

PARENT HANDBOOK

COLUMBIA-GREENE COMMUNITY COLLEGE

DAY CARE CENTER



Fall 2023 SEMESTER

Students, Staff & Community

Reasonable Rates

Flextime Available

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Ages 3 to 5 years

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Introduction

The Columbia Greene Community College Day Care Center offers a program designed to stimulate cognitive development, as well as social/ emotional growth. The center is available to children ranging in age from 3 years through 5 years. While the center is available to all college and college related personnel, as well as Community when space is available, first priority will be given to the children of students. The center accommodates the children while their parents are attending classes, pursuing a college related activity or working. While the children do not necessarily come to school every day, your contract will be billed for a minimum of three hours each day they are scheduled to attend. Afternoon children must be in the center by 12:30.

Hours of Operation

The Day Care Center is open from 7:30 AM to 5:00 PM Monday through Thursday and 7:30 AM to 4:00 PM on Friday, in accordance with the college schedule.

Fees	<u>Students, Faculty, Staff, Community</u>	<u>Students Not Receiving Block Grant</u>
Weekly	\$245.00	\$195.00
Daily	\$51.00	\$41.00
Part-Day	\$34.00	\$24.00
Drop-In (Hourly)	\$9.00	\$8.00
Late/Early Fee (Hourly)	\$10.00	\$10.00

Weekly = 30 or more hours over the course of 5 or fewer days in a single week.

Daily = less than 30 hours over the course of 5 or fewer days in a single week and for at least 6 but fewer than 12 hours per day.

Part-Day = at least 3 but fewer than 6 hours per day.

Drop-In (Hourly) = any prearranged time beyond contracted hours.

Late/Early Fee (Hourly) = any time before or after contracted hours not arranged in advance.

Second Child Discount = 15% off weekly, daily or part-day rates.

Registration

A non-refundable registration fee of \$15.00 will be charged at the time you register your child. Please return all forms to the Day Care Center.

Medical Forms

Medical forms, updated physical and immunization records, must be completed and returned no later than your child's start date. Failure to meet this deadline can result in your child being dismissed from the Day Care Center. **PLEASE SEE ATTACHED UPDATED EXPLANATION OF REQUIREMENTS FOR VACCINATIONS FROM THE DEPARTMENT OF HEALTH.**

The Daily Program

The Curriculum

The curriculum of an early childhood facility is the on-going process affecting all areas of the child's day and not isolated subjects introduced throughout the day as in a public school. Social, emotional, physical and intellectual areas of development are affected as each child grows from the experience afforded him/her at the center. A child learns new information and has familiar information reinforced through each activity. Through the process of participating in a comprehensive curriculum, each child becomes aware of themselves as well as becoming aware of those around him/her and the dynamics of the interaction that develops. Ultimately, our goal is that the child will develop self-respect as well as respect for others.

Children learn through play. As they interact with their environment and the people in it, they make new discoveries. New concepts are interpreted with new words and sentences. With the use of carefully selected equipment and materials, much learning happens incidentally and informally. Other times, but with a respect for the nature of the young child, teachers will elect to teach in a more direct manner.

To enable each child to develop and meet the goals we have set, the curriculum provides for various areas of exploration and discovery. Teachers are expected to model behavior that encourages children to develop observing, listening and problem-solving skills. Opportunities to make choices, assume responsibility and express oneself through a variety of mediums are presented often throughout the day.

The development of competence and independence are fostered by encouraging children to realize their capabilities and recognize their accomplishments. Children are positively reinforced as they help themselves, but they are also encouraged to ask for assistance when they need it.

Our curriculum is divided onto three categories for convenience:

- I. Social Studies All Around Us.
- II. Science for Us.
- III. Readiness Skills.

