**Summer Scholars Handbook**

**2019**

This handbook outlines the policies under which Summer Scholars operates.

Parents will be notified in writing of policy changes.

The provider reserves the right to waive policies at her discretion without voiding the contract.

**Table of Contents**

**Enrollment…………………………………………………………..Blue Section, page 2**

**Hours, Services, and Fees………………………………………….Green Section, page 3-4**

**Attendance & Closures……………………………………………Orange Section, page 5-6**

**General Information………………………………………………..Purple Section, page 7-8**

**Meals and Snacks……………………………………………………Gray Section, page 9**

**Health and Safety……………………………………………………Red Section, page 10-13**

**Behavior and Guidance……………………………………………..Pink Section, page 14-15**

**Toilet Training…………………………………………..…………..Brown Section, page 16-17**

**Withdrawal and Termination ……………………………………...Cyan Section, page 18**

**Additional Information…………………………………………..…Yellow Section, page 19**

**Enrollment**

**Admissions**

Before a child is considered enrolled and can attend care, the following items must be completed and returned.

* Medical clearance
* Emergency form (blue card)
* Contract
* Permission to administer medication
* Permission to photograph
* Authorized release form
* Full payment for first week of care
* Deposit (last two weeks of care)

**Supplies**

The following supplies are required. Please clearly label all items.

* A complete change of clothes
* Appropriate outdoor clothing
* Good walking/running shoes (**no sandals**)
* Nap bedding (fitted crib sheet, blanket, washable travel pillow) (**full day only)**
* Sunscreen
* Clean water bottle

If your child is not prepared with proper clothing or toileting items, you will be asked to return home with your child to get them.

Please dress your child in play clothes each day. We get messy!

**Hours, Services, and Fees**

**Contracted Times and Late Pick Up Fee**

Care is provided based on contracted times. Early arrivals are not accepted. The fee for late pickups is $5 for every 10 minutes; fees begin 5 minutes after the program has ended. Frequent late pick-ups may result in termination of care. Late fees are due by the next day of care and are payable in cash and by Venmo.

**Payment Due Date**

Payment is due by the morning of the first day of care each week/month and is payable by cash, check made out to Little Scholars Daycare & Preschool, or by Venmo.

**Late Payments**

Children are not permitted to receive care unless payment is made by drop off of the first day of care each week.

**Forms of Payment**

Payments made by cash, check, or Venmo do not incur a fee.

There is a $35 fee for all returned or cancelled checks. This will be applied to your invoice, as well as any additional fees that are incurred.

**Refunds**

In the event that a refund is due for an unplanned program closure, a refund will be credited to your next invoice. **No refunds are made via cash or check.**

**Rates**

Rates are dependent on care provided.

**Absences and Closures**

**Child Absences**

Rates are based on spaces, not on attendance. Full payment is due each week.

**Provider Absences**

The provider rarely closes; however, in the event of an emergency that requires closing, the provider will text all families by 6:30am. You will be refunded for program closures due to provider absence.

**General Information**

**Drop Off/Pick Ups**

This can be a uniquely difficult time for children. Please keep drop-offs brief and positive. Years of working with young children have taught me big smiles come as soon as we jump into our routine. Please help signal positivity and avoid reassuring anxiety.

Please be advised that you assume responsibility for your child’s behavior and safety once you are present. If challenging behavior occurs during this time, you will be asked to keep pick-ups brief, as well.

Please take extra while using the side entrance. Please always carefully escort your child down the basement stairs and to your car.

**Car Seats**

For liability reasons, I am unable to store car seats on the premises. Please plan in advance if another adult needs to pick-up your child.

**Items from Home**

Children are not permitted to bring any toys or food from home other than those items listed on the supply list. Any other items will be immediately sent home with a child’s parent at drop off.

**Health and Safety**

Little Scholar’s Daycare is a well-child facility. This means the occasional cough or cold is not grounds for exclusion, however if your child experiences any of the symptoms or illnesses outlined, he/she will not be allowed to attend care.  
  
If a child becomes seriously ill during childcare 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.  
  
