

Stony Brook Childcare

5206 Saint Gabriel Lane

Louisville 40291



Parent Information Handbook

Welcome to Stony Brook Childcare Center. It is an honor and a privilege to care for your child, and we appreciate the trust you have placed with us. We are pleased that you have chosen our Center to care for your child, and we look forward to building relationships with you.

This is the Parent Handbook. In it you will find information that will help you understand our Policies and Procedures.

It is important that you read and understand the information written to avoid any confusion that may arise in the future. You may download a copy of this Handbook in PDF format to keep with you. You may also print this handbook for yourself for easy reference.

Introduction

You may contact the Site Director at any time. If we are unavailable, please leave a message, and your call will be returned as quickly as possible.

Stony Brook Childcare staff will be glad to answer any questions that you may have now or during your time with us. We are so excited about the opportunity to be a part of your child's life and look forward to working with you for your childcare and preschool needs.

Our Philosophy

Learn to listen – then listen to learn. We want our children happy, and we can teach them to listen. When they listen, they learn. The first six years are the most important in a child's development. We set good examples – teach love of self and one another, respect for self and others and the property of others. We also teach them to SHARE, which is sometimes very difficult.

General Information

Stony Brook Childcare offers programming for children ages six weeks through twelve years. Children are grouped according to age and maturity level. Groupings are flexible and a child may be moved from one group to another to meet individual needs. A period of transition is utilized before the move becomes final. Graduation to new rooms will occur on a regular basis based upon the child's development readiness. We will also prepare your child for school. We offer an excellent preschool program here at Stony Brook Childcare. Our goal is to have your child fully prepared for kindergarten when the time comes to transition into elementary school.

Stony Brook Childcare is licensed by the Cabinet for Human Resources, Office of the Inspector General and is a member of the Child Care Council.

We are open to all children regardless of race, creed, gender, religion or national origin. We cooperate fully with all federal, state and local codes and policies.

Parent Involvement

Stony Brook Childcare maintains an open door policy for parents. You are always welcome at the center. Informal conversations during drop-off and pick-up, help keep the lines of communication between the parent and teacher open. Please remember, however, that the teacher is responsible for a classroom of children, and this must be the teacher's first priority. You may schedule a conference to discuss your child at a time that is convenient for all parties. The effectiveness of any center depends a great deal upon the enthusiasm, participation and attention of parents. We are always open to any suggestions or concerns you may have in the care of your child.

Federal Food Program

We are on the Federal Food Program. The following statement is issued by the Secretary of Agriculture: "All School and Community Nutrition programs and activities are operated in accordance with the U.S. Department of Agriculture policy which does not permit discrimination because of race, color, sex, age, disability or national origin. Any person who believes that he or she has been discriminated against in any USDA related activity should write immediately to: Secretary of Agriculture, Washington DC 20205." Grievance forms are kept in the Director's Office. Parents are asked to complete new Food Program Income Application forms October 1st of each year. New children are asked to complete a form upon arrival.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue,
SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.”

Hours and Attendance

Stony Brook Childcare is open 6:00 AM- 6 PM Monday through Friday. Parents are expected to pick up their children according to the hours listed. Those who do not pick up their child by 6:00 pm will be charged \$1.00 per minute for the first 10 minutes and \$2.00 per minute after that. The late fee is to be paid to the employee on duty at the time the child is picked up, or it will be reflected in the following week's dues.

Our rates are based on a 10 hour day. If your child is at the daycare for longer than 10 hours, a rate of \$5 per 15 minutes will be charged.

Withdrawing from Care

If you plan to withdraw your child from Stony Brook Childcare for any reason, you **MUST** submit a **two week written notice**. If you fail to do so, you will be responsible for payment for those two weeks. Vacation days may not be used for the two week notice.