I SOCIAL STUDIES ALL AROUND US

- A. Special Person Week
- B. Families and cultural differences
- C. Community Helpers: their jobs and tool of the trade [Doctors, Nurses, Paramedics, Policemen, Firefighter, Teachers, Postmen, Construction worker, Bus Driver and others]
- D. Safety:
 - 1. Abduction prevention - "Don't Talk to Strangers"
 - 2. Seasonal Safety
 - 3. Automobile Safety
 - 4. Fire Prevention
- E. Health and Hygiene
- F. Communication
- G. Transportation and Machines
- H. Recycling and Conservation
- I. Manners, Sharing and Feelings

II SCIENCE FOR US

- A. Four Food Groups
- B. Heart Week
- C. Human Skeleton and Body
- D. The Five Senses
- E. Weather
- F. Animals in Winter, Animals At Night, Animals In Captivity and Farm Animals
- G. Hibernation
- H. Ocean Life
- I. Seeds and Plants
- J. Solar System
- K. Dinosaurs
- L. Bird and Bugs
- M. Changing Seasons
- N. Life Cycles
- O. The Rainforest

III READINESS SKILLS

- A. Color Recognition
- B. Hand -Eye Coordination
- C. Shape Recognition
- D. Counting
- E. One-to-One Correspondence
- F. Classification
- G. Association
- H. Part/Whole Relationship
- I. Size - Biggest, Smallest, Tallest, Shortest
- J. Number Recognition
- K. Spatial Concepts
- L. Things That Go Together
- M. Estimation
- N. Measuring
- O. Opposites
- P. Rhyming
- Q. Time Sequencing
- R. Visual Discrimination
- S. Letter Recognition
- T. Letter Writing [if the child is ready]

Philosophy / Mission Statement

To provide a positive learning experience while also providing reliable, affordable, top quality child care for 3-5 year old children of students of Columbia-Greene Community College as well as Faculty, Staff and Community.

To promote the social, emotional, physical and intellectual growth of each child while providing a warm, caring, nurturing environment for the strong development of the powers of imagination and creativity.

Goals for the Children

Five goals for children are strictly followed:

1. To instill a positive self-image in each child.
2. To provide a safe, secure, accepting, and happy environment.
3. To encourage children to become independent so that eventually they become functioning, contributing members of society.
4. To respect each child as an individual who has special needs, capabilities and potential.
5. To foster the social, emotional, mental and physical growth of each child by:
 - a. exposing the children to a variety of creative experiences.
 - b. encouraging children to become more aware of their surroundings.
 - c. enabling the children to develop their senses.
 - d. fostering language development.

Goals for the Program

1. To develop a workable philosophy of early childhood that can serve our center and the parents of our children. This philosophy will grow and change with the needs of the staff, parents and children.
2. To serve as a model program for the community and to encourage and support the growth of early childhood centers of all types and to continuously strive for quality child care by evaluating our program on a regular and frequent basis.
3. To hire staff and enroll children from all incomes, races and creeds as part of the Day Care Center.
4. To become an extension of the families we serve, relieve childcare pressures for students so their morale and performance are better and to provide dependable childcare, in order for parents to attend classes.
5. To provide time for parents to meet with their teachers and advisers to discuss school.

Daily Schedule

7:30 AM	Free play/table toys
9:00 AM	Art Activity/Supervised learning activity/one-on-one correspondence (ie. name practicing, cutting, fine motor skills, color practice, number practice)
10:30 AM	Snack
10:45 AM	Calendar - formal group instruction
11:00 AM	Supervised learning activity/ sensory room/ table toys
11:30 AM	Outdoor play/ indoor games if inclement weather (large motor skills)
12:15 PM	Circle time- songs and fingerplays
12:30 PM	Lunch
1:00 PM	Free play/ Outdoor play/ sensory room/ playdoh/ shaving cream/ table toys
1:45 PM	Story/ quiet activity
2:00 PM	Rest time
3:30 PM	Story / table toys (fine motor skills)
4:15 PM	Snack
4:30 - 5:00 PM	Indoor play

Policies and Procedures

The center operates with a set of policies and procedures. Each parent is expected to become familiar with the information and assume the responsibility once he/she signs the contract agreement for childcare services. Parents will be notified in writing prior to any changes made in these policies and procedures becoming effective. The Center is licensed by the New York State Office of Children and Family Services. Our Center's policies are in compliance with the New York State Child Day Care Center Regulations. We are required by law to follow these regulations in order to provide the safest and highest quality care for all children.

