



PARENT HANDBOOK

Mission Statement

At Beyond Child Care LLC children are greatly encouraged to discover their individual strengths and unique talents. We believe that each child possesses a marvelous capacity to learn. Learning is best accomplished in a place that is emotionally secure, physically safe, and fun!

*Beyond Child Care LLC
Group Family Child Care
29 Laurel Street
Buffalo, NY 14209
716 240-8005
BeyondChildCareLLC@gmail.com*

*Owned and Operated By
Ms. Daniels and Staff
Since 1988*



Dear Parents,

Thank You for choosing Beyond Child Care LLC for your child/ren care needs. The Parent Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as happy and successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Beyond Child Care would be glad to address any of your questions or concerns. Once again, welcome!

My name is Ms. Daniels, I opened my Group Family Home day care in 1988. In the lower three-bedroom apartment, by separating my personal living space from my business. Our program is able to offer separate developmentally appropriate areas for our infants, toddlers, preschoolers and afterschool age children. I have a Bachelor's degree in Early Childhood Education from SUNY EMPIRE State College. CPR and FIRST AID Certification and a plethora of certifications in health, safety, nutrition, business management, supervision, operational management and curriculum. My staff is currently working on their CDA (Child Development Associate Certificate) or completing 35 training hours in child development classes and CPR and First Aid Certification as well.

Our Philosophy

We believe...

- That children are precious and must receive care from adults who are capable and caring--whose values enable them to be excellent role models.
- That children should experience numerous positive learning milestones, leading to an increased sense of competence and independence.

- That children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- That teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental level to another.
- That parents contribute to, and enhance the quality of care offered at Beyond Child Care.

Enrollment and Tuition

Children between the ages 6 weeks and twelve years are eligible for enrollment at Beyond Child Care LLC. Children may attend the program for a 9-hour block between 6:30 a.m. and 11:30 p.m., Monday through Friday.

Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a week including a holiday. After extensive research, we have found our policy to be consistent with other home day cares and child day care centers. Because our costs remain the same throughout the year, we rely on the specified tuition to be paid each week in order to meet our expenses. Consequently, as much as we might like to, we cannot make allowance for any days missed in your regular attendance schedule. A 10% discount is offered to families with more than one child enrolled. This applies to full-time enrollment only. (School-age full time=AM, PM, no school days) We do not trade a scheduled day for another day. Parents may request an added day or extended hours to a day. We will check our schedule and will let you know if an opening is available.

Erie County Department of Social Services Contracts

Parents who are receiving DSS child care assistance must have a Provider Notice of Authorization/Schedule County of Erie

letter before your child/ren can start day care. You are responsible to directly pay us your DSS co-pay. Rate may vary according to DSS disbursement. If DSS billing lapses it is your responsibility to pay the full tuition amount until DSS notifies us otherwise.

Withdrawal & Dismissal Policy

A two-week notice is required before withdrawing a child from our program. Account must be paid in full before withdrawing—including your child's tuition for that two-week period. Any account past due at time of disenrollment will need to be paid in full. Ms. Daniels reserves the right to cancel the enrollment of a child at her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the program as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired or non-immunizations and/or physical.

Adjustments

The first two weeks in which your child/ren attends Beyond Child Care will be an adjustment period. At the end of this period it may be necessary for the parent/guardian and Ms. Daniels to meet and discuss any problems, concerns and ensure that the placement is appropriate for your child at Beyond Child Care. If at any time it is decided that Beyond Child Care is not the appropriate placement, you will need to find other child care services.

Communication

Proper communication between our parents, Ms. Daniels and staff of Beyond Child Care is extremely important. Daily written information can be requested for your child/ren in our care. You are welcome to call to arrange a meeting with Ms. Daniels or staff--even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to Ms. Daniels. Each child is provided with a mailbox and/or cubby. Please check these daily for notes, newsletters and daily reports. Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record. **Ms. Daniels must be informed of any of the following changes:**

- address and/or phone numbers, or e-mail address
- parent/guardian employment,
- health/immunizations up-dates, or;
- other pertinent information related to your child.

Drop-off and Pick-up Policies

Our staff are glad to assist you and your child at your drop-off time. Teachers, however will not assume direct responsibility for your child until you are ready to walk out of the front door. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the teacher when you are ready to leave and the teacher will assist.

Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of Beyond Child Care LLC have the

right to deny a person's request to pick-up a child. Your child's teacher may be available at pickup time for short questions. For longer discussions or particular concerns please schedule an appointment. Parents are expected to assume full responsibility of their child once they enter the home day care. For your child's safety please do not allow your child to touch the exit door handles or open the doors. We work very hard at teaching the children not to touch the exit doors. Your child has waited all day to see you and is excited when you walk in the door. At pick up please put away your cell phone and give your full attention to your child.

Children enrolled on a part-time basis are expected to be picked-up at the agreed upon daily time. The parent or guardian of a child not picked-up until after the agreed time will be charged \$1 per minute. All late fees are expected by 6:00 p.m. the following day. This fee applies per family. Payment should be given directly to Ms. Daniels or staff member. Weekly late fees for Beyond Child Care LLC are due on Friday for the following week of day care services. Advance bi-weekly and monthly payments are welcome. If weekly fees are not paid on time, a late fee of \$15.00 per week will be charged to your account.

Custody Orders

Until custody has been established by a court action, one parent may not limit the other from picking-up a child in our care. The program must be notified immediately of any changes in custody orders. Certified custody orders must be given to Ms. Daniels.

Holidays and Closing

Beyond Child Care LLC will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Beyond Child Care will be closed from 12/25 to 1/2 of the New Year. Regular tuition is expected as our teachers are paid for these days. Unexpected Closings Beyond Child Care will be open on public school

designated "snow days"--we may open late if necessary. On a rare occasion our home day care may be forced to close due to a situation beyond our control (e.g., ice storm, electrical outage, no water service). Every attempt will be made to inform parents of an emergency closing. **Disaster Procedure** in the event of a disaster warning, the children located at the "program" will be taken to the basement. Otherwise, they will shelter in place. Students will remain sheltered until the all clear signal is sounded.

Child Abuse and Neglect

Staff members are required by law to report any suspected child abuse or neglect. Physical and Psychological intimidation, neglect and any form of maltreatment or abuse are prohibited at our child care program. Please explain any unusual injuries or bruises that your child has at the time of drop-off. In return we will also provide information or documentation of any injuries that may occur at Beyond Child Care LLC.

Diapers & Toilet Training

Parents supply all diapers and wipes at Beyond Child Care. Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful. We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, belts and snaps are difficult for small children to manage--especially in a hurry! While toilet training, parents are to provide lots of thick training underwear, plastic pants, socks, and outer clothing. **Bottles, Blankets and Pacifiers** You may send extra bottles (infant room), a small security blanket and/or a pacifier for your child. Staff will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with your child's teacher so a

consistent strategy between home and our program may be established.

What to bring

- 1. Diapers and wipes**
- 2. An extra set of clothes**
- 3. A bib, if necessary**
- 4. A blanket**
- 5. A bathing towel, and sun block for summer**

Outside play and Field Trips

Licensing requires that children be taken outdoors each day. The children will play outdoors if the temperature is 35° or warmer. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. All clothing, including coats and boots, must be labeled clearly with your child's name. Children under the age of 5 years old are **not** allowed off Beyond Child Care property, children 5 and older are able to go on field trips. Field Trips and nature walks are considered an important part of the educational program and will be taken periodically. Beyond Child Care Staff will provide the same adequate responsible adult supervision for these excursions as is provided children while in attendance at the facility. Your permission for your child to participate in walking excursions is part of this agreement. You will be notified of all field trips. We will occasionally take classroom field trips to museums, parks, Canalside, and other community places. Families will be notified prior to any trips involving transportation. A permission slip must be signed and returned--including emergency phone numbers for that day. Parent volunteers are welcome to assist with field trips (and other special events). A child may be excluded from participation in a field trip for safety, health, or disciplinary reasons. **Birthday**

Celebrations parents are welcome to send store bought cookies, cupcakes or cakes to share with their child's classmates on birthdays or special occasions. Some children have strict allergy guidelines. Inform Mr. Daniels in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Please do not bring in any treats that contain peanuts or peanut products. Parents are always welcome at their child's birthday celebration.

Wellness Policy

You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult Ms. Daniels and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come immediately. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated. The following criteria will be considered in determining if your child must go home: Unknown rash.

- Fever of 100.5° or higher. For a mild fever, muscle aches, toothache, or headache.
- Highly contagious condition such as head lice, chicken pox, strep throat, pin worms, mumps, impetigo, conjunctivitis (pink eye), etc.
- Diarrhea or vomiting (more than two loose, watery stools). Consideration will be taken if your child is allergic to certain food/drink products or on medication.
- Persistent cough for an extended period of time (cough suppressants and/or allergy medications are not recommended unless prescribed by a doctor) other fever reducing medications.
- In the case of chicken pox, when all the lesions are scabbed over.

