

WELCOME TO BEY-BEE-SIT DAYCARE

The purpose of this Parent Handbook is to outline the policies and procedures under which Bey-Bee-Sit daycare operates as licensed child care facility.

REGISTRATION CHECKLIST

Children may be enrolled from 6 weeks through five years of age, regardless of race, creed, or religious beliefs. The following forms are required by the state of New York and need to be read, completed and/or signed prior to enrollment:

1. Parent Handbook (read/sign/date)
2. Parent-Provider Contract (complete/sign/date)
3. Child in Care Medical Statement (complete/sign/date)
4. Parent Written Medication Consent Form (complete/sign/date)
5. Day Care Registration Form/Emergency Information (complete/sign/date)
6. Parent Information Form (complete/sign/date)
7. Authorization for Emergency Medical Treatment (complete/sign/date)
8. Permission for Outdoor Activities (complete/sign/date)
9. Photo Release Permission (complete/sign/date)
10. Drop Off/Pick Up Form (complete/sign/date)
11. Sleeping and Napping Arrangement (complete/sign/date)

DEFINITIONS

Full time childcare: Monday through Friday anytime between the hours of 8:00am and 6:00pm

Part time childcare: Limited days of the week anytime between the hours of 8:00am and 6:00pm

Infant/Young Toddler: 0 to 24 months old

Older Toddler/Preschooler: 2 - 5 years old

STATE LICENSING REQUIREMENTS

Bey-Bee-Sit Daycare is licensed and complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our home is subject to inspection by state and city health, fire, and licensing officials.

AGES ACCEPTED

At Bey-Bee-Sit Daycare we specialize in childcare for **children ages six weeks to five years old**

ADVANCE NOTICE

If you will no longer be needing our childcare services before your child turns 5 (6), thirty days (one month) advance notice needs to be given to us. **Whenever possible even more notice is better.** This helps us tremendously. Reason being, unlike childcare centers we can only take 12 children. So when we are full we are forced to say NO to all incoming requests for childcare. If we have advance notice of discontinuation of needed services then it is possible for us make future arrangements with new family's inquiring about daycare for their child. This helps to keep our open spots fluctuation to a minimum, and helps us be able to focus more on being the best childcare providers we can be, instead of worrying about "the bills", and putting food on the table.

DAYCARE HOURS

The daycare is open Monday through Friday **8:00am to 6:00pm** with the following holiday exceptions:

Holidays

- Martin Luther King Day
- Lincoln Day
- Washington Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Columbus Day
- Veteran's Day
- Halloween
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day (close at 4pm)
- Christmas Day - New Year's Day (Winter Break)

PERSONAL DAYS

We allot ourselves five personal days per year. We also use these days for our continuing education classes (CPR, Pediatric First Aid, etc) in order to keep our childcare license in good standing. Of course we will give you as much of an advance notice as possible.

VACATIONS

We allot ourselves two weeks of vacation a year. We will not take them at the same time. There will be always someone in charge. The dates of our vacation will be posted at least one month in advance.

Regular payment rates apply for our vacations, your vacations, holidays.

Note: Parents are responsible for finding back-up care for their children during holidays and provider's personal days resulting in the daycare closing.

SECURITY DEPOSIT

A refundable security deposit equal to one month of childcare costs is due at time of enrollment.

However, do not give us the deposit until you have signed the Parent-Provider Contract and thoroughly read the parent handbook. Your child's spot is not secured until we have received both the deposit and the signed Parent-Provider Contract.

Your deposit will be refunded if there is no outstanding balance and will be mailed to you within 60 days of the child's withdraw date once your account is paid in full and cleared by the bank.

The deposit will be forfeit if your child will be removed from Bey-Bee-Sit Daycare prior to the 6 (six)-month period after enrollment or one month (30 days) written notice has not been given.

Note: We accept cash, money orders, cashier checks, personal checks. Please make checks payable to **Bey-Bee-Sit Daycare.**

PAYMENT POLICY

Prompt payment of tuition is necessary to ensure that the center can continue to function. Payment for childcare is paid one month in advance and is due on the first day of the billed month or on the first day of attendance (for new enrollments).