Parent Fees and Attendance

Day Care contracted fees are due and payable on the first day of the week your child is in the center. No exceptions will be made concerning lack of payment at the appropriate time. Parents wishing to do so, may pay for more than one week in advance. Those parents anticipating a problem meeting their payment should share their concerns with the Director before a problem arises. When the child is enrolled, the parent signs an agreement form stating the amount of time he/she needs the service for the child. Each child is expected to be in the center for only the amount of time agreed upon. The parent fee remains constant regardless of the child's attendance. This is necessary since our daily costs remain constant whether your child is at the center or not. You will be charged an early/late fee for any additional time.

"Drop In"

In the event that a parent anticipates needing the center for more time than the agreed upon hours, we must be notified in advance. You will be expected to pay the additional fee the first day of the following week with that week's payment.

Change in Schedule - Amendment to Contract

In the event that you find your schedule changing, reflecting a need to increase the amount of hours your child uses the center, you may complete and file an Amendment form to your initial agreement which will reflect a change in your schedule and parent fee accordingly. This must be done the week before the change of schedule goes into effect. There is no charge for changes during the first two weeks of the semester. **There is a \$5.00 charge for any additional changes after that period of time.**

Pre-registration Policy

Any parent(s) wishing to register their child in the Day Care must complete and submit all registration papers to the office a minimum of one week prior to the child's possible admittance. The Director, after reviewing the paperwork may ask the parent(s) to bring the child in to meet the Director and/or head classroom teachers.

The decision of whether any particular child is admitted into the program shall be left to the sole and absolute discretion of the Director of the Day Care Center. The Director retains the right to refuse admittance to any child whose behavior she feels may pose a threat to the safety and/or welfare of the other children, staff or self.

The Day Care reserves the right to require that parents provide references and the names and addresses of all day care providers to which a child has attended in the past, together with the reasons for the termination of any past day care relationship.

Additionally, if during the initial meeting or after admittance a child exhibits behavior the Director or head classroom teachers feel requires additional attention and/or resources, a screening may be required to ascertain the child's needs. Failure to cooperate in obtaining such a screening may be grounds for dismissal. This is a continuum of the high quality of care that we provide for each child enrolled in our program.

Involuntary Withdrawal

A parent may be asked to withdraw their child from Day Care under certain circumstances. This will be done only after alternative measures have been pursued. The following may constitute cause for involuntary withdrawal of a child from Day Care:

Violence: Any intentional action that is intended to injure another student or a staff member or one's self.

Repeated non-adherence to scheduled time: If a parent continues to bring their child to the Center before their scheduled time or picks their child up past the time that they are scheduled to leave the Center, a parent will be told of this situation when it is noted. It will be explained that there are State regulated ratios that must be followed and that by not keeping to their scheduled times they are jeopardizing our license.

Physical: State law requires that each child in Day Care have a recent physical on file. This completed medical form must be returned to Day Care no later than the second Monday that the Center is in operation for the semester. A record of a child's immunizations must be on record the first day of classes for the semester.

Non-payment: Any account that is more than two weeks behind in payment with no guaranteed Financial Aid in place.

Withdrawal from Daycare

Any parent that finds that they need to withdraw their child from the Day Care Center must do so by filling out and signing a withdrawal form at the office. The withdrawal will take effect one week from the date the signed form is turned in. Parents or guardians should also be aware that they are responsible for any balance that remains outstanding on their account.

Early/Late Pick-Up Policy

A parent who is early leaving their child off at the Center or is late picking up a child without notifying the Center in advance will be charged \$10.00/hour beyond the contracted time. Any child not picked up before closing will pay the salaries of the teachers required to stay, plus the late fee.

