

# **PARENT MANUAL**

**SUNY CORTLAND CHILD CARE CENTER**  
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## **MISSION STATEMENT**

The SUNY Cortland Child Care Center is a private not-for-profit corporation which was established to provide quality developmentally appropriate programming and care for children. The Center partners with parents and provides a model of advocacy for children, families and teachers. Care is provided for the children of working and student parents of the campus community and community at large.

## **STATEMENT OF PHILOSOPHY**

The program is efficiently and effectively administered with attention to the needs and desires of the children, parents and staff. All programs are sufficiently staffed to meet the social, physical, emotional and cognitive developmental needs of enrolled children. The SUNY Cortland Child Care Center fosters the development of children and families through a warm and caring environment. This nurturing environment offers children varied and developmentally appropriate opportunities throughout the day. Our program respects the dignity, worth and uniqueness of each individual child, family and colleague. These developmentally appropriate programs are staffed by adults who understand child development, and who recognize and provide for children's needs. We believe that ongoing educational opportunities are important for all staff for their professional development, and that ongoing education enhances their abilities to provide the best possible practices for children. The Center is committed to the children's health and safety while parents are at work or school. The staff works in partnership with parents, communicating regularly to bring greater consistency between home and the Center families. We are committed to a leadership role in public policy regarding issues of care and education for children. We are committed to a philosophy of life long learning and maintaining a standard of excellence.

## **CHILD CARE CENTER'S HISTORY AND FUTURE**

The following is a brief history of the Center's beginning. In 1985, a number of faculty, staff, administrators and students on campus formed a committee to study the need for a child care Center at the College. The history was extensive and delays were frustrating, but the dedication of this committee, (which later became the Board of Directors), was undying. Grant proposals were written, needs assessments were conducted and a search began to locate an appropriate facility on Campus. When it became apparent that no available facility was acceptable, the Board investigated the possibility of a free-standing building. Approval to build was granted by SUNY Central, but the additional funds to finance this project were not available.

The \$1.2 million for three child care construction projects, (of which Cortland was one), was not included in the 1990-91 Governor's budget. At this point, college facilities which were considered earlier were reconsidered and the project then became a reality when the Twin Towers in-between area was approved by the appropriate offices to be the original Child Care Center. Grant monies were awarded from the NYS Labor Management Child Care Advisory Committee and SUNY Child Care Advisory Committee to begin the project. SUNY Grants continue to assist us with student tuition subsidies and operating costs each year.

The current Center opened in the fall of 2009. It expanded in size and added space for a total capacity of 106 children. The new Center is in the state of the art Education Building with the Child Care Center occupying the ground floor.

### **BOARD OF DIRECTORS**

The Board of Directors is responsible for formulating all policies governing the Center and its operations. The Board of Directors tries to develop policies which are fair and consistent and which allow the Center to operate in a way that is fiscally responsible.

The Board realizes that in some cases, parents may find themselves in special circumstances, which make customary Center policies a hardship. In such cases, parents should confer with the Center Director about the possibility of an exception. Decisions regarding exceptions are the responsibility of the Center Director, acting in consultation with the Board President and relevant Board committees when appropriate.

## **PARENTAL RIGHTS/COMMUNICATION**

### **Home/School Relations**

The relationship between your home and the Center is the foundation of our program. We believe that parents are the most important influence in a child's life. Communication between your home and the Center is encouraged and provided in a variety of ways: daily conversations notes, emails, meetings, bulletin boards, parent newsletters, parent conferences, Parent Organization and telephone calls. Several events are held throughout the year for families and staff. Parents/guardians are welcome visitors at all times.

A parent is required to visit the Center before a child is enrolled. Priority slots will be set aside for low income students at the Center as allocated money becomes available. Openings in the Center will be filled by the first age-appropriate child on the waiting list, giving children of NYS employees and employees' grandchildren represented by UUP, Council 82, PEF, GOER, CSEA, DC 37, AFSCME, GSEU, and Management Confidential unions, ASC and Research Foundation and SUNY Cortland students priority. At that time the parent(s) will meet with the Director. Enrollment procedures will be further explained on page 6.

Upon enrollment, the parent and child will visit the Center for a short period of time. This will familiarize the family with the Center. The parent will then be asked to provide some details about the child's development. This information will be kept on file for the caregivers to enable them to meet each child's individual needs. A parent manual will be given detailing the Center's program and policies.

Information regarding an individual child will not be discussed with anyone other than the Center's staff and/or authorized State agencies when necessary. In the event that a parent would like information released to another party, the Center will require a written request to do so. Parents are encouraged to visit the Center at any time. As parents visit, there is an opportunity for increased communication between the parents and the Center as well as within the parent/child relationship. The Center will hold an open house each year. This event can include the whole family. Parent/teacher conferences will be

scheduled twice each year. However, if a concern arises, a conference can be requested by the parent, the teacher, or the Director at any time.

Parental involvement is necessary to the continuing success of the program. Parents are encouraged to share time and talent, go on field trips and visit the program. We welcome the sharing of cultural practices and experiences of our families. Please share your ideas and suggestions with our staff. We welcome and invite your suggestions and participation in events and activities. A parent group will meet periodically to discuss the Center's needs and concerns and develop plans to address them. The group is called the SUNY Cortland Child Care Center Parent Organization. The Program Committee of the CCCC Board of Directors has the following suggestions for the purpose of the Parent Organization:

1. Foster communication between SUNY Cortland Child Care Center parents.
2. Foster communication between SUNY Cortland Child Care Center parents and the Board. This may be accomplished by the parents selecting a person to act as a liaison between the parents and the Board in a non-voting capacity.
3. Work cooperatively with the Board in fund-raising activities of the Center.
4. Provide opportunities for parents to increase their knowledge of child development and enhance their parenting skills.

Parents are expected to indicate to the staff the health and well-being of the child when arriving at the Center. A daily report will be kept for children from Infant to Toddler 2. This will give parents information about the day's activities, meals, successes, struggles, health issues and the child's general mood. Preschool 1,2 and 3 send out daily emails to inform the families about the day in the classroom. In addition, a monthly newsletter will be emailed home to keep parents informed of any new or changed policies, upcoming events, monthly menu and plans for the month. Menus and other announcements will be posted in each classroom. NYS OCFS Regulations for Child Care can be found on the round table in the Center entrance for parents to review at any time. The Center's license and certificate of NAEYC National Accreditation are displayed.

As children become ready and spaces open in the next age group, parents will be consulted concerning the child's transition to the next room. Transitioning schedules will be given to the parents as soon as they are set. Parents are welcome to request a conference before a move to a new room to discuss the child's adjustment. We will make every effort to provide continuity for children. We also strive to keep daily transitions between caregivers and groups to a minimum.

A permission card will be kept on file in the classroom indicating who may pick up the child. Children will not be released to anyone other than the custodial parents unless the parent requests, in writing, that the Center may do so. Identification may be requested. In the case of separated or divorced parents, a Family Information Form will be completed to indicate legal custody. In some cases, legal papers will be requested to indicate the custodial parent.

If transportation for a field trip is arranged by the Center, written consent will be necessary from the parent to allow the child to participate in that activity. If a parent chooses not to send their

child on a field trip, they will need to keep them home on that day.

The Center has a comprehensive liability policy. The Center also has accident insurance for children's injuries, which may occur at the Center or on field trips.

## **WAITING LIST PROCEDURES**

### **1. Basic Procedures**

- a. Spaces will be offered according to the **Admission Priority** and **Application Date**.
- b. Priority is given to children who have a sibling already attending the Center. (UPK is the exception)
- c. If a space becomes available, the Director offers the space under the conditions that the space is paid for according to the existing payment scale. Applicants are given 24 hours to respond to the offer. The space must be retained within six weeks of the date of availability. Special considerations for financial hardship can be made by the Director. A parent who does not want to reserve a space may refuse it. See items "d" & "e" below for policies regarding refusals.
- d. If a parent refuses a space, the Director offers it to the parent with the next earliest dated application in the highest priority category in which there are applications pending. The Director continues the process in this way, exhausting all the applications pending. The Director continues the process in each priority category before proceeding to the next category until the space is filled.
- e. A parent may continue to refuse an offer of an opening in the Center up to three times. At that time, the application is re-dated to the date of the last refusal.
- f. Applications will remain on file unless the applicant requests that the file become inactive.