- Payment is expected by 6:00pm on the last day of the month for the upcoming month whether your child attended daycare that day or not.
- Tuition fees that are not paid in full by 9:00am on 1st day of the billed month will be considered past due and a \$40 one-time late fee will be charged to your account plus \$15 for every day you are late on your payment, including weekends/holidays until fees are paid in full
- If tuition fees are unpaid and/or overdue for more than 3 calendar days child care will be temporarily suspended until full payment is received (including late fees). Thereafter, reactivation fee of \$25 will apply to your account.

- If you fail to make a payment for 2 consecutive weeks, your child will be permanently terminated from Bey-Bee-Sit daycare and security deposit will be forfeit.
- Invoices for upcoming month will be emailed out on 20th day of each month and one reminder on 28th day.
- **It must be understood that to hold your child's space, payment must be paid whether your child attends or not. Payment is based on contract, not attendance.**

Your daycare tuition will remain the same through your child's first day of enrollment to their last except in the following scenarios. **(1)** When graduating from Infant/Young Toddler class (0–2 yrs) to Older Toddler/Preschool class (2 yrs +). **(2)**When changing contracted days of attendance. **(3)**Stopping and then restarting attendance in our daycare. In all scenarios your new payment will default to the current price of the newly enrolled schedule.

The following paragraph only concerns part-time schedules. **Unfortunately, we cannot switch around your child's scheduled days of enrollment on an occasional or semi-occasional basis.** In other words, your days contracted are your days and cannot be altered on a weekly basis.

NON SUFFICIENT CHECK

Due to the inconvenience of NSF checks, a \$50 fee will be charged for NSF checks. You will also be responsible for any additional bank charges that are incurred through our bank.

LATE PICK-UP POLICY

If your child is picked up after 6:00 pm there will be a late charge assessed of \$2.00 for every one minute (unless prior arrangements have been made). **Please be courteous and arrive on time. After hours is time with our families.**

HEALTH MATTERS

For the health and safety of your child and all of the children in our daycare, **please do not bring your child to daycare sick.** In which case we in turn may become sick making it difficult to care for the children at the high standards that we have set for ourselves. We can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to daycare, then please call and check with us. If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

Note: Once the child is removed from daycare due to illness, **they may not return to daycare until symptoms requiring removal are no longer present.** The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

Guidelines For Children Requiring Exclusion From Daycare

A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. **Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare.** State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

Note: A fever in and of itself is not all bad (given that it is not too high). A fever is your body's natural way of trying to protect itself against whatever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our bodies' abnormally hot environment. **However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare.**

CHILD'S ABSENCES AND/OR VACATIONS

If your child will not be attending daycare due to illness or other, **please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive.** Also, we need to know how many children we need to prepare meals for. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending daycare for whatever reason, you are still required to pay.

MEDICATIONS

At Bey-Bee-Sit Daycare we do not give medications to the children. If your child needs to be medicated in order to get through the day, and be able to comfortably participate in our classroom activities, then it is quite possible he or she may be too sick to attend daycare. We will however give certain doctor prescribed medications to the children, of course given that they are no longer contagious, and only if the medication consent form has been signed. Examples of these would be; antibiotics for ear infections etc and Tylenol for teething or pain associated with bumps or bruises (not to bring down a fever). If you're not sure if we will administer a certain medication or not, please feel free to ask.

REPORTING CHILD ABUSE

We are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent.

MEDICAL AND DENTAL EMERGENCIES PROCEDURES

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs.

It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.
4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

EVACUATION PROCEDURES

Bey-Bee-Sit Daycare has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. A notice will be posted at the daycare with all information on the alternative sight.