Arrival

Please use the main entrance when coming into the center. A parent / guardian must always bring the child in. Please have your child punch his / her time card as you enter. You will need to take your child to his / her room. He may need help putting away his outer clothing. When bringing your child into the classroom make sure the teacher or teachers assistant sees you before you leave. It is important to give the teacher any information she should know about your child at that time.

Departure

Only you and the person on your child's pick up list will be permitted to pick up your child from the center. If you anticipate the need to have someone else pick up your child you must fill out a form that will state the name of the person and approximate time he / she will be picking up your child. For single parents or anyone experiencing difficulty with the child's other parent, the only way we can legally deny the other parent the child is with a court order. If you have such a court order that prohibits the other parent from having the child during the time that includes the child's scheduled enrolled time with us, please file a copy of the court order with our office.

Clothing

Active indoor and outdoor play is a regular part of our school day. Please dress your child in clothing that is suitable for running, climbing and other vigorous activities. Clothing should also be appropriate for the weather. Because the children work in paint, clay and other messy materials, they should wear clothes that can be laundered easily.

Sneakers and shoes with rubber soles are recommended. Clogs and sandals are not permitted because of the safety hazard they present. Boots cannot be worn inside in place of sneakers or shoes as they may become wet from outside play and they also cause the children to stumble.

Special or dressy clothes should be reserved for elsewhere. This type of clothing often inhibits a child from taking full advantage of the program.

Children must be potty-trained in order to attend daycare as per our regulation rules. They may not wear diapers or pull-ups. Two childcare providers will supervise and assist a toddler and/or preschooler in the bathroom during a potty accident. A complete change of clothing is essential. Please label all clothing with your child's name. We reserve the right to label clothing that comes to us unlabeled.

Lunch / Snacks

Our lunch is provided by Chartwells Food Service, which is located in the main building of the College. It is brought over to Day Care in an insulated carrier. The Cafeteria is inspected annually by the New York State Health Department. The menus are from Chartwells' nutritionist. Due to COVID 19 Chartwells' does not know if they will be returning to the campus. As of now parents are responsible for packing their child's lunch daily.

Snacks are prepared and served daily by Day Care Staff.

Rest Time

Each child will be given an opportunity to rest on a cot in an appropriate classroom. Soft music will be played, lights dimmed and the area will be supervised by teachers. Rest time will begin at 2:00pm. For non-sleeping children, books and quiet activities will be provided. Please see attached Nap Agreement.

Daily Communication

Direct communication will be in your child's cubby or through email and announcements and general information will be posted on the bulletin board in the entrance area. Please feel free to approach the Director or your child's teacher when you have information to share, questions to ask, or need someone to talk to. When filling out your child's schedule give yourself 10 -15 minutes when you drop off your child and when you pick him or her up again. This will allow for communication on a regular basis which helps everyone adjust to the new situation and keeps the home and center familiar.

Illness

If your child becomes ill while he / she is at the center, you will be notified and asked to make appropriate arrangements for your child's care until he / she is healthy enough to return. In the interest of the other children the following symptoms will be designated as symptoms of impending or existing illness.

- vomiting
- loose bowels
- severe coughing, sneezing and/or runny nose, fever (your child may return to day care 24 hours after fever breaks without the use of fever reducing medication)
- glandular swelling
- unusual fatigue and/or irritability, teary, inflamed eyes sore throat
- unidentified skin rash parasitic infestation

Parents are asked to assume the responsibility of keeping a child at home if there is any doubt about the child's fitness to participate in the activities in the center. Whenever your child has been exposed to a communicable disease [e.g. chicken pox, strep throat, head lice, etc.] please report it to the Director. If your child is on an antibiotic, they may return to day care 24 hours after the first dose.

Medical Emergencies

There will be times when medical attention may be necessary for your child. Every attempt will be made to contact you first which is why it is vital for you to notify us of any change in your schedule, if you plan on leaving campus or if your emergency person or their phone number has changed.