## **ADMISSION POLICIES**

The process for admission is as follows:

1. A parent fills out the application form. If no opening is available, the child is placed on the waiting list according to the dated application.
2. When an opening does become available, the parent will be notified by the Director. The parent then supplies the required medical and Center documentation and pays a non-refundable registration fee of \$50 along with two weeks tuition payment to hold the slot. This will be used for their first and last week of tuition. A non-refundable holding fee will also be required for all families who withdraw for the summer to guarantee the slot for the fall semester. If the child does not return, the family will forfeit the holding fee.
3. The child is now enrolled in the Center.
4. Once a child is accepted, enrollment attendance must commence within 2 weeks of the offered date or on the date of the opening as assigned by the Director. If the child is not born before the date of offer, the parent may hold a spot up to 6 weeks but must pay the full tuition to do so. Exceptions to the enrollment date will be considered on an individual

basis by the Director and Board Chair. Payment will be required from the date of the opening.

### **ADMISSION PRIORITIES**

The priorities for the Center are as follows:

1. Sibling children of those currently enrolled at the Center. (New UPK do not count in this ruling)
2. Low income SUNY students, matriculated or enrolled in classes leading to matriculation, until Federal Block Grant monies have been expended.
3. All other SUNY students, NYS Labor Management Union members (UUP, Council 82, PEF, GOER, CSEA, DC 37, AFSCME, GSEU, NYSCOBAs, Management Confidential, ASC, and Research Foundation).
4. Union employees who are grandparents of children to be admitted.
5. NYS Employees who are a NYS Labor Management Union Member.
6. Off campus NYS Labor Management Union members.
7. SUNY Cortland Alumni.
8. Community resident.

The Director reserves the right to require proof of documentation of matriculation status.

One exception! Cortland City School District UPK priority will be first come, first serve including the waiting list and depending on how many slots we are allowed by the district, as new children enter the program.

### **SIBLING ADMISSION PRIORITY**

Sibling children will move to the top of the list for their admission priority. In the case of multiple siblings on the waiting list, priority will follow the date of application.

### **INCLUSION OF CHILDREN WITH SPECIAL NEEDS POLICY**

The SUNY Cortland Child Care Center will provide child care services to all children without regard to race, color, national origin, sex, religion, or disability. Reasonable accommodations will be provided.

**A. Special Services** - When a child who is enrolled in the program is later suspected of needing special needs assistance, the Director and staff will:

1. Evaluate their own techniques and skills, and document interactions with the child.
2. Evaluate the environment to determine if it is hindering the development of the child, or having a negative effect on the child's behavior.
3. Seek advice from the parents to determine if the parents are observing the same behaviors or concerns similar to staff concerns. Formulate a plan of action to be followed by the parents and staff both at home and the Center.
4. Seek evaluations from colleagues, the Program Committee, and/or outside resources such as Early Intervention and evaluators through the Committee on Preschool Special Education programs, to determine if any changes can or should be made in the program or

- daily schedule.
5. If steps are necessary to meet the child's individual needs and require special equipment or services, the Center must consider the expense to and/or architectural changes requiring substantial financial burden, the Finance Committee along with the Facilities Committee and Center Director will determine the costs and make a recommendation to the full Board.
  6. Arrange for approved support services to be carried out in the Center setting. Work collaboratively with the parents to provide consistent methods between home and the Center.

### **Behavior Management and Positive Discipline**

Positive guidance and redirection are used to promote responsibility, self-help, and problem solving skills. Staff responds to unacceptable behavior by guiding children to make better choices. We strive to build skills that create positive behavior and successful experiences. We encourage appropriate conflict resolution and negotiation skills versus a strong authoritative approach. The goal is self-regulation. The staff of SUNY Cortland Child Care Center is trained to deal with many aspects of child behavior. On occasion, almost all children go through periods of time when behavior is disruptive. The staff expects this and will respond to the children in a positive, constructive manner. Parents are expected to work collaboratively with us on what is appropriate behavior. We will make every attempt to work through these periods for a reasonable length of time.

Disruptive behavior will be documented and families will be asked to meet to schedule a conference with the staff involved and the Director. Each situation will be reviewed to see if there are any contributing factors that need to be changed or eliminated to prevent recurrence in the future.

Suspension of services may occur at any time. The Director will determine the length of an imposed suspension and referral recommendations for intervention will be suggested at this time. After three related incident reports, termination from the Center may occur. At the conclusion of the suspension and prior to re-admittance to the Center, the Director, parents and teacher will schedule a meeting to determine if the child is ready to re-enter the program and a probation period will be established. If behaviors recur during the probationary period, prompt termination will result. Any future incidents, either related or unrelated, upon re-entry to our program will be reviewed on a case-by-case basis.

At all times, the safety and well-being of the staff and children will be our priority. It is the policy of the SUNY Cortland Child Care Center that no child will be excluded from the Center without communication from the Board of Directors. Only with the consent of the Board Chair, may a parent be refused service or requested to remove the child from the Center. Parents must be cooperative with Center suggestions to remain in care.

Each child's case will be evaluated on an individual basis.



## **ENROLLMENT POLICIES**

### **I. Opening Day**

The first day of the Center's academic year will be on the Monday of the first week of classes of the College's fall semester. Fall tuition and re-enrollment for children withdrawn over the summer begins at this time.

### **II. Withdrawing Students during the Summer Months.**

Parents have the option of pulling their child at the close of exam week in May (third week of May) or continuing until the close of Summer One classes (third week of June). They will be charged a non-refundable holding fee of \$275.00 if they withdraw in May and \$225.00 if they withdraw in June to hold the spot until the fall semester. Low income students receiving subsidies will pay \$175.00 to hold a spot. All parents who wish to withdraw for these periods over the summer must submit notice in writing and pay the fee by the date of departure for summer.

### **III. Children Enrolled Year Round**

#### **One week of Shut Down**

The Center will be closed one week per year. We will be closed down December 24<sup>th</sup> through January 1<sup>st</sup> each year or adapt to the schedule of the recommendation of the college. Families will be given one free week from payment during this week. If your child is here year round, you are allowed to take a second free week by notifying the Center two weeks in advance of the week off.

#### **Holiday Schedule**

The Center is also closed for the following holidays and payment is required for these days:

New Year's Day

Martin Luther King Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day and the day after

Christmas Day

If the holiday falls on a Saturday, we will be closed down on Friday. If the holiday falls on a Sunday, we will close down on a Monday.

### **REGISTRATION PROCESS**

Completion of a number of permission forms will be required at the time of registration. In addition, a developmental history of the child, an enrollment agreement and health forms indicating an up-to-date physical and immunizations must be completed and returned prior to the child's entrance into the Center. Parents are required to visit the Center and their child's classroom before the child starts the program. Parents are also encouraged to stay for a portion of the child's first day, if possible.

## **FINANCIAL POLICIES**

### **REGISTRATION FEE**

There will be a non-refundable registration fee of \$35 per child. This fee will serve as an agreement between the parents and the Center that an opening exists and that the parents wish to enroll their child in the Center. This fee will be due at the time of registration.

### **SECURITY DEPOSIT**

A security deposit equivalent to two week's tuition will be required when the child is enrolled. This deposit will be credited for the first and last weeks payment of tuition. For student parents or those receiving DSS subsidies, arrangements may be made by the Director pending verification of financial aid. Please see the Director for further issues concerning deposits. Security deposits are **not** returned if a family changes their decision on enrollment.

All parents are required to notify the Director in writing two weeks prior to withdrawal of their child from the program. This provides the Center adequate time to fill the vacancy. If timely notice is given, and accounts are current, the deposit may be used toward payment for the last week the child is in the Center. Failure to give two weeks notice in writing will result in forfeiture of the deposit. The deposit will be held without payment of interest.

### **TUITION PAYMENT**

Tuition must be paid by check or money order. No cash will be accepted. Tuition payments will be made weekly and are due on the Friday in advance of care. Tuition for all weeks, regardless of vacation or illness, must be paid in order to maintain the child's place at the Center. In the case of a child's long-term illness, payment of fees should be discussed with the Director on an individual basis.

### **SIBLING REDUCTION**

Parents who enroll more than one child will receive an additional \$15.00 reduction off the base fee for the other child(ren) enrolled beyond the first who resides in the same household. An effort will be made to give priority enrollment to siblings based on their priority category. (For priority categories, see section on "Admission Priorities.")

### **INFANT, WADDLER, AND TODDLER SURCHARGE**

There will be an infant, waddler and toddler surcharge of \$10.00 per week. This is included in the fee schedule.

### **LATE PAYMENTS**

A \$5 per day late fee will be added for failure to make prepayment by the close of business on Friday. Fees unpaid for two consecutive weeks will serve as notice of intent to withdraw the child from care and forfeiture of the security deposit.

### **LATE PICK-UP**

A charge of \$5 for every five minutes or part thereof will be added to a parent's next tuition check if a parent does not arrive at the Center by 5:30 p.m., Center closing time.

### **RETURNED CHECKS**

There will be a \$15 fee for checks that are returned for insufficient funds. This fee is in addition to the late charge of \$5 per day. The Director may require payment of tuition by certified check or money order thereafter.