DIAPER POLICY

It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. **It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes, and cream, (not the providers).** Each child has his or her own clearly labeled diaper bin, either in the infant/younger toddler room or older toddler/preschooler room, depending on the age of the child. Diapers are checked frequently, and changed every three hours or more often if required. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

TOILET/POTTY TRAINING

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. **Children will**

be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

TV VIEWING

Television viewing is only done once a day, no more than 15 minutes during morning circle time and is limited to Little Baby Bum YouTube channel only (a collection of animated songs, including nursery rhymes and original songs about numbers, letters and shapes) for children 2 years old and older. Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities.

TOYS

We have well organized, separate, age appropriate toys for the toddler and infant class. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period we encourage your child bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, **please do not bring your child's toys to daycare except on designated sharing/show and tell days.** As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to daycare with toy weapons.

MISCELLANEOUS

- Here at Bey-Bee-Sit Daycare we do not transport any child by car or any moving vehicle, unless a medical emergency requires us to do so.
- Understand that your child may be included in classroom evaluations by State Licensing officials, Head Start Program, CDA Nutrition, and other parents observing their right to our open door policy.
- Understand that your child may be included in pictures connected with our daycare program, unless otherwise specified by you the parent.

OPEN DOOR POLICY

Please feel free to come and go at any time throughout the day to visit your child. However, please keep in mind that in doing so it can prove to be disruptive to the other children in our care. During times like these the other children have a hard time listening and following our directions. Furthermore, if you or any other part of your family i.e. (grandparents, etc) would like to come and visit or play with the child for an **extended period of time**, please take the child in question out of the daycare, to places such as your home, a park, or on a walk, etc, after which, feel free to bring the child back to daycare.

BEHAVIOR MANAGEMENT AND DISCIPLINE

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by, exhibiting inappropriate behavior (hitting, aggression, etc), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
2. **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
3. **Time-Out:** The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting oneself, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.
4. **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. **Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply when you are around.** We will also remind them of the rules and correct them if needed.

CLEANLINESS

We take the well-being of your child **very seriously** and work hard to provide an environment that is as healthy as possible. We are committed to keeping our home and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Our home is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

Bey-Bee-Sit Daycare staff wash their hands:

- Before beginning work
- Immediately before handling food or feeding children
- After using the toilet, helping a child use the toilet or after changing soiled clothing or diapers
- After coming into contact with any bodily fluid, such as a wet or soiled diaper, runny nose, spit or vomit
- After handling a pet or pet equipment
- Whenever hands are visibly dirty
- After cleaning a child, the room, toys, or bathroom
- Before giving medication or applying ointment
- After work

Children wash their hands:

- Immediately before and after eating
- After using the toilet or having soiled clothing or diaper changed
- After using play-dough or other substances
- After playing on the playground
- Whenever hands are visibly dirty
- Before going home

ARRIVAL AND DEPARTURE

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), fed and ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please do not send food i.e. (half eaten breakfasts, breakfast bars, candy, etc) or gum with the children. Please make your goodbye brief (no more than a couple minutes): the longer you prolong departure the harder it gets for both parent and especially for your child. Never leave without telling your child goodbye. **Please be in control of your child during drop-off and pick-up times.** No one other than the parent or person designated by you will be allowed to pick up your child without **advanced written permission indicating the person's name and relationship to your child.** If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

STROLLERS STORAGE

We respectfully ask you to park strollers outside in front of the building. This is so that we can maintain a safe, clean, tidy and open environment. If you are not comfortable leaving your stroller outside, please leave your stroller in the car or take it back home with you. In order to protect your strollers from cold, wind, snow and rainfalls, we encourage you to keep them under rain cover all times. **We will not be responsible for stolen/missing/wet strollers left in our facility.**

SUPPLIES NEEDED AT DAYCARE

Parents are responsible for supplying the following items: diapers/pull-ups, wipes, diaper creams, pacifier (if needed), sunscreen lotion. We apply sunscreen every day to any child playing outside. For the older children sleeping on a cot: a cot sheet, a blanket, and a pillow are needed. If necessary a comfort object for rest-time, and anything else your child may need. **Your child's sheet, blanket, and pillow should be taken home every Friday and washed and returned to daycare the following Monday.**

CLOTHING

There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. We are not responsible for replacing stained or soiled clothing. Kids get messy, tend to play in the water at hand washing time, and need to be changed if diaper leaks or they have an accident. Please, have a 2 full sets of seasonally-appropriate clothes (including underwear and socks, long/short sleeves shirts, long/short pants) Furthermore we suggest that you write your child's name on the tags of their clothing (especially socks and underwear) in order to prevent any clothing mix-ups.