Parent and Staff Negotiating Policy

In the event that a parent finds that they have a difference of opinion with a staff member regarding their child, there is a set procedure that must be followed.

1. Every effort should be made between the parent and the staff member for open communication to address the situation as soon as it is apparent that a difference of opinion exists.
2. In the event that a fair and equitable resolution to the situation cannot be reached between the parent and staff member, they may request that a meeting be scheduled with the Director of the Center. This will be held at the earliest convenience of all parties involved.
3. If once the meeting is held between the Director, staff member and parent and every effort has been made to come to a conclusion that meets with the concerns of all involved and supports the best interests of the child, and still no equitable solution can be reached, the final step may be requested.
4. The last step in the negotiation procedure is to request a meeting with the Dean of Students. This will be held at the Dean's convenience and all involved parties must be present. The decision of the Dean will be final.

School Schedule

Please be advised the Columbia Greene Community College Day Care Center follows its own schedule, separate from the college schedule. However, when the main College closes for inclement weather or other emergencies, the Day Care Center must also close. It is very important that you have an emergency person that can pick up your child if you cannot be reached. Please make sure that your emergency person has a car seat for your child.

If the daycare is closed due to circumstances beyond our control, you will still be responsible for payment for that day.

If you choose to keep your child home for whatever reason on a day when he/she is scheduled to attend, and the daycare is open, you will be billed for that day.

Parking

Due to limited parking in the Day Care parking lot we must request that you not leave your car here while attending classes. Parking is for staff and for parents to drop off and pick up children only.

Staff Supervision Policy

Background Screenings

OCFS mandates background screening for all day care center workers (FORMS: LDSS-3370, OCFS-4930, OCFS-6001, OCFS-6002, OCFS-6003, OCFS-6004, OCFS-6005, OCFS-6022 found on ocfs.ny.gov) NY state prohibits sex offenders from working with or around children. These standards apply to day care volunteers as well as paid employees.

Age, Education and Experience

Many states require childcare personnel to be at least 18 years of age, especially those responsible for the direct supervision of the children. All staff members should have knowledge in areas relating to nutrition, sanitation and hygiene, communicating with children, recognition of illness, CPR, first aid, appropriate discipline techniques and child development, and are required to have 15 hours annually of training pertaining to child care development.

Child Safety

Personnel are expected to know proper protocol when a child reports or alludes to physical or sexual abuse. Staff members are required to have training in recognizing the signs of abuse and the proper way to report the information to the appropriate authorities. All staff members are mandated reporters, In the event of an alleged incident the following organization will be contacted: New York State Office of Family Services P: 1 (800) 342-3720. In addition, staff members must know the symptoms of common communicable diseases and how to prevent the spread of germs. Knowledge of first aid is also required in the event a child suffers a minor injury.

The child day care program may take one or more of the following actions with regard to any staff or volunteer or other person who is the subject of a child abuse or maltreatment report involving a child while in attendance at the program:

- dismissal, suspension or transfer of any staff or volunteer or other person who is the subject of a child abuse or maltreatment report.
- increased supervision over a person who is the subject of a report.

There is 0 tolerance for a teacher babysitting a child that is registered at the day care center outside of school.

What is Bullying?

Bullying is behavior that intentionally cause distress to others.

It is characterized by the intention to hurt, frighten or intimidate another person.

Our staff will do the following things to prevent bullying and help children to feel safe at the center:

Prevention: Define, teach and acknowledge a program-wide culture where positive behavior is "expected."

Our goal is to create a positive program culture in which positive behaviors are explicitly taught and reinforced and all adults respond in a consistent way.

- Be accepting of each child's individual strengths, personal characteristics, family culture and background
- Be inclusive of all children in program activities and guide and encourage all children to do the same
- As appropriate, teach and promote effective communication and conflict resolution skills, social skills, respect for cultural and individual differences and self-esteem development
- Staff shall receive related professional development, including information about early warning signs of bullying behaviors and effective prevention/intervention strategies
- Closely supervise children in all areas
- Watch for signs of bullying and stop it when it happens

Staff Ratio

The director of the daycare is always in charge. In the event that the director is unavailable, the assistant director becomes the person in charge. If the director or assistant director are unavailable, the person in charge will be determined by the director/assistant director upon leaving.