Holiday Closings

Stony Brook Childcare is closed on the following holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Birthday Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the Friday after Christmas Eve and Christmas Day

If the holiday falls on a Saturday, Stony Brook Childcare Center will be closed on the Friday before the holiday. If the holiday falls on a Sunday, Stony Brook Childcare Center will be closed on the following Monday. There will be no reduction of fees for the days closed.

Snow Closings

There will be an announcement made on local radio/TV, Facebook, or a text sent with Remind.com, with as much advanced warning as possible. We try to keep these days to a minimum. Keep in mind that all of these decisions are made by the owner of Stony Brook Childcare with safety of all families and staff being the first priority. You will be charged present or absent.

Vacation

All full-time children are entitled to a one week vacation per year at no charge after they have been in attendance for no less than one year. You must have your tuition paid current in order to receive your week of vacation at no charge.

Notice of vacation time must be in writing at least two weeks in advance.

Vacation time may not be used for the two week notice of withdrawal.

Rate Information

Infants - 6 weeks to 11 months

These little ones require a lot of attention and extra special care and we provide it!

- \$170./week

Toddlers - 12 months of age to 2 years, 11 months

These little people are becoming curious! Our teachers and care providers will help them have fun while they discover the world around them.

- \$150./week FULL TIME (5 to 10 hours per day)
- \$125./week PART TIME (Less than 5 hours per day)

Preschool - 3 Years through 5 years, 11 months:

This is when we bring the teaching up a notch.

- **Full Time** (5 - 10 hours per day): \$150./week
- **Part Time**(Less than 5 hours per day): \$125.00/week

School Agers - 6 years to 12 years of age:

Now learning becomes a bit more challenging. We offer both full time, before and after school and even when school is out.

\$130./week - Full time

\$62.50/week - **Before** school only

\$62.50/week - **After** school only

\$100./week - Before AND After school

Occasional and additional fees:

We appreciate the opportunity to care for your children! Sometimes additional charges have to be made and when they do, here is why and how much.

- After 6:30 pm we charge a late fee of \$1.00 per minute per child
- All tuition is due every Monday before services are rendered to avoid a late fee of \$25.
- These rates are based on a 10 hour day
- Your child may not attend until late fees are paid
- Drop in rate is \$65. per child

****ALL TUITION IS DUE EVERY MONDAY BEFORE SERVICES ARE RENDERED****

****You are charged whether your child is present or absent and is due on your child's first day in the center – weekly. You are paying for your child's/children's spot. This will guarantee your child will have a spot here at Stony Brook Childcare.**

CCAP subsidy payments are accepted. The CCAP co-payments are to be paid in the same manner as stated above. Parents are responsible to make sure that their CCAP contracts are kept current. If a contract lapses, the parent is responsible to pay the full amount of child care until such time a new contract is in place.

All returned checks are subject to a \$30.00 returned check charge. Stony Brook Childcare also reserves the right to demand payments be made with cash or money order only.

Payment is expected on each Monday, or the first day your child attends that week. If payment is late there will be a **\$15.00 per day** late fee added to your total amount until payment is made. If you need to pay bi- weekly, your payment must be received at the beginning of the first week. We will no longer allow

parents to pay for the previous two weeks. It must be the current week and the next week. If payment is not received within 2 weeks, your child may not return to the daycare until your account is paid in full. If payment is still not made after 3 weeks, the parent will assume all legal fees acquired by Stony Brook Childcare in our attempt to collect all past due payments. Stony Brook Childcare will contact

our attorney to collect all past due fees through court action or collection.

Future Enrollment

If care is to begin at a future date, one full week advanced payment, will be required to hold a place for your child, for up to 2 weeks. This will be applied to your child's first week at the center. Until this deposit is received plus the \$50.00 registration fee, the spot is not "Saved" and could be given to another child. If enrollment is going to be longer than 2 weeks then we require one week deposit plus the registration fee and every Friday 1/2 the weekly fee to hold your child's spot until your child starts, otherwise the spot will be filled. The money will not be refunded if enrollment is cancelled.