**CENTER ATTENDANCE**

Full-time attendance is the only option for care at the Center. The maximum number of hours per day a child can be present at the Center is 9 1/2 hours.

Tuition is to be paid regardless of illness or vacation, to maintain the child's place.

**STAFF QUALIFICATIONS**  
**STAFF/CHILD RATIOS**

The SUNY Cortland Child Care Center employs professional caregivers who promote the physical, intellectual, social, cultural and emotional well being of each child. Staff members are qualified by training and experience to carry out their respective functions in the administration, operation and maintenance of the Center. The staff members are mature, in good physical and mental health, of good character and possess suitable personal qualifications. Each staff member's background is reviewed and evaluated by the Director. In each classroom, one permanent staff person opens the day and the one permanent staff person closes the day. These two staff have primary responsibility for working with their group of children. They provide for ongoing personal contact with families, meaningful learning activities, supervision, and immediate care as needed to protect the well being of your children.

We strongly believe in continuity of care for your children and strive to be sensitive bonds between teachers and children as groups and individuals.

When the Center is in operation, an adequate number of qualified staff must be on duty to ensure the health and safety of the children in care. A qualified substitute must be provided for an absent staff member. The Center will provide adequate staff supervision at all times including indoor and outdoor play and on field trips which meet the requirements of the New York State Department of Social Services and NAEYC standards as follows:

**Minimum Staff/Child Ratios Based on Group Size**

Ages	Group Size(*)							
	8	10	12	14	16	18	20	21
6 wk to 18 mo.	1:4	x	x	x	x	x	x	x
18 mo - 36 mo.	1:5	1:5	1:4	x	x	x	x	x
3 years	1:7	1:7	1:7	1:7	1:6	1:6	x	x
4 years	1:8	1:8	1:8	1:8	1:8	1:7	1:7	x
5 years	1:9	1:9	1:9	1:9	1:9	1:9	1:8	1:8

(\*) This term refers to the number of children cared for together as a unit. Group size is used to determine the minimum staff/child ratio based upon the age of the children in the group. "X" means that this group is not permitted. 418.2(a)(9)

## **PROGRAM DESCRIPTION**

Description of the program includes developmental activities and schedules of an average day for each group.

The Director and Assistant Director will supervise, administer and direct the child care facility. Under his/her leadership, the staff will be trained to express warmth, understanding and sensitivity to the needs of each unique child in the program.

The curriculum will be multi-faceted, providing opportunities for the development of social and emotional skills, gross and fine motor skills, perceptual and cognitive readiness, accompanied by sound health and good nutritional practices. Safety will be stressed. Through teacher/child interaction, children will learn language and problem-solving skills. Children will be offered a rich assortment of varied activities in order to give them the opportunity to make choices. Children will be grouped according to age and developmental maturity. Choices of activities will alternate between quiet and active play, both indoors and outdoors, in order to keep children stimulated, interested and relaxed.

### **INFANT PROGRAM**

Our goal for the infant room is to provide the children with a nurturing, safe and healthy environment where each infant can grow and develop at their own rate by providing the freedom to learn, explore and experiment. Each child (6 wks-18 mos.) has a different need for play, for sleep and for eating. The staff will be aware of individual needs through observation, knowledge of the child's specific routine and through daily communication with parents. Pediatric guidelines are distributed for the frequency of feeding for infants.

The infant room will offer materials and equipment deemed appropriate to each child's developmental level including but not limited to: soft areas, textural areas; cuddly toys; art activities; objects to explore by mouthing, rolling, squeezing, pulling and pushing; sturdy picture books; large cardboard blocks; unbreakable mirrors; and sturdy furniture. Active play will be provided by allowing the children time for exploration through crawling, rolling, climbing, walking and using appropriate toys, i.e. push-pull toys, balls, etc. Quiet play will be provided by use of appropriate toys, sorting and stacking objects, books, music, finger plays and nursery rhymes.

When weather permits, infants will be taken for walks in a stroller. An outdoor area equipped with age-appropriate structures for the development of large muscles will be available for the older infants. The staff will develop age-appropriate daily plans. The daily schedule will be in accordance with the needs of the infants. There will be no gender stereotyping of toys, and a concerted effort will be made to teach and demonstrate that our society is a multi-cultural one.

### **WADDLER PROGRAM**

Our goal for the waddler room is to provide the children with a nurturing, safe and healthy environment where each child can grow and develop at their own rate by providing the freedom to learn, explore, and experiment. The staff will be aware of individual needs through observation, knowledge of the child's specific routine and through daily communication with parents both verbal and written.

The waddler room (12 mos.–2 yrs.) will offer materials and equipment deemed appropriate to each child's developmental level included but not limited to soft areas, textural areas, cuddly toys, art activities, toys which explore rolling, squeezing, pulling and pushing, sturdy picture books, large blocks, unbreakable mirrors, and sturdy furniture. Active play will be provided by allowing the children time for crawling, rolling, climbing, walking, etc., through the use of push toys, balls, and pull toys. Art activities such as edible play dough, goop, painting, collages, as well as extensive sensory experiences such as sand and water, bubbles, flour, tissue paper, etc. will be introduced. Our goal is exploration and discovery as they practice their newly developing skills. Focus will be on small group activities. A few large group activities will include music, meals, outdoor play or nice long walks daily, and nap.

### **TODDLER PROGRAM**

Our goal for the toddler room is to provide the children with a nurturing, safe and healthy environment where each child can grow and develop at their own rate by providing the freedom to learn, explore and experiment. The staff will be aware of individual needs through observation, knowledge of the child's specific routine and through daily communication with parents.

The toddler room (20 mos.-3 yrs.) will have interest Centers for small group activities. These Centers will be as follows: sensory table, dramatic play/housekeeping area, reading area, block area, art table, manipulation area, quiet area and an area designated for table toys and eating. The focus here will be on small group activities. The teacher will circulate and encourage small group interactions. A few activities will be in a large group, such as music, meal/snack time, outdoor play, nap, etc. Art materials, such as crayon, paints and play dough will be available daily to provide many sensory experiences.

The staff will develop age-appropriate daily plans. The daily schedule will be consistent and predictable but flexible, with constant evaluation and adjustment. There will be no gender stereotyping of toys, and a concerted effort will be made to teach and demonstrate that our society is a multi-cultural one.

### **PRESCHOOL PROGRAM**

Our goal for the preschool room is to provide the children with a nurturing, safe and healthy environment where each child can grow and develop at their own rate by providing the freedom to learn, explore and experiment. The Preschool staff will be flexible and have an understanding of individual needs.

The staff will continually strive to encourage the uniqueness of the individual while also developing the child's ability to become a member of a group. Activities, stories and music should conscientiously teach diversity, cultural awareness and sensitivity to the needs of all groups. Encouragement will be

given to the teaching of mutual respect among teachers and children.

The curriculum encompasses many areas such as art, science, math, dramatic play, manipulative play, which will enhance small muscle and eye-hand coordination, developmentally appropriate games, language arts, music, play on large equipment to enhance large muscle development, and large and small group activities. The children will learn about themselves and their environment through play activities focused at learning Centers throughout the room. The emphasis in the preschool program is to allow the three to five year olds enough choices in their environment to learn freely and to succeed through play.

The staff will develop age-appropriate daily plans. The daily schedule will be consistent and predictable but flexible, with constant evaluation and adjustment. There will be no gender stereotyping of toys, and a concerted effort will be made to teach and demonstrate that our society is a multi-cultural one.

### **HELPFUL HINTS AND PROGRAM INFORMATION** **FOR PARENTS OF ALL CHILDREN**

#### **CLOTHING**

Because of the wide range of activities planned, it is recommended that children be dressed in washable, comfortable clothing and sneakers. Smocks are provided by the Center for art and water activities. Please don't expect your child to be clean at the end of the day! We plan various activities inside and outside which may make your child seem disheveled at the end of the day! To us, that's a sign of a versatile program!

#### **EXTRA CLOTHING**

Water activities, sand play and occasional bathroom accidents necessitate the need for an extra set of clothing to be kept at the Center AT ALL TIMES. Extra clothing should be marked with the child's name or initials. If wet or dry clothes are sent home, please return an extra set of clothes the next morning. Parents of children in diapers are responsible for providing disposable and disposable wipes.

#### **BIRTHDAYS AND SPECIAL OCCASIONS**

**Birthday Celebrations Policy:** We love birthday celebrations! However, candy and sweet treats are not included in the celebration. Parents may donate a book to the Center in honor of their child's special day. We encourage parents to give their child a gift of themselves on their child's special day by spending some time in the child's classroom. We will be having a birthday celebration for all birthdays of the month during the first week of each month. Snacks from home will not be permitted. On your child's birthday, they will be receiving a crown and be designated the special helper of the day.