In the event that a teacher is waiting for clearance and or a teacher is out due to illness or private reasons, a substitute will be provided to ensure ratios between student/teacher are met. If there is no substitute available, the assistant director/director will fill in where necessary.

Child Supervision Policy

Purpose of Policy

To ensure that staff are aware that every child in attendance at C-GCC Day Care Center must be supervised by a staff at all times.

3-4 year old room-ratio is 1:7

4-5 year old room-ratio is 1:8

Procedures for Child Supervision

All children upon arrival must be marked “in” on the daily attendance sheet. This must be done at the time when the child is released from the parent/guardian to the receiving staff upon arrival.

Daily attendance sheets must also record all children that are absent, on vacation, or absent due to illness.

Attendance clipboards are to be kept with each group of children at all times.

When beginning a shift staff must confirm verbally with the supervising staff on duty, the number of children in attendance and check this against the attendance clipboard.

Head counts of children are to be completed on a frequent basis throughout the day, minimally 2 to 3 times per hour. Head counts are to be checked against the attendance clipboard.

Head counts must be completed before and after a transition with a group of children from one activity area to another (e.g. Playroom to Playground).

In addition to headcount, when a group of children are in transition from one activity area to another, staff must retain close visual supervision of the children at all times during the transition (e.g. Children should not run ahead of the group).

All completed attendance sheets must be kept on file.

In some cases, special considerations/procedures are put in place to ensure supervision of specific children. The Center Supervisor/Designate will outline any special considerations/procedures currently in place at the location.

A daily record indicating arrivals, departures and absences helps to establish a rapid and accurate account of all children in the event of an emergency. Maintaining attendance records, in conjunction with constant supervision skills, is critical in ensuring the safety and well-being of the children in our care.

Supervision Skills and Techniques

- **Scanning** involves regularly glancing around the classroom and play yard to see what is happening with all the children and what they are doing.
- **Positioning** allows teachers to see all children. This means that the teachers do not clump together in one spot with their backs to the children. Together, teaching staff supervise children by positioning themselves to see and hear classroom and play yard activity at all times.
- **Listening** is used to enhance positioning and scanning techniques. When we listen to children at play, we are able to identify what is happening by the variety of sounds made. We can hear if everything is okay or if something is wrong.

- **Awareness** requires that teachers know the children in their care. Knowing includes understanding the child's range of skills, interests, ability to interact with others, and their current developmental skills. This allows a teacher to identify the past and present in an effort to inform the future. The ability to know what has happened, what is happening, and what is likely to happen guides our decision making.

Rules and Agreement

1. Children may not come to Day Care when they are sick.
2. Each child must have a complete change of clothing in his or her cubby labeled with his or her name.
3. Children are not to be dropped off at Day Care before their scheduled time, unless prearranged with the office.
4. All children must be picked up at their scheduled times. Day Care will bill the parent for the salaries of the employee required to stay for any child not picked up on time.
5. All Day Care accounts must be kept up to date.
6. Parents are to notify Day Care when their child is going to be absent.
7. Parents who want their child to come as a drop in, must check with the Director in advance.
8. We try to go out for play EVERY day. Please dress your child appropriately.
9. Children are to wear rubber soled shoes or sneakers every day. Clogs and sandals are not permitted and snow boots must be changed before entering the classroom. All of this is for safety reasons.
10. Please do not bring your child to the Center with gum, candy, soda or any type of "junk food." They are not allowed in Day Care.

I have read the above statements and understand and agree to abide by them.

I agree to pay the fee based on the number of hours I will need services for my child / children.

I understand the rest time routine for my child.

I understand that I am responsible for reading and abiding by the procedures in the Parent Handbook.

Child's Name

Date

Parent/Guardian Signature