Child Safety

Children MUST be accompanied by a parent or authorized escort upon entering and leaving the center.

Children MUST be signed in and out by an adult. Siblings are not permitted to pick up children. Parents or authorized escorts need to allow enough time to sign the child in and say their "Good-byes". Upon departure, please be sure to sign your child out and collect all the belongings they arrived with that morning. The manager in charge will try to assist you with this, but remember Stony Brook Childcare is not responsible for items brought from home. Please do not bring any of your child's toys to daycare, unless requested by their teacher.

If someone other than the parent or guardian is to pick up the child, they **MUST** be listed on the General Information Form or a written notice must be on file. We

will require these persons to present picture identification before the child will be released. Only those listed as parents or escorts on the General Information Form will be permitted to pick up your child. They will be required to show us their ID, before we will allow them to take the child. We will not release a child to anyone

without a parent's consent and an ID. If they cannot produce an ID, we will not allow them to take the child, which means you will have to pick up your child or have someone else on your list pick them up. You will have to pay any late fees, if it comes to that.

If you have any concerns or questions about your child's day please ask us when picking your child up. If it is something that shouldn't be discussed in front of the children, please call so we can discuss it over the phone or set up a meeting.

Child Custody, Divorce, Separation & Restraining Orders

We ask that you notify us immediately of any changes in marital status. Please be advised that the State of Kentucky allows both parents the right to their child unless a separation agreement, custody agreement or

restraining order is in place. If there are any issues regarding custody of a child, a copy of the court document verifying legal custody must be presented at the time of enrollment and kept on file in the Center. We will make every effort to cooperate with your family's arrangements, but the center cannot be placed in the position of arbitrating a child's departure or parent's visitation rights. Any questions regarding this issue should be brought to the director's attention immediately.

Medicine

Stony Brook Childcare does not administer any type of medication, including prescription, over the counter, topical or oral medications. Necessary medication must be administered by a parent prior to arriving at the center or during a visit in the day. When acquiring a prescription for your child, please make your physician aware of our policy so that he or she can prescribe an appropriate dosage.

Health Policies

All children are required to have a current immunization certificate on file at Stony Brook Childcare within the first week of enrollment. State law does not allow us to accept a shot record – it must be an Immunization Certificate. Your physician or health department will provide you with this certificate. If your shot records are not kept current, we have the right to refuse service. By state child care regulation we are to keep current Immunization Records on file at all time.

Sickness: In order to safeguard the health of all children in our care, the following policies will be enforced:

Children with the following symptoms will not be admitted to the daycare. If your child develops any of these symptoms while under our care, the parent or an authorized escort must make arrangements to pick up the child from the center within the hour. The child must be free of any of these symptoms for at least 24 hours before returning to the daycare, as well as medication free. (For instance, fever reducers such as Tylenol or Motrin.) The fever will return 4-6 hours after using these medications, because they are only a temporary solution. Please seek medical attention if your child's fever will not go away.

- Fever of 101 or above
- Vomiting or diarrhea (we will consider the third watery stool to be indicative of diarrhea)
- Sore Throat
- Persistent Cough
- Rash of unexplained origin that we feel needs to be seen by a physician
- Eye or ear drainage
- If a child is placed on an antibiotic by a physician, we require the child to be on the medication for 24 hours prior to returning to the daycare.

The Director may request a physician's statement before allowing a child to return to the center, if there is a question about whether the child is still contagious. In addition to the symptoms listed previously, the Director reserves the right to request a physician's statement for any questionable illness upon the return of your child.

In the event that a communicable disease surfaces in the center, we will notify all parents by sending a notice home and posting an announcement in the front where you sign your child in. Children with symptoms of the disease will not be allowed to return until the contagious phase is over. The Director will provide information on

the disease and its prevention. In all cases, we will follow health department recommendations.

