
Little Footprint of Joana



Parent Handbook 2018-2019

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Little Footprint of Joana:

Little Footprint of Joana is devoted to providing a safe and nurturing environment to encourage meaningful learning. Through a collaborative effort, my staff and I are committed to the vision that each child will meet the highest standards of social/educational excellence. The children at Little Footprint of Joana should be successful, lifelong learners prepared for the future. They will be empowered to strive for excellence, to love learning, and maximize their potential by:

- Providing a nurturing environment
- Provide a fun environment
- Provide a learning environment
- Provide a safe and orderly environment

Typical Daily Routines

- Arrival and Greetings
- Breakfast
- Circle Time (Storytelling, Show and Tell, Games, etc)
- Outdoor play
- Story Time
- Nap Time
- Bathroom/Diaper Change
- Free Play
- Snack time
- Clean up
- Lunch
- Arts and Craft
- Parent arrival

Typical Activities

- **Free Play:** Children have a choice of – blocks, toys, Legos, arts and crafts, and many watch limited television or video tapes etc.
- **Group Play:** Singing, dancing, play acting, duck duck goose, Simon Says, reading, circle time, etc.
- **Celebrations:** Include Birthdays/Holiday parties
- **Language:** Nursery rhymes, reading to the children, stimulus pictures or objects to encourage verbalization

Curriculum

With a customized curriculum tailored to each child's individual needs, our mission is to exceed developmental milestones. We ensure that each child partakes in activities such as active play, circle time, free play, story time, arts and craft

Goals for Activities

Cognitive Development:

- Recognize objects, people, and self
- Imitate actions of others
- Develop decision making capabilities
- Develop problem solving skills
- Develop language skills
- Develop planning skills

Emotional Development:

- Develop self-control
- Develop a positive self-image
- Develop self-understanding
- Develop the ability to stick with a task and complete it

Social Development:

- Acquire social skills
- Develop cooperation skills
- Learn to respect other people
- Learn to appreciate and value differences

Physical Development:

- Refine sensory abilities
- Develop large muscle abilities
- Develop small muscle abilities
- Develop hand eye coordination

Days/Hours of Operation:

Child care is available Monday through Friday 7am-6pm. Actual days and hours are determined by the parent/ guardian's individual needs. We close promptly at 6:00 pm. NO EXCEPTIONS!

Enrollment Fees:

There is a \$50 fee to ensure your child's spot. It must be paid the day you agree to enroll your child.

Paid Holidays

- New Years Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day and the day after
- Christmas Eve, and Christmas Day

Please note: When the holiday falls on a Saturday or Sunday, the acknowledged Federal/State holiday prevails; i.e. if the holiday falls on a Saturday, I will close in observance of the holiday the Friday before. If the holiday falls on a Sunday, I will close the following Monday)

Vacations

Each calendar year, Little Footprint of Joana will close for two weeks of PAID vacation. Every effort will be made to give all parents as much notice of any vacation taken, with a minimum of 30 days. Payment is required for provider vacations. If payment is not made prior to the provider's vacation, the family may forfeit their child's space. Parents are responsible for making other arrangements for care while Little Footprint of Joana is closed. On addition to, same rule applies for parents going on vacation. Your payment should be given or sent in advance as not to be considered a past due amount.

Please respect that when Little Footprint of Joana is closed for vacation, I am taking this time to rest and to be with my family, or just to catch up on home duties. I need this time out to maintain the energy level it takes to give your child the quality care he/she deserves. You must notify the daycare if your child will be going on vacation anytime other than the time mentioned.

Personal Days

Little Footprint of Joana is allotted up to five (5) PAID PERSONAL days each calendar year. These days will be used for an urgent need, sickness, funeral, etc with little notification. Parents are responsible for making alternate arrangements for childcare on provider's personal day.

Please note: I do observe the right to close for any reason in which I cannot operate in a safe manner. i.e loss of electricity, water, heat or in extreme circumstances loss of air conditioning, and medical epidemics. Child care fees are paid for any of these occurrences

Fee Payment Guidelines:

Payments are due on Monday of EVERY WEEK! If you DO NOT have your payment at drop off, please do not bring your child for me to care.

Past due payments – A \$10 past due payment fee (per child) applies for any payment not received on Monday morning before the week begins. All children with outstanding balances will not be permitted to return to childcare until both the payment and the late fee are paid in FULL. All the payments must be in CASH. NO PERSONAL CHECKS ALLOWED. Non-payment or consistent past due payments is cause for termination immediately without 2 weeks' notice.

