staff has a responsibility to both the child who bites and the child who is bitten. Our primary goal is to support each child and each family as we move through this developmental period.

With this philosophy in mind, we practice many preventive strategies within the daycare. These strategies include but are not limited to: providing an age-appropriate room arrangement and curriculum, multiples of toys, close supervision, observation, and redirection.

When biting occurs:

- The child who has done the biting is told, “No biting.” and redirected to another activity.
- The child who received the bite is comforted. The area is washed with soap and water.
- An accident/incident report is completed for both the child who has been bitten and the child who bit.
- The parents of each child are notified immediately.
- Information about the biter and bitee is confidential. Names are **NOT** provided to either parent by the staff.
- The Provider and Assistant Provider will work with these children, meet to discuss the biting report and to evaluate the incident and develop an intervention plan.
- If repeated incidences of biting occur from the same child, an outside person is asked to observe in the room and join the staff team in developing a plan for the biter.

Our goal is to find solutions that recognize the developmental nature of the biting behavior and provide solutions that demonstrate respect for each child.

Handling of Confidential Information in Incidences of Children’s Aggressive Behavior

In social settings where young children are just beginning to explore and experiment with ways of interacting effectively with their peers, it is not unusual for incidences of aggression to occur. At certain stages in early childhood development, children’s desire to communicate their feelings and the need to assert themselves as individuals may often be expressed in non-constructive ways. At this stage in their development children may sometimes express themselves physically by hitting another child, grabbing toys, or even biting.

Trinity Lutheran Daycare is committed to the education and development of young children and understands the developmental context in which these behaviors may occur. We offer an environment where children can develop and grow and learn more constructive ways of interacting with their peers. When incidences of aggression do occur, parent(s)/guardian(s) of the children involved are informed of the incident and specific information pertinent to an understanding of the situation.

The information shared typically includes the details of the incident itself (e.g., the time and the place, preceding and subsequent events, the specific steps taken to comfort the child who was hurt and, more generally, to handle the situation). This information will be shared with the

parent(s)/guardian(s) of the children involved verbally and will also be documented using the NYS OCFS 4436 Incident Report for Child Daycare form. Plans to teach more appropriate interactions and prevent the recurrence of the aggressive behavior will be developed and shared with parents/guardians.

Consequently, we will **NOT** reveal the identity of a child who has engaged in an aggressive act against another, even at the request of the parent/guardian whose child has been the target of that aggressive incident. Knowledge of the aggressor's identity is not necessary to parents'/guardians' understanding of an incident of aggression, or of the actions taken by the daycare staff to ensure the well-being of their own child. Such knowledge may serve only to stigmatize the other child inappropriately, given the developmental context of such behaviors.

The release of such information may even add to the stress of this child's parents/guardians, who already find themselves amid a difficult situation. The interfamilial conflicts that could result add nothing constructive to the situation and may hinder its speedy and natural resolution. Therefore, it is in the best interests of all involved parties to maintain a policy of confidentiality in such cases. This policy is consistent with standards for excellence in early childhood education, and it is one practiced consistently by high-quality child care organizations.

If, in our judgment, any child's behavior places the well-being of others at risk of injury, we will act quickly and decisively to resolve the situation (e.g., through closer supervision, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting, and or provision of alternative outlets for the expression of feelings). If the aggressive behavior continues after exhausting our resources, we may conclude it is in the best interest of the program to suspend a child's enrollment until appropriate outside resources are identified and implemented to both support the child in our program and to reduce the opportunity for injury to others. Our commitment is to provide a quality group-learning environment for every child and our policies are designed to promote respect for every child and family we serve.

Weather Policies

Trinity Lutheran Daycare will use the Child Care Weather Watch Chart, which is posted in the facility, to determine the safety of the use of the outdoor play spaces. Beverages will be given when playing outdoors.

We will engage in outdoor play at "green" indicated times, never engage in outdoor experiences during "red" times and make daily judgment calls during periods of "yellow."

Trinity Lutheran Daycare does encourage staff to take children outside to play and or learn in the snow. However, for safety purposes, children will not make use of outside play areas if there is more than 3 inches of snow on the ground, or heavy active snow or rain.

Supplies

All parents are responsible for providing the necessary supplies for their child(ren). A supply list will be given to each parent upon enrolling their child(ren). When supplies are running low a supply list will be sent home highlighting the supplies that are needed. For parents of infants and toddlers please take note that we do follow New York State Office of Children and Family Service procedure on diapering which requires that a fresh wipe be used each time a child is wiped to remove stool and urine from front to back (one wipe per swipe). Therefore, wipes and diapers will be an item that will be required frequently for infants and toddlers. A note will be placed on the daily activity sheet when these items are needed.

Teaching Staff (Provider and Assistant Provider)

The Provider and assistant provider are hired based on their qualifications, ability to perform required duties and desire to learn and grow in the field of Early Child Care and Education. To deliver the quality of care that Trinity Lutheran Daycare strives to offer, teaching staff must be flexible and dedicated. Prior to employment with Trinity Lutheran Daycare, all staff have completed and submitted the following documents:

- A statement or summary of the applicant's employment history including but not limited to, any relevant child-caring experience.
- A copy of the education qualifications necessary for their position, including, degrees and trainings. This is not required for applicants to volunteer at the daycare program.
- The names, addresses and daytime telephone numbers of at least three acceptable references, other than relatives, at least one of whom can verify employment history and at least one to whom can attest to the applicant's character.
- A sworn statement by the applicant indicating whether, to the best of their knowledge, such applicant has ever been convicted of misdemeanor or felony in NYS or any other jurisdiction and fingerprint images as required to comply with the criminal history review requirement.
- The information necessary to determine whether the applicant is the subject of an indicated report of child abuse and maltreatment.
- The information needed to determine if applicant is listed on register of substantiated category one cases of abuse/neglect maintained by the Justice Center for Protection of Persons with Special Needs.
- A satisfactory medical statement prior to being allowed to work or volunteer in the program. The program will use OCFS-6004 Form for this purpose.
- Completion of an I-9 form, and supporting documents as needed.
- Any other documents or forms deemed necessary for the specific position.