Emergency Medical Treatment

In the event of an accident the following procedures will be followed:

- If the event is in any way life threatening, the staff will administer CPR or First Aid, will call EMS, and then call the parent or guardian.
- If the event is not life threatening, the Director or Manager on Duty will call the parent or guardian. If the parent or guardian cannot be reached, the authorized escorts listed on the General Information Form will be contacted.
- The Director or Manager on Duty will be responsible for making decisions regarding

care of a child until EMS or the parent arrives. The child will be isolated and made comfortable until the respective party arrives.

d. It is to your child's benefit that you keep his or her file current with UPDATED phone numbers, emergency numbers and other pertinent information.

Head Lice

We realize that this problem arises in all age groups and economic levels; we must ask that all parents realize this is a highly contagious problem and will be dealt with as such. Any child suspected of having head lice must be removed from the center immediately. The parent or guardian must take proper steps to alleviate the problem. To return to the center, the child must not have any live lice in their hair. When a child returns to the center, they will be checked for the next 3 weeks to make sure that the lice is no longer present. Anytime a child in the center is found to have head lice, a note will go home with all of the children in their class.

Disasters

Stony Brook Childcare is required to have regular fire, tornado and earthquake drills. In the event of a fire or other disasters, after all children have gotten to safety and emergency teams are on site, we will begin to contact parents or guardians. In the event we must evacuate our facility, you will be contacted immediately as to where you can pick up your child. It will be within walking distance of the daycare.

Dress and Personal Belongings

Children must be dressed for the day when brought to the center. Please dress your child in loose, comfortable and easily washable play clothes that are appropriate for the weather. Shoes **must** be closed-toed and sturdy enough for outdoor play. This means that flip-flops, Crocs, and dress shoes are not appropriate and do not protect the children's feet.

Children should have a coat appropriate for the weather, as they play outdoors every day the weather permits.

All children need to keep at least one change of clothing at the center in case of accidents or spills. All clothing and belongings (coats, hats, mittens, etc.) should

be clearly marked with the child's name to avoid loss and confusion. In the event that an item is lost or misplaced, we will try to locate the item.

If Center clothing is loaned, please be sure to launder and return it that week. We accept donations of clothing,

especially underwear, socks and pants.

We ask that children not bring personal toys from home. If they do bring them in, they must be placed in their cubby until the child's time of departure. Stony Brook Childcare will not be responsible for any lost or broken toys. We also ask that you do not leave any personal items or items of any value in diaper bags and back packs. We will not be responsible for any missing items.

Please do not let your child bring money, marbles or other small items from home that may be dropped and picked up by an infant or smaller child. These items will be taken from your child and placed in their cubby.

Infant and Toddler Care

Parents of infants need to furnish diapers, wipes and formula/breast milk. Bottles need to be prepared at home and labeled with the child's name on them and a cap for each bottle to cover the nipple, as required by state regulations. In accordance with the state regulations, our staff is not permitted to mix or pour formula or juice into bottles. All bottles, bottle caps, pacifiers, diaper bags and clothing need to be labeled.

We do not borrow diapers from other parents. If you do not provide enough diapers, there will be a \$.50 fee per diaper provided, payable when you pick up your child. Children who no longer require formula

will be provided whole milk in a bottle or sipper cup. If you bring a sipper cup from home, please make sure that it is labeled with your child's name.

Each infant will be assigned a bed. We will provide clean sheets and blankets. Sheets will be changed weekly or more, if necessary, due to soiling.

Potty Training

Potty training will be encouraged by the age of two or in agreement with the parents. Potty training should be a relaxed, pleasant activity in which the child will be allowed to progress at his or her own speed. At no time will any form of discipline or negative response be used.

In order to make this experience more successful, we ask that parents cooperate with the following requests:

You must be working with your child on potty training at home. Please do not ask us to begin toilet training your child until you are ready to commit to taking the child out of diapers at home.