Part time-- Is 1 to 2 days a week! (Responsible for daily fee)

Fulltime—Is 3-5 days a week! (Responsible for weekly fee)

Please note that my weekly fees are from 6am-6pm! Anything after 6pm is an additional fee and will be determined based on the parent's schedule.

THERE ARE NO REDUCTIONS FOR ABSENCED, HOLIDAYS, VACATIONS IN WHICH FEES ARE DUE PRIOR TO YOUR VACATION OTHERWISE YOUR CHILDS SPOT IS NOT GUARANTEED!! NO EXCEPTIONS!!!!

Drop-off and Pick-up Schedules

A drop off and pick up schedule is required upon enrollment (included with the enrollment packet). Please state the actual times that you will be dropping off and picking up your child on the form. Please be as specific as possible, and allow yourself enough travel time to and from the childcare.

Early drop off:

Any care needed prior to my normal opening time or after 6:00pm will need to be scheduled at least by Friday prompt to the week care is needed. Thus, there will be a charge of \$20 for care prior to normal opening time and/ or after 6pm. Payment for this additional time is due on Monday along with the weekly fees. **NO EXCEPTIONS!**

Late Drop off/Pick up:

It is imperative that your child is picked up/ dropped off ON TIME. It is very important for my staff and I to know our daily schedule so we can transition from one activity to another accordingly. **If your child is not dropped off prior to 10:00 A.M, please keep your child at home as it becomes a major setback in our daily routine and program.**

\$1 per minutes' late fee past out agreed pick up time will be added to your weekly fee.

Excessive late pick-up will result in termination services!

Absences:

If your child is absent for the week, payment must be received the Friday prior to the scheduled absence to secure your child's space. Payment not received by Monday morning will be charged a \$10 per day late fee and will risk losing your child's space.

Attendance/Punctuality:

Children who have excessive absences will be terminated. We cannot hold vacant spots as we are trying to accommodate all our parents in need of childcare assistance.

You are paying for your child's slot as well as for my services

No-Shows/No Calls:

Please be courteous and phone (or text) me if your child will not be attending that day. Two consecutive no show no call may be grounds for immediate expulsion at my discretion. You will be responsible for two weeks' tuition.

Leave of Absence:

I cannot hold a child's space while you are not working, on maternity leave, etc. Unless you continue to pay for your child's full tuition/space.

Receipts:

Receipts will be given upon request. You will receive a year-end tax statement by the end of January with the total amount paid for childcare services from the previous year.

Sign IN/OUT

All children must be signed in and out of daycare program mandated by New York State office of Children and Family Services.

Release of Children:

It is important that I protect your child by ensuring that your child does not leave my home with a person you have not authorized on your "Daycare Registration Form" to pick up your child. Also, please tell me when someone else that you have authorized on your "Child Information Card" will be picking up your child. Even if it is an emergency, I must have your permission to release your child to someone other than you. I will need the person's name and a description of what he or she looks like. The person picking up your child must show a government issued picture ID before I release your child from my care. All escorts must be 18 years or older.

Transportation:

It will be very rare, but there may be instances when your child may need to ride in an automobile or van. I will ask for written permission unless it is an emergency.

Nutrition:

Our daycare provides a nutritional breakfast, lunch and snack daily at no extra charge. Breakfast is served upon arrival until 9:30am. No child will be served breakfast after the scheduling serving time. If you wish for your child to eat after said times, it is your responsibility to provide your child with breakfast and supervise him/her.

If your child has any food allergy, a physician must write a letter specifically indicating which food items the child is allergic to. Outside food (except for snacks) is permitted unless your child is on a special diet authorized by a nutritionist or physician. If you decide to provide your child with a special snack, please be advised that it will not be given to your child unless it is nutritious.

Toys from Home:

PLEASE DO NOT ALLOW YOUR CHILD TO BRING TOYS FROM HOME. Anything brought will be put away safely until the child is picked up. I encourage respect from others and this includes sharing. Often, children have a hard-time-sharing toys they bring from home.

Supplies:

For infants (6 weeks – 24 months) – parents are responsible to bring pampers, formula, ointments, wipes, change of clothes, blankets, to meet the individual needs of your child

For toddlers (24 months – 5 years old) – parents are responsible to provide diapers/pull ups, wipes, a blanket, and a change of clothes to meet the individual needs of your child

For children 5 and older – parents are responsible to provide a change of clothes.