Children should wear rubber soled shoes to prevent injury during indoor/outdoor play. Select velcro-style or slip-on style shoes to avoid shoelace maintenance.

Note: Please periodically check your child's locker/cubby/pack to make sure they still have all of their necessary items needed at daycare. Furthermore, as the weather changes throughout the year and your child grows, so do your child's items needed at daycare and correct size as well. **We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all of his or her necessary belongings with them at daycare. This way we can care for your child in the best possible way.**

WEATHER GUIDELINES

Outdoor play is essential to children's health and well being. Children need to run, climb and play outdoors. The time children spend outdoors each day is just as important to their learning as the time they spend in their classrooms. For us, teachers, the outdoors offers many ways to enrich the curriculum and support children's learning and development.

It is our goal to take the children outside each day. We utilize weather guidelines to ensure that we have limited outdoor play during extreme weather. Flexibility in the schedule also allows us to extend our outdoor play on fair weather days.

The following guidelines have been established for healthy outdoor play:

COLD WEATHER:

- temperature/wind chills of 30°F or higher – regular outdoor play times are followed
- temperature/wind chills between 15-30°F – 15 to 30 minutes maximum outdoor play time
- temperature/wind chills of 15°F or below – no outdoor play time

We ask that children have winter coats, warm and/or snow pants, scarves, hats, mittens, socks and warm and/or snow boots each day during the winter season.

HOT WEATHER:

- temperatures/heat index of 96 or higher and/or Code “Red” Air Quality – outdoor activities will be limited to 15 minutes at a time. The total amount of outdoor time for the day will not exceed one hour
- Cold water will be available at any time and sunscreen lotion will be applied each outdoor play session.

WINTER CLOTHING

The American Association of Pediatrics reminds us that children need to stay physically active, even as temperatures fall. And for children of all ages, the minimum standard rules require daily opportunities in the morning and afternoon for outdoor play.

Once we are going outside in cold weather on a consistent basis, it is very important that children dress warmly. We are often dismayed to find incorrectly-dressed kids brought in, which can cause limitations to what can be done that day. Unfortunately, it will probably not be adequate staff for someone to stay inside with your child, and we can't deny outdoor play to all the rest of the children. You, as a parents, need to stay tune with the seasons and temperature forecasts. Even if the temperature outside your window is above the seasonal average, you should keep in mind that mornings are chilly. If you would be cold without a coat, gloves, boots, etc., your child will be too.

In order to keep the children healthy, appropriate cold weather gear required for each children:

- 1) **THICK COATS** (no sweaters/rain coats) : a wind- and water-resistant outer shell and a chill-chasing material on the inside, such as down or alternate filling; a zipper that runs all the way down to the knee or ankle
- 2) **WINTER HAT**: a cotton or soft-wool knitted cap with ear flaps is best; fastens under the chin
- 3) **WATERPROOF MITTENS**: stick with mittens (not gloves), which are easier to slip on and are warmer because they keep fingers(and the heat they produce) close together; use clips to attach them to the sleeves

4) WARM STURDY SHOES/WINTER BOOTS WITH WATERPROOF BOTTOMS (no sandals, no slip-on style, no shoelace): shoes, when the road/sidewalks are clear; boots, when they are wet after rain/snow)

5) SNOWPANT /SNOWSUIT (when the snow is on the playground, children must wear snow pants in order to play in those areas)

We will not be able to admit your children unless they have an APPROPRIATE winter gear, listed above, with them EVERY DAY ! If you would like to leave an extra set of outdoor gear in our classroom labeled with your child's name, please know that you are more welcome to do so.