- In the case of head lice, following treatment with appropriate shampoo (such as Kwell or RID) so that all nits (eggs) are gone.
- In the case of a contagious illness, your child should take an antibiotic for 24 hours before returning.
 - In the case of persistent cough, 24 hours without the aid of cough suppressants, or allergy medication.

If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend the program. Your child may return to the care after:

*If questions arise to the appropriateness of a child's return to day care, the final decision will be that of the Ms. Daniels.

Injuries and Accidents

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, a Minor Incident Report would be completed by the closest adult and signed by Ms. Daniels or appropriate person. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care.

In the event of a major medical emergency or accident, Ms. Daniels or appropriate person will call 911 first. The child will be transported to the hospital noted on the Child Information Record (or the closest hospital). The parent/guardian will be called immediately

Daily Routines

Infants do not have a set schedule for activities as their care is based on their individual needs.

6:30-8:30am Arrival time, free play, bathroom checks

8:30-9:30am Wash hands & face, breakfast, diapers changes, potty

9:30-10:00am Circle time, stories, songs, etc....

10:00-10:30am In/out door play
10:30-11:00am Preschool learning
11:00-11:30am Art & Crafts
11:30-12:00am Wash hands, potty, diaper changes, Supper Why
12:00-12:30pm Lunch
12:30-1:00pm Wash hands & face, potty, diaper changes
1:00-3:00pm Nap, quiet time preschool learning
3:00-3:15pm wash hands, diaper changes, potty
3:15-4:00pm Snack, wash hands & face, potty, diaper changes,
4:00-4:30pm In/outside play
4:30-5:00pm Quiet play, puzzles, games, books

Second Shift

3:00-4:30pm Snack, wash hands snack
4:30-5:00pm In/out door play
5:00-6:00pm Homework, preschool learning, quite play.
6:00-6:30pm wash hands dinner
6:30-7:00pm In/out door play
7:00-7:30pm Arts & crafts, board games, puzzles
7:30-8:00pm circle time, books, free play
8:00-8:30pm wash hands, late snack
8:30-11:30pm nap, quiet time

Diaper changing and potting is as needed on the second shift.

Discipline and Guidance Policy

At Beyond Child Care LLC the term guidance is used for several reasons. It is a positive term and implies working with the children to develop internal control of their behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices and accepting the consequences of such choices. Guidance takes several forms within our program:

- Environment--A place designed for children. Each room is age-appropriate in furniture size, large and small manipulatives, and supplies required for hands-on experiences.

- Logical Rules--Such as keeping our hands to ourselves and taking care of the learning environment. These are discussed with the children as well as why such rules are needed.
- Curriculum--Is developmentally appropriate, based on the children's interest and level of readiness.
- Positive Behavior--We reinforce the behaviors we wish to see repeated.
- Redirection--Often interesting a child in another activity can eliminate potential difficulty. We might ask a child to help us or send a child to a different area to play.
- Positive Reminder--Telling the children what we want them to do rather than using "no" or "don't."
- Renewal Time--Occasionally, as a last resort, a child needs to be removed from the situation for a brief break. This allows the child time to calm down and consider an alternate behavior.

Difficult Behavior We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home at any time the child exhibits uncontrollable behavior that cannot be modified by our staff. The parent may be asked to take the child home immediately. The following steps may be taken regarding children who display chronic disruptive behavior, upsetting to the emotional or physical wellbeing of another child or an adult. Initial Consultation: Ms. Daniels may request that the parent or guardian meet for a conference. The problem will be defined on paper. Intervention strategies will be discussed. The best solution toward solving the problem will be agreed upon by Ms. Daniels, teacher, and parent or guardian. Second Consultation: If the initial plan for helping the child fails, the parent will again be asked to meet with Ms. Daniels and teaching staff involved. Another attempt will be made to identify the

problem, and establish a new, or revised, approach for solving the problem. **Disenrolled:** When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be disenrolled from the program at the discretion of Ms. Daniels. NOTE: Corporal punishment will not be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.), exclusion from large motor or outdoor activities, or exclusion from any learning activity. No unusual punishment will be allowed such as humiliation, ridicule, threat, or coercion.

Changes in Policies

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the Ms. Daniels owner. This Beyond Child Care LLC Parent Handbook Revised: August 9, 2019. Thank You for choosing Beyond Child Care LLC for you child care needs and choose to have a great day.