I will supply sleeping cots, portable cribs/playpens. If your child has a favorite sleeping stuffed toy, he/she may bring it with them to sleep with. **Parents are to label each item with their child's first and last name.**

Medicals:

State law requires that every child in a childcare/ preschool setting have an up to date statement, of health (or physical), signed by a physician. This is a requirement that must be met prior to your child's first day. A new health statement will be required annually from the date of the physical. Your child must remain up-to-date with his or her immunizations. Please provide us with a copy of your child's immunizations record when he/she she received any new immunizations.

Please do not bring your child to school if he/she is feeling ill. I will contact you to come and get your child in the event he or she becomes ill while in my care. You will have one hour (dependent upon situation) from the time I call and speak with you to pick up your child.

Illness/Accident:

One of my responsibilities as a daycare provider is to prevent the children in my care from passing illness back and forth among themselves. Every effort is made to ensure a safe and accident free environment. However, occasionally a child might fall and scrape a knee or bump their head. Should your child get hurt, you will be notified. If a child becomes ill or as an accident in our daycare, you will be contacted and asked to take him/her home or to the doctor. We must be able to contact you or a family member always. Please remember that we cannot keep ill children in our daycare.

I will not care for any child with the following:

- Diagnosed/suspected contagious illness
- Pinkeye, or any discharge of any kind from the eye(s)
- Vomiting within the last 24 hours
- Diarrhea within the last 24 hours
- A fever of 100 degrees or above
- Unusual skin rash
- head lice

Parents can help to control the spread of disease by:

- Keeping the child home when signs of illness appear
- Taking the child to the doctor
- Teaching the child to cover their nose or mouth when sneezing or coughing
- Teaching the child to wash his/her hands carefully

Discipline:

I express my disapproval (without attacking character). I state my expectations and show your child how to make amends. I give choices, and in extreme situations a child may be given a "time out" because at times a child may be having trouble making choices of their own and they just may need a couple of minutes to calm down, and think about their choices. No physical discipline is ever used in my care.

The goal of discipline is to help children see the sense in acting a certain way. This is a time-consuming task, and it is important we remain realistic in the expectation of the behavior of each child. The child's developmental age and stage must be taken into consideration.

I will be very direct in letting you know of problems as they arise. If there are any problems that concern you as a parent or me as a provider, please discuss them with me openly and honestly. Comments and suggestions are always welcomed.

Withdrawal/Termination:

Parent/Guardian will give two weeks written notice, and two weeks' full payment to terminate your child's enrollment in child care regardless as to whether your child is present. If two weeks' notice is not given you are still financially obligated for the two weeks of child care fees and past due payments. We have the right to terminate a child for behavioral or medical needs that cannot be met by the program. You will be given notice should termination be necessary.

Results for Termination:

- Non-compliance of daycare program rules and procedures
- Non-payment of fees
- Excessive absences/lateness
- Ongoing disruptive behavior

Damage to Property:

Children are expected to be respectful to individual property and furnishings (including personal belongings of other children in care). Normal wear and tear is anticipated. However, parents will be responsible for intentional damage to property (including toys) through destructive behavior. Reimbursement is due with the following weeks tuition.

Expulsion:

In the event, I should ever find it necessary to end out business agreement, I will give the parent a two-week written notice. Except for reasons such as (but not limited to):

- Destructive uncontrollable or violent behaviors
- Habitual tardiness in pickup of child
- Excessive absences without notice
- Lateness of payment or nonpayment
- Lack of parental cooperation
- Failure to maintain required supplies for child(ren)
- Failure to comply with required enrollment and health forms

These situations will be grounds for immediate expulsion. If it becomes necessary for me to resort to legal action to collect fees, the parent(s) will be responsible for any legal fees incurred by Little Footprint of Joana

All personal items must be removed from the preschool upon termination of serviced. Due to space constraints, any personal belongings not picked up after 14 days from said termination date will be donated to the local Goodwill or other charities.

Miscellaneous:

I reserve the right to make changes and to update the Policy Handbook throughout the year. Parents will be notified in writing should a change in policies occur. If needed, I will update my contract to comply with any changes made.

Please note, that we do sanitize the floors, toys, chairs, tables, playpens daily. It is mandated by the New York State office of children and family services.

A few Last thoughts:

- Take an interest in your child's activities and development at day care, and share your child's habits, fears, and concerns with me
- Read all correspondence given to you, and those posted. Promptly sign and return those forms needing to be signed
- Remember that you are responsible for your child while on my premises so please remain in complete contact with your child during that time
- Call me! Your concerns and feedback are important to me

Thank you for choosing Little Footprint of Joana!

Visit our website at: www.littlefootprintofjoana.com