Also, 2 full sets of changing clothes would be great too. This includes:

SET 1: sweat shirt (warm sweater), sweat pants (fleece-lined pants), warm socks

SET 2: light long sleeves shirt, light long pants, light socks

MEALS/SNACKS

Each day we provide three nutritious and well balanced meals. We provide morning breakfast at 9:00am, lunch at 12:00pm and afternoon snack at 3:00pm. Milk is served before nap time, and water is offered throughout the day. You will find a menu, showing an example of the different types of food we serve throughout any given week, on the information board. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind. We know that the good food habits a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc - all common nutritional problems in young children.

SPECIAL DIETS

If your child has any particular dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non-religious beliefs, etc, then we must be informed, and when applicable given a doctor's note stating to the fact. However, then all of the child's meals and snacks will have to be provided by the parent.

LEARNING AND FUN

For ages 18-months through five years, we offer a professionally planned preschool curriculum designed to be used in childcare homes and centers. This on-going preschool program is offered Monday through Friday and is both entertaining and educational. Your child will enjoy activities ranging from art and craft projects to games, songs, finger plays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more through various monthly themes. Some of these projects will be taken home to share with you, and others will be group activities that you can ask about. We know that children learn best by "doing". Therefore, the activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because we believe that learning is an exciting experience. **For ages 18 months and younger** we work on and with the following:

throughout each day we practice on large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. Infants and toddlers learn through play by utilizing flash cards, books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more. We encourage participation, but the child will not be forced to participate. Most importantly, our goal is to make learning for all ages fun, and non-intimidating. It is our hope that both you and your child will be as enthusiastic as we are about our program.

ACTIVITIES

We know that children also learn through play; because of this, we do not under estimate its importance on a growing child's mind, body and spirit. Therefore, the children under our care receive lots of both free-play and structured-play throughout each day. During structured-play we primarily have only one group of toys or activity out at a time in order to allow the children to concentrate fully on each thing they do. Age appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages. Activities that we and the children participate in, include, but are not limited to the following. **Indoor activities include:** books and story-time, Legos, circle-time, tumbling exercises, music and dancing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls and Barbies, various learning toys, musical instruments, various games, Mr. Potato Head, bean bag toss, blocks, beads and string, song games, play dough, coloring, sing along story books, painting, science, board games, puppets, Simon-says, and singing. **Outdoor activities include:** climbing, sliding, jumping, running, balls, jump rope, racing, water balloons, parachute, catch, bubbles, follow the leader, squirt bottles, ride-on toys, wagons, tunnels, safe water toys, various games, water table, painting, neighborhood walks, exploring nature/weather, soccer, and yes falling. As you know, children play hard and will get some bumps and bruises from time to time. We do our best to limit the amount of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. During the summer months (June, July and August) we allow for more outdoor activities and creative art projects. **Weather permitting, we play outdoors every day.**

NAP TIME

Infants and toddlers sleep in separate areas. The infants sleep in provider provided cribs, and the toddlers sleep on cots. Our goal is to have the two different age groups (18 months and older, younger than 18 months) sleeping on the same afternoon nap schedule. Nap time for children 18 months and older is during the time between 12:30pm and 3:00pm each day. Typically children 18 months and younger will take a morning nap as well, moving toward a one nap a day schedule between 12 and 18 months. **The State of New York requires that all children under the age of five have at least a two hour rest period every day. No child will ever be forced to sleep, however they are encouraged to remain quiet and on their cots during this time.** For the older, toddler age children, sleeping on cots, please send a cot sheet, pillow, and blanket that can be kept at the daycare for your child.