**Exclusions:**

* The child is too ill to participate in program activities
* An acute change in behavior—this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spread rash
* Diarrhea – children with confirmed cases of E. Coli, salmonella, or Shigella infection may not return to the program until cleared by a doctor (note must be provided)
* Vomiting more than 2 times in the previous 24 hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated
* Abdominal pain that continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms of illness
* Mouth sores with drooling, unless the child’s health care provider states in writing the child is not infectious
* Active tuberculosis until the child’s doctor confirms the child is on appropriate treatment and can return
* Streptococcal pharyngitis (*strep throat or other streptococcal infection),* until 24 hours after treatment has started
* Head lice until after the **third** treatment (head must be visibly clear of lice and nits)
* Scabies until treatment has been given
* Chickenpox (varicella), until all lesions have dried or crusted *(usually 6 days after onset of rash)*
* Rubella until 6 days after rash appears
* Pertussis until 5 days of appropriate antibiotic treatment
* Mumps until 5 days after onset of parotid gland swelling
* Hepatitis A virus infection, until the child is approved by the health care provider to return to program
* Any child determined by local health department to be contributing to transmission during an outbreak
* Impetigo until treatment has started
* Pink eye until clear
* Fever 100.1 or over
* Flu until 4 days after start of medication or 5-7 days if no medication is given. Child must be free of cough and sneezing prior to admittance, as the flu can continue to spread even after fevers break.

Children must be symptom free for a **full** 24 hours without the use of OTC medications before re-admittance to care.  
  
Please do not mask symptoms with medication. Doing so puts all children at risk and is grounds for termination. If you suspect your child is ill, please keep him/her home. A day of rest can prevent spread of illness, longer absences and daycare closures.  
  
**Contagious Illness**  
You will be notified if your child comes in contact with a contagious illness; however, personal information about the ill child will not be shared.  
  
Families are required to notify the provider if anyone in the household has a contagious illness.  Depending on the nature of the ailment, the child (whether actually ill or not) may be excluded due to risk of exposure.  
  
**Doctor’s Note**  
In certain situations, a medical note must be obtained before your child can be re-admitted to care. Based on the physician’s diagnosis, the provider will determine if your child will be allowed to return to care. **A doctor’s note does not guarantee admittance into the program.**

**Medication Administration**

The program **will** administer over-the-counter topical ointments and cream sprays, including sunscreen products and topically applied insect repellant. The program **must** have written permission for the application each topical medication.

The program **requires** consent to apply sunscreen before going outside **and** sunscreen provider by parents **OR** the child must be spent with long pants, shirt, hat, and enclosed shoes. The child will be kept out of the sun as must as possible. If the child does not meet these requirements, the child will be excluded from care that day.

Substitute providers will administer **no** medication other than sunscreen. When a substitute is present, you may choose to keep your child home or provide written permission for your child to be present without access to medication.

**Medical Statements and Immunizations**

Upon enrollment, a written statement must be provided signed by a health care provider verifying that the child is able to participate in child day care and currently appears to be free from contagious and communicable diseases. A child in care medical statement (provided by OCFS) must be completed within the 12 months preceding the date of enrollment.

The program will **only** accept children that are up-to-date on all vaccines. Documentation of vaccines must be provided, and vaccines must remain current. Updated documentation will be required when a new vaccine(s) is received.

**Emergency Contacts**

Each child must have on file a list of names and numbers of emergency contacts. The emergency contacts are persons in the area who are authorized by the parent to pick-up and drop-off the child in case of illness or emergencies when the parent cannot be reached.

Please be sure all contacts are over the age of 18 and are aware that they have been listed. Identification will be required if the provider is unfamiliar with an individual.

If a parent cannot be reached by their regular number, an alternative number must be left with the provider.

It is the responsibility of the parent to update information within five days of changes.

**Daily Health Check**

As a licensed daycare provider, I am **required** to complete daily health checks upon arrival and before parents leave. If a child is sleeping upon arrival I am required to wake the child and complete a daily health check. The morning health check is an opportunity to ensure the child is well enough to participate in the program and to gather any important information from parents.

Children will be monitored throughout the day, and parents will be notified immediately of any change of if the child’s condition in care exceeds what the program can safely provide.