**Anti-Bias/Violence Policy:** We encourage cultural diversity, gender equality, non-violence, and conflict resolution throughout every aspect of our programs. Our goal is to teach children to resist the bias that inundates much of today's popular culture. We believe that children can be empowered to reject negative stereotypes of race, gender, religion and physical capabilities with the help of their parents and teachers. Therefore, the following items are not permitted at any program site: toy guns/weapons, war clothing, electronic games, and music or videos that

condone violence. Your child may bring a stuffed animal when adjusting to the newness of the Center and for naptime. Please do not bring toys, candy, junk food or gum to the Center.

**Anti Smoking Policy-** SUNYCCCC is a smoke free facility and a member of *Young Lungs at Play*. We are a smoke free facility and smoking is not allowed on Campus. Please refrain from smoking in your vehicles at the Center.

### **OUTSIDE PLAY**

State licensing requires us to provide periods of daily supervised outdoor play for all children except during inclement weather. Infants and Waddlers go outside when the temperature reaches 32 degrees with the wind chill. The Toddlers and Preschoolers go outside when the temperature reaches 20 degrees with the wind chill. We have two separate fenced outdoor play areas for preschool and infant toddlers at the entrance to our facility as well as a fenced picnic area on the back side of our facility for outdoor supervised play. These areas provide a balance of sunny and shady opportunities for children throughout the day. We also have an outside infant area that is fenced and protected by natural barriers for infants and waddlers. Please dress your child accordingly! In the winter you may want to leave a set of snow pants, boots, etc. at the Center during the week, but they must be taken home for the weekend. We need a dry change of clothing for all children. We have a dryer available to dry wet clothing as we come in from the playgrounds. Children may remain indoors (at the request of a physician) so long as required staff/child ratios can be maintained. In the summer, your child will need a bathing suit and towel that may be left at the Center.

### **REST TIME**

State licensing requires that the Center provide a rest or quiet period when a child can lie down to rest.

We try to make rest time a relaxing time when children can listen to stories, music, etc. Most children fall asleep. If your child does not sleep during nap, please understand that while we do not insist that he/she fall asleep, we do require that the child lie quietly for a short time, so the other children are not disturbed for the first part of naptime. For non sleepers, staff will provide quiet activities until rest time is over. The infant room is an exception as each child is on their own schedule for napping.

Each child is provided with a crib (infant room) or mat for napping. Crib/mat sheets will be laundered by the Center staff. Parents are asked to provide a small blanket labeled with your child's name or initials and are requested to launder their child's blanket over the weekend and return it to the Center on Monday. Children under three are prohibited from using pillows. Children are 3 feet apart as they sleep opposite each other head to toe.

### **CHILD'S DAILY REPORT**

At the end of the day it is helpful for parents to know what kind of day their child had. This is put in a designated place and gives you general information about activities your child participated in and how he/she ate and slept. Reports on infants will be more detailed.

### **CONFERENCES**

Conferences in relation to your child's progress will be conducted twice a year, 3 months into each semester. At any point in the year you can request a conference, if you have questions or concerns

about your child's progress. The staff will be happy to accommodate you. The purpose of the conference is to review the child's development, assess progress, discuss the period of adjustment for newly enrolled children, to get feedback and information from parents and to explain our curriculum, philosophy and program. Parents are also asked to complete an assessment of their child and share observations concerning their child's development. Assessment is ongoing throughout the year.

### **TRANSLATION**

Translation of the handbook, including program policies and operating procedures, and the aid of a translator at parent conferences can be arranged to assist those parents whose native language is not English so that you and your child will be able to fully participate in our program.

### **PARENT SURVEYS**

At least once a year, parents are asked to give feedback on our program via a parent survey. This helps us to improve specific aspects of our program and to maintain quality standards for operations. Security, education, health and communication are some areas that have been improved with input from all participants in our Center.

### **VOLUNTEERS**

At times during the year we will have volunteers working in the Center. Often times, college students act as interns or participate because of classroom assignments. We encourage you as parents to volunteer when possible and to participate in your child's classroom as well. Field trips are a great opportunity to do this. If you have a special talent or skill we would love to have you share it with the children.

All volunteers are required to have current physicals, to be fingerprinted and screened through the State Central Registry for Child Abuse, and participate in an orientation session which includes information on behavior management, Center policies, emergency information, and child abuse.

### **BEHAVIOR MANAGEMENT**

The staff of SUNY Cortland Child Care Center is trained to deal with many aspects of child behavior. On occasion, almost all children go through periods of time when behavior is disruptive. The staff expects this and will respond to the children in a positive, constructive manner. Parents are expected to work collaboratively with us on what is appropriate behavior. We will make every attempt to work through these periods for a reasonable length of time.

Disruptive behavior will be documented and families will be offered the opportunity to schedule a conference with staff and the Director involved. Each situation will be reviewed to see if there are any contributing factors that need to be changed or eliminated to prevent recurrence in the future.

After three related incident reports, suspension or termination from the Center may occur. Following suspension, there is a probationary period. Length of the period will be determined by the Board of Directors. Referral recommendations for intervention will be suggested at this time. The Director, parents and teacher will schedule a meeting to determine if the child is ready to re-enter the program. If behaviors recur during the probationary period, termination may result. Any future incidents upon re-entry to our program will be reviewed on a case-by-case basis.



At all times, the safety and well-being of the staff and children will be our priority. The Center reserves the right to terminate care when the health and safety of the children is threatened at any time.

### **FIELD TRIPS**

Field trips are considered an important of our educational curriculum at the Center. Consent for walking field trips in the neighborhood, to the library, waterworks or a nearby park, etc. are to be covered by a blanket field trip form to be included in your enrollment packet. While the staff will attempt to notify a parent of a walking field trip in the neighborhood, the decision to go is weather dependent and often made at the last minute. The Center will provide the same adequate responsible adult supervision for these excursions as it provides children while in attendance at the Center. Families will be notified of all activities outside the program.

For all field trips, we will be carrying a first aid kit and a cell phone. In addition, we will take emergency blue cards, so that we may contact parents in the event of an emergency.

We encourage and appreciate parents who would be willing to help on walking trips. Please see your child's teacher if you are willing to assist in the supervision of your children. The Center will cancel an excursion if weather predictions are precarious.

### **PHOTO PERMISSION**

You will find a form in your parent packet regarding photographs. We must have your permission to photograph your child for any publication and onsite video system.

### **PARKING**

Enclosed in your CCCC Parent Packet you will find two red parking permits, which should be placed in the dash of your vehicle. This will permit you to park in the designated CCCC parent parking spaces for 15 minutes. Please display the card so SUNY University Police Officers can easily see you have permission to park in the designated area. Please note that parking at the beginning and end of the semester is quite congested. Please be patient with the situation for these short periods of time.

### **SECURITY SYSTEM**

Our Center security system is activated only during Center hours (7:00 a.m. - 5:30 p.m.). All other doors to the Center are locked at all times. Your four digit code is included in your parent packet and is used on the key pad outside of the front door.

### **MEALS/SNACKS**

**Good Nutrition Policy:** Monthly menus, including breakfast, lunch and snack, are provided to parents. A nutritious breakfast, hot lunch and afternoon snacks are prepared, served and stored in accordance with USDA CACFP guidelines and served family style to the children. Infants eat at their own pace and developmental stage. Our menu limits sugar, food additives and animal protein. Gum, candy and "junk food" are not permitted at the Center.

The SUNY Cortland Child Care Center will provide breakfast, lunch and afternoon snack for each child. Our menus are posted each month in each classroom. (Only children with special dietary restrictions (note from physician required) and infants may supplement with their own food.) Staff will ensure that foods brought from home meets CACFP food guidelines. The infant room provides cupboard and refrigerator space for all foods brought from home. Food is supplemented as necessary for infants and special diets if needed and with parent and physician permission. All other foods will be stored in our Center kitchen and labeled with the child's first and last name and date. Foods will remain refrigerated until they are ready to be served. A vegetarian option will be offered for families who do not eat meat. Infants who are on formula or baby food are given the option to provide their own food. All bottles and jars of food should be clearly labeled with first and last names and dated. Caregivers will discard as dates hit expiration. The Center is inspected annually by Cortland County Health Department and violations are brought into compliance. No other foods may be brought from home for sharing.

### **INFANT FEEDING POLICY**

SUNYCCCC is a breast feeding friendly environment. Although we have limited space available, we would like the parents to feel free to use our classroom, staff lounge or gross motor room as available to breast feed their child. The infant caregivers will make every effort to coordinate and accommodate breastfeeding mothers. We will accept, store and serve expressed milk for feedings as well. Expressed milk must be brought in ready to feed sanitary containers or pouches. These containers must be labeled with the infants name and date. We will store the milk in our refrigerators for up to 48 hours, no more than 24 hours if it was previously frozen. We are able to freeze the milk at 0 degrees no longer than 3 months. Staff will gently mix the human milk before serving to preserve the infection fighting and nutritional component.