DAILY SCHEDULE

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

BEY-BEE-SIT DAILY
ROUTINE

TIME	INFANT	TODDLER	PRE-SCHOOL
8:00am – 9:00am	Arrivals, greetings, daily health check and quiet activities		
9:00am - 9:15am	Breakfast, infant feeding.		
9:15am - 9:45am	Cuddle/talk time, exploring with mirrors, soft books/toys	Circle Time: Circle games, sing songs, music, story time, finger games, conversation, colors and shapes, learning words, letters and numbers.	
9:45am - 10:15am	Nap or soft toy play, squeezable toys, rattles, exploring with textures and sounds	Free choice: Push and Pull toys, pop-up toys, filling and dumping, pretend with dolls, finger painting, puppets	Free choice: Drawing, painting, play dough, arts & craft, block building, housekeeping, cut & paste, table games, sand or water play
10:15am - 10:30am	Clean-up, toileting or diaper changing and hand washing.		
10:30am – 10:45am	Dress infants for outdoors	Preparation for outdoor activities: Dress toddler / pre-school children for the weather. Older children help younger children dress	
10:45am - 11:45am	Outdoor time: Active play at playground, trips to supermarket, nature walks, fire house, post office, scavenger hunts, library etc.		
11:45am - 12pm	Transition to indoors, toileting or diaper changing, and hand washing		
12:00pm - 12:30pm	Feeding time	Lunch preparation and lunch time: guide children in small group discussions about table manners, nutrition, favorite foods, etc.	
12:30pm – 12:35pm	Clean-up, toileting or diaper changing and hand washing.		

12:35pm - 3:00pm	NAP TIME / REST TIME / QUIET TIME		
3:00pm - 3:15pm	Waking up, clean-up, toileting or diaper changing, and hand washing		
3:15pm - 3:45pm	Feeding time	Preparation for snack and Snack time: Older children can help with prep. Guide children in discussion	
3:45pm - 4:15pm	Cuddle/talk time, puppets	Active Circle Time: Music and movement, circle games, short stories, poetry, share conversations, classes. Older children can read to younger children	
4:15pm - 4:30pm	Teething rings & other chew toys, listen to music	Free choice: Floor play, exploring with foam blocks, musical and educational toys, push&pull toys, filling and dumping	Free choice: Table games, sorting, matching, counting, puzzles, legos, arts & crafts, drawing
4:30pm - 5:30pm	NAP TIME		
5:30pm - 5:45pm	Clean-up, toileting or diaper changing and hand washing.		
5:45pm - 6:00pm	Feeding time	Preparation for departure	

Infant/Young Toddler (younger than 24 months)

Throughout each day we practice on reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. For a younger child still taking three naps a day, a third nap can be incorporated into their late afternoon schedule.

Infant (3 to 6 months)

- **8:00am – 6:00pm** cuddles, love, and affection, eat, poop, and sleep

Guidelines - What Is Asked Of Children

1. All food and drinks must be kept in the kitchen area.
2. No playing in the bathroom.
3. No coloring on anything but paper.
4. Name calling and foul language or yelling is not allowed.

5. No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.
6. No pulling or picking of plants, grass, trees, or flowers.
7. No picking-up, pulling, poking or squeezing of babies.
8. All kitchen and bathroom cupboards are off limits to daycare children.
9. Take turns and share.
10. Help clean up.
11. Laugh, smile, play, and be happy.

COMMUNICATION

So we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. **It is only through good parent/provider interaction that good quality nurturing care can be achieved.**

REFERRALS

For past and present clients: a referral from a client is one of the biggest compliments we can receive. As a special thanks to you, we provide families a **\$100 gift certificate** for each referred child that has successfully enrolled in our daycare. The \$100 gift certificate will be given to you after the referred child has attended the daycare through the 30-days trial period without gross misconduct on part of the parent, or child. If at the time of the referral we are full and have no more spots available for the child, then the family will be given the option to be put on a waiting list. If in the future when a spot becomes available the family in question takes the spot, then at that time you will be given the \$100 gift certificate. If at that time your child no longer attends our daycare, the \$100 gift certificate will be mailed to you (so stay in touch).

CONTRACT ADHERANCE

This is our home as well as our business, so please be respectful of our family and home by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb. Because of this, **please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary.** We reserve the right to amend any portion of the Parent Handbook at any time. If and when we do make a change to the contract you will be given a copy.

A FINAL NOTE

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours.

Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

Created: Oct 2014

Revised: Dec 2015

Updated: Aug 2015, Dec 2015