**Universal Health Precautions**

Staff and children’s hands are washed before preparing, handling or eating food, after toileting or diapering, after contact with bodily fluids, and any time they are soiled.

Tissues and hand sanitizer are available upon arrival.

Please refrain from bringing ill siblings and other family members into the child care home during drop-off or pick-up.

**Minor Injuries**

Bumps and scratches are inevitable even though every effort is made to keep the children safe through adult supervision and child-proofing. Please expect that children may experience a minor scrape or bruise during regular play.

An incident report will be issued for any injury that draws blood and a copy will be given to you.

**Medical and Dental Emergencies**

If an emergency injury occurs, emergency personnel (911) will be called first and the parent called next. When appropriate, the provider will administer first aid to the child.

If necessary a child may be transported by ambulance to the hospital. If you indicated a hospital preference on your blue card, we will try to go to your hospital of choice. If available, a substitute may be called to stay with the children while the provider accompanies the child until the parent or emergency contact arrives.

An incident report will be completed and a copy will be given to the parent. The provider will immediately report the incident to the licensing office.

**The parent is responsible for any costs involved in medical treatment, including any transportation required.**

**Cleaning and Disinfecting**

Little Scholars view cleaning as a team effort. We make BIG messes, and we all do our part to clean up. Please reinforce this standard at pick-up.

All toys, surfaces, and floors will be cleaned and disinfected on a regular basis and in accordance to licensing standards.

We set aside a short time each Friday to deep clean the program in addition to daily cleaning and disinfecting.

**Behavior and Guidance**

**Child Care Rules**

The following rules are to be followed by everyone at the daycare:

* Helping hands
* Listening ears
* Respectful words
* Walking feet (inside)

There are three principles our daycare rules are based on:

* You may not hurt yourself
* You may not hurt others
* You may not hurt things

I will teach all of the children that we use our hands constructively to help each other and use gentle touches.

We listen to each other and respect personal space.

We speak respectfully to one another and ask politely for things.

Our feet are used for walking, not kicking or running indoors.

**Positive Discipline**

The provider will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

* Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior
* Reminding a child of behavior daily using clear, positive statements
* Redirection of negative behavior using positive statements
* Using brief supervised separation or time out from the group, when appropriate for the child’s age and development. This is used infrequently and only as a logical consequence (e.g., if you hurt the group, you need time away from the group).

**Withdrawal and Termination**

**Parent Withdrawal**

In the event that a family needs to withdraw from child care and cancel the child care services agreement, a two-week written notice will be required. Your deposit is non-refundable, but does apply to the last 3 weeks of scheduled care. If your child leaves the program early, no refund is given and this deposit does not apply to care.

**Provider Termination**

Generally, I will give written notice if for any reason I am unable to continue providing care for your child(ren).

In some cases, immediate termination will occur if actions on the parent or child’s part interferes with the safety or overall quality of care of children/families enrolled.

Immediate termination can occur for the following reasons:

* Disrespectful, physical and/or verbal abuse to others, property and/or to provider
* Failure to pay in a timely manner
* Repeated late pick up/drop off
* Lack of compliance with handbook policies
* Failure to disclose contagious illness that puts children/provider at risk
* Failure to complete required forms by deadlines
* Lack of parental cooperation
* Failure of child to adjust to care
* My inability to meet the child’s needs
* Serious illness of child or provider
* Disregarding privacy of provider or other children/families

If care is terminated by the provider, your deposit will be returned.

**Additional Information**

**Substitutes**

\*\*During the summer, substitutes are only used in case of emergency.

Sometimes a substitute for the daycare may be required. All substitutes working with children will follow and meet all requirements set forth by licensing and have he same responsibilities as the daycare provider.

If at any time the provider needs to physically leave the property and use a substitute, notification will be provided as far in advance as possible. These dates are listed on the newsletter calendar or you will be notified via text. This does not include situations of urgent nature.

**Policy Revisions**

Revision to policies in the handbook or contract will be made a minimum of two weeks before they take effect unless it is a new state regulation. State regulations take effect immediately.

In the case of situations not covered in the handbook, individual consideration will be made dependent on the circumstances and the ability of the provider to accommodate.

The provider reserves the right to waive policies without voiding the contract at her discretion.