A formula and infant cereal are offered to our infant families. Parents are allowed to bring in their own formula made bottles and infant foods that are in factory sealed containers. Ready to feed formula powder and concentrate may be left as well. Staff will note expiration dates and discard as needed. Bottles that are prepared at home must be done on a daily basis and taken home daily. Bottle feedings may not contain foods or medicines without written permission from the physician. Staff will discard any formula or human milk that is not consumed within one hour or is not refrigerated. Bottles are warmed in a crock pot that is no more than 120 degrees F for no longer than 5 minutes. We do not use microwave ovens to warm food for our infants.

The staff does not offer solid foods and fruit juices to infants under 6 months of age unless the practice is approved by the child's health care provider and family. No sweetened beverages are allowed at the Center. Only 100 percent juice is served to age appropriate infants over the age of 6 months and no more than 4 ounces per day.

All infants are fed upon demand as they appear to be hungry. Caregivers will explore other sources of comfort for a fussy baby may be a pacifier, rocking or soothing music in addition to feeding upon demand. No child under the age of 12 months is fed cow's milk. Only whole milk is served to children between 12 and 24 months of age.

### **ITEMS PROVIDED BY PARENTS**

Each child will need the following articles according to their age:

**Infants**

Pick-up photos

Blanket

Diaper-wipes

Ointments

Pacifiers

Plastic bottles & food

(clearly labeled)

Sunscreen (after 6 months of age)

**Waddlers & Toddlers**

Pick-up photos

Change of clothes

Diaper-wipes

Blanket

Stuffed animal

Sunscreen

Water bottle

**Preschool**

Pick-up photos

Change of clothes

Sunscreen

Blanket

Stuffed animal

Water bottle

**ARRIVAL AND DEPARTURE**

**ARRIVAL**

Please remind your child to use his or her walking feet as they enter the building. Parents are expected to accompany their child into the classroom and sign the child in on the appropriate form. Parents should assist their child with removing outer clothing, make sure that the child is comfortably settled into the classroom, and is under the care of a teacher in charge before leaving. Please wash your hands and those of your child upon entering the classroom. Please take time to communicate any pertinent information about the child's well-being to the teacher in charge, and please remember to say good-bye.

Parent must sign their child in on the "sign-in" sheet and check your child's mailbox before leaving the Center.

**SAYING GOOD-BYE**

**THE FOUR B'S**

1. **Be** aware of your own feelings! Don't pass your anxieties on to your child.
2. **Be** firm! "Goodbye, I'm leaving now. I love you." Never say, "Is it okay if I leave now?"
3. **Be** specific! Young children have a hazy sense of time. "I'll see you right after snack" is better than "I'll be back later."
4. **Be** there! Don't betray your child's trust. If you're going to be late or if someone else will be picking your child up, be sure to let your child know.

**FOR A SMOOTH ADJUSTMENT**

1. Use rituals and routines.
2. Be consistent about dropping off and picking up your child.
3. Let the caregiver invite your child into the group.

4. Bring a favorite huggable from home.
5. Don't rush out the door.

### **DEPARTURE**

Children will not be released to anyone who has not been authorized on the pick-up permission form. The staff may require proof of identification (i.e. driver's license). We are also asking for photos of adults who are authorized to pick up your child (those people listed on the pick-up authorization form). This is for identification purposes when we have a new staff member or a substitute teacher. Please remember to sign out and check your child's mailbox. Please be sure that your child remains with you at all times as you exit the building.

SUNY Cortland Child Care Center closes at 5:30 PM. Parents or designated people are asked to arrive prior to this time and leave the Center by closing time. If this does not happen, a charge of \$5 for every five minutes or part thereof according to the Center office clock must be added to the parent's next tuition check. If no one has arrived by 5:30 PM, the staff will call the parents, and if unavailable, the emergency contact person(s) will be notified to come for the child. In the event that no one can be reached and no one has come for the child by 6:00 PM, the staff will first notify the Director, or person in charge, and then contact the local Child Protective Services Office.

## **EVACUATION POLICIES AND EMERGENCY CLOSINGS**

### **Emergency and Fire Safety Procedures**

#### **CODE Z**

As with the importance of Fire drills, SUNYCCCC must be prepared for other potential emergencies and evacuation procedures. This will be called Code Z.

In the event of a Code Z drill or an actual Code Z emergency, the following procedures should be followed:

- ❖ Classrooms will be informed of a Code Z through our phone system. They will be informed if the classroom should be evacuated to the playground, evacuate the building completely or do an immediate lock down of the classroom.

If the situation calls for a lock down of the classroom the teachers should:

- ❖ Lock door leading into the hall way and into the playground
- ❖ Turn off lights
- ❖ Gather children together on the floor of classroom, away from the doors and windows.
- ❖ Remain in classroom until instructed other wise
- ❖ Depending on the situation, specific instructions may vary

If the situation calls for an immediate evacuation of the building the teachers should:

- ❖ Gather children together, turn off lights, grab the evacuation bag, and leave the building.
- ❖ All classrooms should exit the building using the main entrance if possible.
- ❖ If this entrance is unavailable, the secondary route posted in each area is to be followed.
- ❖ All should proceed to Corey Union/Fitzgerald Hall (2<sup>nd</sup> evacuation place) and remain in the Function Room until further instruction.

If the situation calls for an immediate evacuation to the playground the teachers should:

- ❖ Gather children together, turn off lights, grab the evacuation bag, clip board and leave the building through their individual doors in each classroom that lead to the playground.
- ❖ Secondary routes should be used if primary are unavailable
- ❖ Staff and children should remain on the playground until further instruction has been given.
- ❖ The emergency squad and UPD will be called and assist in the evacuation.

**The Evacuation Bags should include:**

- ❖ Copies of each child's emergency information
- ❖ Several pairs of latex gloves
- ❖ A snack
- ❖ A few books
- ❖ Tissues
- ❖ A small blanket
- ❖ Flashlight
- ❖ First aid kit

The Evacuation Bag should be kept by the door and should always be packed ready to be used. The classroom first aid kit should be taken if a classroom takes a walk off site or goes on a field trip. Evacuation Bags should be inspected monthly to check the batteries and for expiration dates.

**EMERGENCY CATEGORIES**

**Bomb Threat:** In the event of a bomb threat of any kind, the children and staff will be evacuated immediately. Fire emergency policies will be followed and children will be taken to Corey Union Function Room or the nearest available safe location.

**Tornado:** In the event of a tornado warning, children and staff will assemble in the gross motor areas adjacent to the preschool rooms and kitchen until the warning is lifted.

**Earthquake:** The entire Center would meet in the gross motor areas following the tremors to assess for damages. We would prepare for possible aftershocks and call parents.

**Flood Warnings:** If flood warnings have been issued for our area of Cortland County, parents will be contacted and asked to pick up their children early.

**Closing Policy:** In the event of inclement weather, the Center will attempt to remain open. However,

the Center will be closed if:

\*There is a declared emergency in Cortland County and unnecessary travel is prohibited.

\*The police departments have asked that people stay off the roads.

\*The college is officially closed.

\*Prolonged power outage, catastrophic conditions.

Please call the Center if in doubt.

In addition, the Board President, in consultation with the Center staff and appropriate authorities may authorize a late opening or an early closing of the Center because of weather conditions.

Whenever it is necessary to close the Center, delay opening, or close early due to weather conditions or other emergencies, Center staff will make every effort to notify parents of the decision as soon as possible after it is made. For this reason, parents should make sure the emergency notification numbers are kept up to date on their children's Center records.

**Fire Arms Statement Policy:** While the Board of Directors of the SUNY Cortland Child Care Center recognizes the necessity of side arms for police officers, we respectfully ask for your thoughtful consideration with regard to wearing a conspicuous side arm to the Center while *out* of uniform. It is easy for a preschooler to make the connection that "a police officer wears a special uniform and has a gun." However, when the officer is in plain clothes, a preschooler may only see a person who has a gun. This may cause an anxious environment for preschoolers as well as their parents. We appreciate your sensitivity to this issue.

### **STAFF DEVELOPMENT DAY**

Each academic year the Center will close one day to enable the staff to attend seminars on child development, education and related early childhood issues. This day has been scheduled on Martin Luther King, Jr. Day.

### **SAFETY POLICIES**

**Security System** – Our Center security system is activated only during Center hours (7a.m.-5:30 p.m.)

All other doors to the Center are locked at all times. Your four-digit code is included in your parent packet. We will change this code bi-annually and update you with a new code.

**Arrival** – Parents are expected to accompany their child into the classroom and sign the child in on the appropriate form. Parents should assist the child in comfortably settling into the classroom and release the child to the care of the teacher before leaving. Please take the time to communicate any pertinent information about your child's well-being and fill out the top portion of the daily report. After saying good-bye, please check their mailbox before leaving. If there are any significant changes in your daily schedule, please make us aware of them at this time.