Please provide the following on a daily basis:

Several changes of clothes, including socks and shoes

Pull-ups (at least 6 per day) At least 4 pairs of underwear

When you bring your child in the morning, please let his or her teacher know whether they are in underwear or pull-ups. Please make every effort to have your child clean and dry upon arrival. This will help the teachers to keep your child on a regular schedule. Children will be taken to the restroom approximately every hour.

Naptime

In accordance with the Cabinet of Human Resources regulations, each child will be provided with a sufficient rest period not to exceed two hours. Baby beds, cots, sheets and blankets will be provided by the center depending on the child's age. No child will be forced to take a

nap, but will be encouraged to lie down and respect the children that do want to sleep.

Daily Activities

The specific daily activities for each class are planned by the teacher and director and are suited to the children's particular developmental level. Each classroom will post a schedule of these activities.

A typical day at Stony Brook Childcare will offer the child an opportunity to play and learn through creative arts and crafts activities, outdoor and large muscle play, manipulative play, music experience, language experience, communication and cooperation skills, health and safety education, development of good habits, self-help skills, nutritional awareness and rest periods.

Please send your child in play clothes. We may be working with messy materials (such as painting) and other activities throughout the day. We don't want to worry about spoiling your child's clothing. We also spend some time outside. Children **must** wear sneakers to be able to climb and run with the other children. They are not allowed to wear sandals, flip-flops, Crocs or any other types of shoes with an open toe. Children should arrive dressed for play. Clothing should be comfortable for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. Each child must have a change of clothing in case of an accident. These clothes should be labeled with your child's name.

These are items that you need to be sure and have with your child at the daycare from the first day they arrive:

Infants: Diapers, pacifier, formula (already prepared in their bottles), baby food (until child eats table food), wipes and a complete change of clothes (if they get soiled, we will put them in a plastic bag, and then in your child's bag, to be taken home and cleaned).

Toddlers & Preschoolers: Diapers, pull-ups, and complete change of clothes (if they get soiled, we will put them in a plastic bag to be taken home and cleaned).

***Please write your child's name on all belongings.**

Meals

Meals will consist of breakfast, lunch and afternoon snack. Children who arrive after meal times should be fed before they arrive. Menus will be posted in the

reception area of the Center. We always try to have well balanced and nutritious meals. We are part of the Kentucky Food Program for Child Care Providers. No food is to be brought into the school except on a special occasion, i.e., your child's birthday. Any food brought in must be prepared by a facility inspected by the Health Department.

Stony Brook Childcare provides Similac Formula for our infants. If your child uses a different brand of formula you will have to provide formula for them. We will also ask that you pre-make the bottles if you are providing formula. We also provide some baby food and cereal.

If your child has allergies, and requires a special diet, we have a food form for you to get filled out by child's physician and returned back to us. My menu will be posted on the board, in the reception area, on Monday morning.

Meal Times:

Breakfast 7:00 - 8:00 A.M. Lunch 10:30 – 11:30 P.M. Snack 2:30 - 3:00 P.M.

Birthdays

We will be happy to help your child celebrate his or her birthday. You may bring in any store bought goodies. State law does not allow us to serve any homemade treats unless they are made at the center. Please advise your child's teacher in advance if you plan to bring a birthday treat.

Discipline

We believe that discipline is an on-going process that teaches the child to be self-disciplined. We want to view punishment not as a way to discipline a child for bad behavior, but as a way of teaching a child their limits, how to maintain control, and problem solving. Discipline is most effective if it makes sense to the child.

We will implement the following discipline procedures to encourage this goal:

1. Children will be given simple rules for behavior which are appropriate for their particular age and developmental level. They will be expected to follow all rules. Overly aggressive behavior will not be tolerated, including

hitting, biting, pushing, scratching, kicking and pinching. Foul language will also not be tolerated.

2. Staff will try to anticipate and avoid situations that may lead to inappropriate behavior.
3. Children will be redirected toward another activity in an effort to avoid unpleasant situations.
4. Children will be regularly reminded of the rules.
5. If necessary, the child will be removed from the general group for a short period of time, not to exceed one

minute for each year of the child's age. The child will at all times remain within eyesight and hearing of the teacher.