The program reviewed and evaluated the background information for applicants by verifying all information on all required documents listed above, and completed clearances, reviewed and retained results on file.

Substitutes

Trinity Lutheran Daycare will hire appropriate and qualified substitutes to be used as needed to assure the proper staff/child ratio in the daycare on any given day.

- Substitutes will assist the provider and the assistant provider to assure safe and appropriate supervision of the children, to maintain the normal routine of the daycare and to assist in any cleaning tasks.
- The provider and the assistant provider will demonstrate a professional respect towards substitutes and will appropriately direct them so that substitutes can utilize their skills in an effective manner.
- Provider and the assistant provider will not allow substitutes to be left alone with the children at any time, unless they have been cleared by the Office of Children and Family Services.

Staff Development

Trinity Lutheran Daycare provides training opportunities for staff to develop professional skills that will assure a nurturing, stimulating, healthy and safe environment for all children.

- During the first 6 months of employment **each staff member** must acquire a minimum of 15 OCFS approved training hours.
- In subsequent years of operation, the daycare will ensure that all early childhood staff receives a minimum of 30 hours of staff training, every two years. All staff training hours must be logged on their personal files, using the OCFS Individual Training Tracking Form (OCFS Form 4880), which documents the 9 required categories: (1) principles of childhood development, focusing on the developmental stages of the age groups for which the program provides care; (2) nutrition and health needs of infants and children; (3) child daycare program development; (4) safety and security procedures; (5) business record maintenance and management; (6) child abuse and maltreatment identification and prevention; (7) statutes and regulations pertaining to child daycare; (8) statutes and regulations pertaining to child abuse and maltreatment; (9) education and information on the identification, diagnosis and prevention of shaken baby syndrome.
- A CPR workshop will be made available once every two years and will be conducted by a certified instructor to train as many staff as possible in infant/child CPR and First Aid. All staff will be required to acquire and update this certification as needed.
- A Child Abuse and Neglect, and a Shaken Baby Syndrome Workshop for mandated reporters will be made available once a year and will be conducted by a certified instructor to train staff on a yearly basis. All staff must complete workshops on the topics of Child Abuse and Neglect, Shaken Baby Syndrome, and SIDS Workshop.
- All staff are instructed in the function and operation of fire suppression equipment and systems used in the child daycare. All such instruction must be conducted by personnel qualified to perform such training.

Disenrollment

A positive and constructive working relationship between Trinity Lutheran Daycare staff and a student's parent(s)/guardian(s) is essential to the fulfillment of Trinity's daycare purpose. Thus, Trinity reserves the right not to extend the privilege of enrollment/re-enrollment to a student if Trinity concludes that the actions of the parent(s)/guardian(s) make such a positive and constructive relationship impossible or otherwise seriously interfere with Trinity's accomplishment of its education purpose. Trinity also reserves the right not to extend the privilege of enrollment/ re-enrollment if all information on the application is not truthful.

Our program is based on developing partnerships and supporting families; however, despite our best efforts, on rare occasions a parent's/legal guardian's actions or requests may warrant the need to find a more suitable setting for themselves and their child. Examples of such instances include:

- The parent/guardian fails to abide by the daycare policies or those requirements imposed by the appropriate licensing agency.
- A parent/guardian demands special services that are not provided to other children's families and that cannot reasonably be delivered by the program (including requests that are outside the philosophy of the program).
- A parent/guardian is physically or verbally abusive to daycare staff, children, or anyone else at the daycare, including any communications they may have posted on any social media sites.

Safety

To maintain a safe and secure environment for young children, firearms, explosive devices, and other weapons are not permitted on Trinity Lutheran Daycare's premises. If required, family members and anyone dropping off or picking up a child is asked to secure any weapons before entering the daycare, regardless of a valid permit to carry such weapon.

Conflict Resolution

In the routine of daily living, there are inevitable situations or conflicts that are potentially negative. It is critical that long before conflict arises, an environment already exists that fosters mutual respect, tolerance, and clear, honest communication. Trinity Lutheran Daycare is committed to responding to all family grievances within a reasonable period and to resolving those grievances as quickly as possible.

Concerns and grievances are most effectively addressed within the daycare. When a specific concern arises, parent(s)/ guardian(s) should discuss the issue with the Provider. We encourage you to follow the chain of command and to discuss general daycare concerns with the Provider, who will involve staff members as needed. If you feel that your problem is not yet resolved, a meeting will be set with the Trinity Lutheran Church and School or the Daycare Committee to resolve the issue.

Trinity Lutheran Daycare Policies and Procedures

Please read, sign, date and return to the daycare provider prior to your child’s start date.

I, _____, have received the Trinity Lutheran Daycare Family Handbook and applicable information specific to daycare and state policies. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures of the Trinity Lutheran Daycare Family Handbook.

In addition, I, _____, understand that this handbook reflects company policies and that supplemental daycare and state specific policies may apply. I understand it is my responsibility to contact Trinity Lutheran Daycare with any questions I have about the information contained in the Family Handbook or any document relating to enrollment policies and procedures. By signing below, I acknowledge receipt of these materials, and agree to abide by them.

Signature of Parent/Legal Guardian: _____ Date: _____

Signature of Parent/Legal Guardian: _____ Date: _____

Daycare Provider Signature: _____ Date: _____