**Departure** – Children will not be released to anyone who has not been authorized on the pick up emergency form. The staff may require proof of identification (i.e. driver's license). At date of

entrance to the program, we will require photos of all children who are allowed to pick up your child. This is for identification purposes in the event that there is a substitute caregiver in the room. Please remember to sign out and check your child's mailbox.

SUNY Cortland Child Care Center closes at 5:30 p.m. Parents or designated people are asked to arrive prior to this time and leave the Center by closing time. If this does not happen, a charge of \$5.00 for every five minutes that you are late will be added to your tuition charge for that week. If no one has arrived by 5:30 p.m., the staff will call the parents, and if unavailable the designated emergency contact people. In the event that one can be reached by 6:00 p.m., the staff will first notify the Director, or person in charge, and then contact the local Child Protective Services Office or Cortland City Police Department.

**Equipment and Material Safety** – In an effort to maintain a safe atmosphere at the Center, staff/child ratios will be maintained as required by the Office of Children and Family Services. All equipment and furnishings will be inspected regularly to identify any broken or unsafe items. MSDS sheets are located in our laundry room for immediate referral. Staff members are not assigned to areas where serious injury may occur. All staff are to report any situations which may affect families and staff, i.e. unusual odors, smoke, noises, etc. to the Director or designated person in charge who will contact the campus Environmental Health and Safety office.

**Personnel and Volunteers** – All persons who have direct contact with the children, including volunteers, will be required to submit an application to the NYS Registry for Child Abuse and Maltreatment for clearance.

**Accidents** – Any accident occurring at the Center will be recorded in a written accident/incident report that will be kept in the child's file, in addition to sending a copy of the report home with the parent/s. All full time staff members will take part in CPR, and first aid trainings within the first 6 months of hire. MAT trained staff are available at all hours of operation.

**Fire Drills** – Fire drills will be conducted monthly. Fire exits will be kept clear at all times. A map of the evacuation route for each room will be clearly displayed. In the event of a fire, the teachers will accompany the children outside to the designated areas where the roll will be checked by the teachers to assure that all of the children are present. The Director or person in charge will take the responsibility for checking all rooms before leaving the building. Our designated emergency shelter is Corey Union.

**Child Abuse Reporting** - All employees and volunteers are mandated reporters of suspected child abuse or neglect. The Director will be alerted to any suspected case of child abuse or neglect. The person who witnessed the suspected behavior is responsible for reporting such information to the State Central Registry by phone and then in writing within 48 hours. The daily routines of the Center will be disrupted as little as possible and the safety of all the children in our care will be given priority.

## **MEDICAL/HEALTH POLICIES**

## **CENTER HEALTH CARE PLAN**

**Good Health Policy:** We ask that you become familiar with and adhere to the Center's health policies. Children should not attend the Center when their illness prevents them from participating comfortably in program activities. The health care plan for SUNY Cortland Child Care Center is developed according to the established OCFS Regulations.

The purpose of this plan is to protect the health of the children and maintain the safety of the environment. All current medical examination forms for staff and children will be kept in a confidential file in the Center and will not be disclosed to unauthorized persons. Written permission for any disclosure is required.

The Center's specific requirements for the infants and toddlers, preschoolers, parents and staff are as follows:

### **SPECIAL PROVISIONS FOR CHILDREN UNDER THREE**

No child under the age of six weeks will be admitted to the Center without a waiver from NYSOCFS. All infants in the Center will be protected from physical harm. Their physical, intellectual, emotional and social development will be promoted.

1. All infants and toddlers shall be in an area apart from 3-5 year olds.
2. A MAT Consultant will provide instruction, observation, supervision and consultation to staff. This instruction is to include the proper techniques required to preserve the health and general welfare of the children.
3. Within 30 days prior to admission to the Center, infants and toddlers will be required to have a medical examination by a physician, physician's assistant, or nurse practitioner. This report, signed by the physician, physician's assistant, or nurse practitioner, must indicate that the child is free from contagious or communicable disease. From this medical report, the Center will determine that each infant and toddler has been immunized appropriate to his or her age. If an infant's parent or legal guardian consents in writing, an infant not yet immunized because of age may be admitted and then immunized by the family's medical provider according to the current schedule required by the New York State Health Department. **Parents are required to inform the Center of each child's immunization so our records are kept current at all times.**
4. The confidential records of the Center will include the Health Supervision Record:
  - (a) Dates on which such care was received and the nature of the care;
  - (b) Current status of immunizations;
  - (c) Recommendations of a physician based on regular examination or examination for illness
  - (d) Staff observation of the infant's physical and developmental status.These records will be kept in the Directors office.
5. Separate play areas will be available for infants and toddlers and assure a minimum of thirty-five square feet.
6. Appropriate and separate sleeping accommodations will be provided as follows:
  - (a) Cribs or cots will be provided and will be situated at least 3 feet apart;
  - (b) Pillows will not be used;



- (c) A clean sheet will be provided for exclusive use of each child. Parents will be required to provide blankets.
  - (d) Infants will be placed on their back while sleeping per OCFS recommendations.
7. Parents who choose to prepare infant formula, clearly marking the child's complete name on the bottle. Parents have the option to provide food and bottles of formula and juice for all infants under one year of age.
- (a) Infant bottles of formula will be warmed in a crock pot. Breast milk will be prepared according to parent instructions from physician.
  - (b) Proper refrigeration of food and baby formula will be provided.
  - (c) Infants will be removed from their cribs and held or placed in a chair for feeding. Propping of bottles will not be allowed.
  - (d) Comfortable arrangements will be made to encourage mothers to breast feed their child.
  - (e) Sufficient nourishing food will be provided for infants over the age of 8 months and for all other children in the Center according to DSS, CACFP and DOH regulations .
8. Infants, waddlers, and toddlers will be kept clean and comfortable at all times. Diapers will be changed when wet or soiled. They will be checked every two hours through the day.
9. Soiled diaper disposal and proper staff hygiene will be assured.
10. Staff will have frequent verbal communication with the children. When awake, infants will be removed from their sleeping accommodations during the day and not be left in a crib for more than one-half hour without direct staff contact.
11. Appropriate daily outside supervised play will be provided.

### **HEALTH POLICIES FOR ALL CHILDREN**

1. Each child over the age of three must have received a medical examination within 90 days prior to admission by a physician, physician's assistant or nurse practitioner who will complete the health examination form or a signed written statement. Children under the age of three must receive a medical examination within 30 days prior to admission.
2. The examining practitioner's statement will indicate:
  - (a) The child is free from contagious or communicable disease;
  - (b) The child has received age-appropriate prophylaxis which include immunization against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella and Hemophilus influenza type b (Hib) and show evidence of lead screening except where there is a medical contra- indication and a physician, physician's assistant, or nurse practitioner has completed and signed the Examination of Day Care Child form;
3. Each child must have had dental and other health evaluations appropriate to their age and state of health.
4. Sick children according to the exclusion criteria may not be allowed to attend the Center.
5. The Center must be informed when a child has been exposed to a communicable disease.
6. If a child becomes ill during the day at the Center, a quiet resting place will be provided separate and apart from other children, (but under close staff supervision), until the child is picked up.
7. Parents are required to inform the Center of each immunization their child has so our records are current at all times.

8. The children will have appropriate quiet and rest time. If a child is unable to sleep after a period of rest, space will be provided for quiet play. Children will not be forced to rest for long periods of time.

9. Weather permitting, unless the child's physician states otherwise, each child will spend a part of each day outside. Upon a parent's request, staff may permit a child to remain indoors staff/child ratios can be maintained within their child's age group.

10. The physical and developmental status of each child will be documented and on file in the confidential files.

Files will be updated quarterly. The content of the file is confidential and available only to the parents and to the Director, teachers and other regulatory authorities with consent from the parents and/or guardian.

## **PLAN FOR ADMINISTRATION OF MEDICATION TO CHILDREN**

SUNY Cortland Child Care Center will be administering topical, oral, eye, ear, inhaled, medication patches and epinephrine injector devices. Any staff member administering any of the above medications will have a MAT certificate along with a First Aid/CPR certificate. If a staff member has a child in the Center, they will be allowed to administer medication to their child but will need to document when they administered the required medication.