6. Staff will document repetitive behavioral problems in an effort to recognize patterns and conduct effective conferences with parents. Every effort will be made to create a partnership with the children's families to benefit the child as well as the center.

Child Suspension/Dismissal

Stony Brook Childcare reserves the right to dismiss any child if the child is unable to participate in group situations, is excessively disruptive, or consistently displays inappropriate behavior. If a child's behavior continues to be disruptive or aggressive, then a Discipline Report will be sent home. In the event that three Discipline Reports go home, then the child can be suspended from Stony Brook Childcare. If after suspension, the child continues to be disruptive or continues to be aggressive, then dismissal may be discussed. We will expect you to pick up your child immediately, after we call you, if they exhibit a behavior that cannot be modified by staff.

The center also reserves the right to un-enroll any family for the additional reasons listed below:

1. Non-payment or excessive late payments of tuition
2. Not observing the rules of the center as outlined in the Parent Handbook
Threaten harm to any staff member, child or childcare as a whole. Parent or child brings any type of weapon on childcare property.

Chronic Disruptive Behavior

We will make every effort to work with the parents of children having difficulties in childcare. We are here to care for and protect all of the children in our care. Children displaying chronic disruptive or aggressive behavior, which has been determined to be upsetting to the physical or emotional wellbeing of another child or aggressive behavior toward a staff member may require the following:

Initial Consultation with Parent: The director may require the parent(s) of the child to meet

for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

Second Consultation: If the initial plan for helping the child fails, the parent(s) will again be required to meet with the director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.

Suspension: When previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the childcare center indefinitely.

Staff Qualifications

Must have a high school diploma. Most important characteristics identified in our staff are warmth, flexibility and a genuine concern and respect for children. The staff also has specific knowledge about the care and nurturing of young children, as well as training in child development. The staff receives continuous

training and periodic evaluations. All staff participates in professional development workshops and conferences, and are CPR and First Aid certified.

Reporting Child Abuse

If a staff member is suspected of abusing a child, physically or verbally, the following actions will be taken:

1. The worker will be suspended pending an investigation.
2. The director or manager in charge will evaluate the child for any signs of abuse.
3. The director or manager in charge will notify the parent or guardian immediately.
4. The director or manager in charge will notify the Child Abuse Hotline, and the Division of Licensing and Regulation within 24 hours of the occurrence.
5. After the investigation by the center and the authorities, the staff member's status will be determined.

If Stony Brook Childcare staff suspects a child has been abused or neglected by someone outside the center, it is our legal responsibility to notify the Child Abuse Hotline. Any staff member suspecting abuse or neglect will immediately notify the director and the Child Abuse Hotline. We will keep detailed written documentation of any observations that may substantiate suspicions.

Photographs of Children

We will occasionally take photographs of the children in our program. These photographs will be used by our teachers for activities and may be placed on the Parent Bulletin Board or the teacher's bulletin board to let parents see the activities that the children are involved in each day. Parents/Guardians are asked to sign a photography release form for each child enrolled in our program.

Pesticide Application

We are required by the Agriculture Department to inform parents when our building is being treated for pests. Enviro-Safe treats our buildings bi-monthly for insects with an odorless, harmless pesticide. This routine service does not require advance notification. We do have a form that we are required to have parents complete if they would like to be made

aware when pesticides are used in the facility. Whether you choose to be notified or not, the form must be completed and returned to the Director.

Grievances

Grievances should be addressed with the director within 48 hours. All parties must keep appropriate records and documentation involved on matters relating to the grievance. The director is on call for serious emergencies. Any other concerns may be reported to the director during regular working hours. The director shall investigate and arbitrate all grievances not related to the director. The executive director shall investigate and arbitrate all grievances related to the director.

***Stony Brook Childcare** is not affiliated with any specific religion, but it is a Christian school with a loving environment and a happy atmosphere.