**Children with special health care needs** will be cared for as per parent and doctors written instruction. Each child will have a current immunization and physical completed before attending the Center. Each child with special health care needs will need to have a written Medication Consent Form, a Log of Administration, an Individual Health Care Plan for Children with Special Needs, and an Emergency Information Form For Children With Special Needs, see attachments. All the forms will need to be completed and returned to the Center before they can attend the Center. At least two staff person will be trained to care for the child in the classroom with special needs. In the event both staff are absent from work, the family will be contacted and the child will be forced to remain at home or the parent will be forced to come and attend to the medical needs of the child. All medication given will be documented by a MAT certified staff member who has completed first aid/CPR. All medication given will be documented by the MAT certified trainer. Each classroom will have a medical binder. Each binder will contain the written instructions from the parent and the doctor on how to care for the child. The MAT certified staff member will be administering the medications. Each medication administration form will have an expiration date of when the form and the medication expire.

### **APPENDIX 20: MAT MEDICATION CONSENT FORM**

*APPENDIX 21: MAT INDIVIDUAL HEALTH CARE PLAN*

*APPENDIX 22: LOG OF ADMINISTRATION*

*APPENDIX 23: MAT EMERGENCY INFORMATION FORM*

### **Programs Serving Children Taking Medication.**

If medication can be served before or after care, the Center would prefer that the parent administer the medication. A MAT certified staff person will be available at the SUNY Cortland Child Care Center at all times. This person will be certified in First Aid/CPR as well.

A Medication Consent Form and Log of Administration will be completely filled out by the parent and the child's doctor whenever a child is given medication. It will be documented on the medical consent form. All documentation will take place as soon as the medication is dispensed. If a prescription reads "as needed", the parent will be called each time the medication is dispensed. The MAT certified staff member will also document when medications were administered. Any potential side effects will be documented on the medical consent form. The parents will be called immediately if a child experiences any side effects. If the side effect is life threatening, 911 will be called and then the parent.

All medications must be in their original container. Over the counter medications must be labeled both on the box and bottle, with the child's first and last name. The original instruction sheet from inside the box must accompany the medication. All prescribed medication will need to be in the original container with the child's first and last name, the dosage and expiration date as applicable.

**APPENDIX 24: LABEL REQUIREMENTS MAT FORM**

The medication binders in the classrooms and the office, will have Medication Administration Policy Sheet 3-one day administer policy sheets, and an administration sheet. Each binder will have an ongoing medication demonstration form-MAT handout 2.3, one day administration for infants-MAT handout 2.4, and one day administration for children-MAT 2.5 handout. These 3 forms will assist the MAT certified staff member with what medication will apply to a verbal medication consent form-MAT 2.6 handout.

**APPENDIX 25: MEDICATION ADMINISTRATION POLICY SHEET**

**APPENDIX 26: ON-GOING MEDICATION DEMONSTRATION FORM-MAT 2.3**

**APPENDIX 27: ONE-DAY ADMINISTRATION FOR INFANTS-MAT HANDOUT 2.4**

**APPENDIX 28: ONE-DAY ADMINISTRATION FOR CHILDREN-MAT HANDOUT 2.5**

The Center defines a medication incident as the wrong dose, omitted dose, expired medication, wrong time, wrong child, wrong route, and wrong medication. In the event that a medication is administered incorrectly, and Administration of Medication Special Incident Form-MAT 4.17 Handout will be completed. When an incident form is filled out, the Director or person in charge will call OCFS, the parents and the Health Care Consultant. The Director will review the Health Care Plan and make revisions to prevent further incidents. The incident will be investigated to determine why an error occurred.

Proper documentation will take place if an interruption, refusal to take medication, illness of the child or parent request, delays or stops the administration of medication. The parent will be called if the child becomes too ill or refuses to take the medication. The interruption will be documented on the written consent form on the backside where it states "Complete for medication not given when a child is scheduled for medication and present in the program".

**APPENDIX 29: ADMINISTRATION OF MEDICATION SPECIAL INCIDENT FORM-MAT 4.17**

### **APPENDIX 30: WRITTEN MEDICATION FORM –HIGHLIGHTING STATED AREA.**

Medication will be accepted by a MAT certified staff member only. When medication is accepted, a Medication acceptance Form will be completed. If a controlled substance is given to the MAT personnel, a Controlled Substance Count Log will be used. All medications will be stored in a cool, dry, dark place. It will be a secure, clean area inaccessible to children. Medication will be kept in the original container, labeled with the child's first and last name. All refrigerated medication will be stored in a leak proof container, on a shelf in the refrigerator away from the food, inaccessible to children. All controlled substances will be stored in a locked container, inaccessible to children. We will refer to MAT Handout 2.8 on handling, storage, and disposal of Medication checklist.

Expiration dates will be checked once a month when fire drills are performed, along with continuous checks for expiration dates on the written consent form. All unfinished medication will be returned to the child's parent or guardian.

### **APPENDIX 31: CONTROLLED SUBSTANCE COUNT LOG**

### **APPENDIX 32: HANDLING, STORAGE AND DISPOSAL CHECKLIST-MAT 2.8 HANDOUT**

### **APPENDIX 33: MEDICATION ERROR REPORT FORM**

MAT certified staff members will accompany children on field trips and administer medication. All special equipment for administering medication will accompany the child on the field trip with the child's first and last name labeled. A medication backpack will also be taken on the field trip. The bag will contain waterless hand washing cleanser, cups, gloves, band aids, bottled water and paper towels. All necessary forms will be brought along as well. Medication will be transported in a medical box that locks. Refrigerated medication will be stored in an ice packed cooler and out of reach of children.

Confidentiality will be maintained on field trips. A MAT 7.3 Handout will be completed before the children and teachers leave the Center for the field trip.

### **APPENDIX 34: CHECKLIST FOR ADMINISTERING MEDICATION ON A FIELD TRIP** **Medication Administration Policy**

Medication will only be accepted in its original container. Over the counter medication must be labeled with the child's first and last name. Prescription medication must contain the original pharmacy label with the child's name, medical provider's name, pharmacy name, and telephone, date prescription was filled, expiration date of medication, dosage, any special handling instructions, how often to give the medication and the date the medication should be discontinued or the length of time in days, the medication is to be given.

Medication will be stored in a clean area that is inaccessible to children. A MAT certified person

will accept the medication from parents. Medication will be examined at the time of acceptance to verify all the guidelines are met.

In the case of children requiring on-going medication, written permission from parents or guardians is required for all medication administration except for over the counter topical applications such as sunscreen and bug repellent. Written permission is required from the medical provider for all prescription medication.

If parents or guardians fail to provide written permission, our program chooses not to approve verbal permission for medication. If the medication is prescription, a verbal permission must also be received from the medical provider before administration of the dose. Verbal permissions and the dose administration will be documented on the Verbal Medication Consent Form.

In the case of an infant requiring ongoing medication, written permission from parents and from the medical provider are required. Written permission is only required from a parent or guardian in the case of topical over the counter medications such as diaper cream, sunscreen, or insect repellent.

Authorization forms for medication administration expire after six months and they must be renewed before a medication can be administered.

All medication given will be documented on the appropriate medication log. All children who receive medication will be monitored for side effects and adverse or allergic reactions. Any effects will be documented on the medication administration log and parents will be notified. The five rights of medication administration will be performed four times during the medication process. (Right child, right medication, right dose, right time, right route.)

If a child is to be medicated off site, a MAT certified staff person is to accompany the child and administer the medication according to our field trip guidelines.

All medication errors will be documented on the SUNY Medication Special Incident Form. Parents will be notified immediately, Office of Children and Family Services will be notified within 24 hours and the program Health Care Consultant will be notified as soon as possible.

## **PARENT RESPONSIBILITIES**

- 1. All parents must provide the required medical documentation.**
- 2. All parents must sign a form indicating their understanding and compliance with all current policies of the Center.**
- 3. A completed developmental history form will be submitted at the time of registration to help staff understand any unique tendencies or specifics regarding each child.**
- 4. A written pick-up authorization form will be completed by the parent or legal guardian for the regular pick-up of each child.**
- 5. All parents must complete the sign in/out sheet each day.**
- 6. All parents are requested to complete the daily report form.**
- 7. All parents are required to provide the Center with written information of any**

immunizations the child has after enrollment.

**8. All parents are requested to call the Center before 8:30 a.m. if your child will not be in attendance.**

**9. All parents are required to inform staff of any medication (either over-the-counter or prescription drugs) your child is taking.**

### **CENTER RESPONSIBILITIES**

1. All staff and volunteers must receive a physical before beginning work at the Center indicating they are physically and mentally fit and free from communicable disease.
2. All staff and volunteers must receive a tuberculin test must be performed within the 12 months preceding the start date. If available, a Mantoux tuberculin test is required.
3. All staff will sign a form indicating their understanding and compliance with all the current Center policies. All staff will attend an orientation where Center policies and procedures are discussed.
4. Regular full time staff will be trained in basic first aid, MAT and CPR.
5. Emergency services and parent notification will be included in the staff orientation and will be a part of the established policies.
6. An Injury Report Form will be filled out by staff immediately following an accident involving a child, staff, parent, volunteer, or visitor in the Center.
7. First aid kits will be readily available in the Center.
8. Staff will conduct a daily visual health check of the children to detect any health-related problems (illness, communicable diseases, abuse or neglect). Proper records will be kept of all illnesses, injuries and signs of abuse or neglect.
9. Toys and equipment will be disinfected daily according to the guidelines for effective infection control. (Staff will be trained to do this during their orientation.)
10. The Director will assure that all areas of documentation and staff training are in compliance with this policy and DSS Regulations.
11. Smoking is not permitted anywhere within the Center.
12. Staff members must be free of communicable disease.

### **MEDICAL EMERGENCIES**

Parents, guardians or those having legal custody will be provided with emergency procedure information at the time of registration.

Depending upon the severity of the situation the following will take place:

#### **1. Life-threatening Situation**

The Director, person in charge, or appointed person will call 911. Parents or guardians having legal custody will be contacted. If parents or guardians are unable to be reached, the emergency contact person identified on the Emergency Card will be notified. If hospitalization is required, arrangements will be made to meet the parents, guardian, or emergency contact person at the Cortland Regional Medical Center. If they do not arrive at the Center, the child will be accompanied in the ambulance by the Director, person in charge, or appointed staff member, who will take with him/her the child's signed emergency authorization forms.

## **2. Situation Requiring Medical Treatment Only**

The Director, person in charge, or appointed person will call 911. This designated person will contact parents, guardian or those having legal custody. If parents or guardian are unable to be reached at the time of the situation requiring medical treatment, the emergency contact person identified on the Emergency Card will be notified. The Director, person in charge, or appointed staff member will remain with the child until parents, legal guardians, or emergency contact person picks up the child needing medical treatment. If none of these persons can be reached, a designated person will accompany the child to Cortland Regional Medical Center in an ambulance taking with him/her the child's signed emergency authorization form.

## **SICK CHILDREN**

To ensure a healthy environment, sick children that pose a health risk to other children may not attend the Center. Your child's teacher is responsible for noting signs of illness in children under his/her care. In order to work together, the teacher will try to keep you informed of any signs of impending illness. Also, it is expected that you will inform the teaching staff of any signs of illness you see at home, or if your child has been exposed to a contagious condition.

If your child becomes ill at the Center, he/she will be isolated from the other children in the classroom and be removed to the Director's office. You will be called immediately. Please come promptly. When you take your child to the doctor, please inform the doctor that your child attends child care so that extra precaution may be used in determining when he/she may return after an illness. The Center does not allow ill children or staff to remain in the program.

Please remember to call the Center before 8:30 a.m. if your child will not be in attendance on any given day.

## **EXCLUSION CRITERIA**

The criteria for keeping your child home, or for sending him/her home from the Center are described below. It should be understood that the exclusion criteria serve only as guidelines. Deviation from these criteria, at the discretion of the Center Director, may occur, since each child and illness is considered on an individual basis. If the illness or the child's reaction to it requires more care than the staff can provide or compromises the health and/or safety of the other children, the child will be excluded. The Director reserves the option of requiring a written note from your child's physician before the child returns to the Center following an illness.

### **1. Diarrhea**

If a child has had an increased number of loose/watery stools compared to the child's normal pattern and poor fluid intake during the course of a day, the child may be excluded from the Center. Exclusion may vary, depending on the child's age, risk of dehydration and other symptoms and/or changes in the child's behavior. Your child may return when bowel movements are normal and fluid intake is good providing other conditions are normal. (At least 24 hours symptom free)

### **2. Vomiting**

If a child vomits and shows other signs of illness or dehydration (not to be confused with infant's occasional spit-ups), he/she will be sent home. A child who has vomited in the preceding 12 hours, is

listless, or has a poor appetite should not be brought to the Center. Your child may return 24 hours after the last incident of vomiting providing other conditions are normal.

3. Fever

Any child six months and younger with a significant temperature (see table below) will be excluded. A child six months with a significant temperature (see table below) **and** other symptoms of illness will be sent home. A child with a temperature elevation accompanied by other symptoms the evening before attendance at the Center, should be presumed ill and should not be brought into the Center in the morning. Your child may return to the Center 24 hours after a normal reading (without fever reducing medicine) providing other conditions are normal.

Temperature will be established using forehead scanning thermometer If a parent questions a temperature reading, they will be encouraged to personally assess the child's temperature.

**Children Six Months and Younger:**

Forehead reading over 100 degrees

**Children over Six Months of Age:**

Forehead reading over 100 degrees

4. Upper Respiratory Illness (URI) or General Malaise Children who have congestion, large amounts of nasal discharge, sneezing, coughing, listlessness, or an inability to keep up with the day's activities should remain at home. Physician-documented allergic reactions and/or asthmatic-related conditions are excluded

5. Undiagnosed Rash Unless specifically diagnosed by your child's pediatrician as non-contagious, the Center will send home any child who has or develops a rash during the day.

**In all cases, SUNY Cortland Child Care Center reserves the right to send a child home with suspicious or prolonged symptoms.**

**If a child has any of the above symptoms, and, in addition, is listless, please keep your child at home because he/she may be coming down with something, which is perhaps contagious.**

**Parents will be contacted if a child is listless and cannot keep up with the daily activities while at the Center.**

**THESE POLICIES ARE FOR YOUR CHILD'S PROTECTION. PLEASE RESPECT THEM.**

**Please notify the Center if your child has been exposed to, or diagnosed with any illness. In addition, if your child is on any medication, the Center must be notified.**

**COMMON ILLNESS RETURN SCHEDULE**

ILLNESS

MAY RETURN

Chicken Pox

6 days after the appearance of the first lesion or when scabbed over



<u>Conjunctivitis</u> - (Pink Eye)	24 hours after start of treatment if symptoms, specifically drainage and excessive tearing have stopped
<u>Coxsackie</u> - (Hand, Foot & Mouth disease)	When the fever subsides and blisters are scabbed over
<u>Croup</u>	After illness has subsided
<u>Diarrhea-Gastro</u> <u>Enteritis</u>	24 hours s after last loose stool or after 1 normal bowel movement
<u>Rubella</u>	Eighth day after rash onset
<u>Hepatitis A</u>	At least 7 days after onset of jaundice
<u>Impetigo</u>	24 hrs after treatment has started
<u>Fever</u>	24 hours after temperature is normal
<u>Influenza</u>	24 hours after symptoms have subsided
<u>Measles</u>	6 <sup>th</sup> day after rash onset
<u>Lice</u>	24 hours after treatment has occurred
<u>Pin Worms</u>	After treatment is completed
<u>Roseola</u>	After illness has subsided
<u>Scabies</u>	After eggs & mites are destroyed
<u>Strep Throat</u>	24 hours after start of antibiotic therapy
<u>Poison Ivy</u>	After lesions cease to ooze
<u>Pneumonia or</u> <u>Epiglottitis</u>	Written note from physician. If due to H-Flu, Health Dept. must okay
<u>Bacterial (Spinal)</u> <u>Meningitis</u> -	When Health Department gives okay
<u>Mumps</u>	Tenth day after onset of symptoms
<u>RSV</u> -	As doctor recommends

### **WITHDRAWAL FROM PROGRAM**

Withdrawal from the Center requires written notification no less than two weeks prior to the intended date of withdrawal. Failure to give this notice will result in the loss of the security deposit.

SUNY Cortland Child Care Center reserves the right to require a child be withdrawn if the child's behavior is determined to be detrimental to the program, or if the health and safety of other children are jeopardized. Only after all appropriate referrals have been made and appropriate communication channels with the family have been used will parents be asked to withdraw their child from the program.

### **LINES OF COMMUNICATION**

#### **Mutual Respect**

The SUNY Cortland Child Care Center promotes teamwork and cooperation among all constituents. The program aims to achieve a physically and emotionally healthy environment in which people are mutually respected. All shall be treated with utmost respect, honesty and consideration. This includes but is not limited to employees, parents, children, vendors, volunteers, consultants and visitors. If at any time an individual exhibits excessive behavior that is aggressive, vulgar, or grossly inappropriate in front of or to any of the children or staff of SUNYCCCC, the administration reserves the right to terminate care without notice. We are committed to providing a safe, nurturing and educational environment.

If parents have a problem with a classroom teacher or a Center staff person, they should follow the appropriate procedure:

1. Set up a time to talk privately with the teacher of the classroom.
2. If the problem/concern is still not settled, talk to the Director.
3. If no satisfactory solution can be found, the matter in question should be directed to the Board President.
4. The Board President will determine how to handle the matter. In any case, a written response will be made to the parent/s by the Board President.
5. If there is still no resolution, the parent/s may make an oral presentation to the full Board. At that time, written materials will also be considered. A final decision will be and submitted in writing to the parent/s.

