

Pearce 4 Kids Child Care Center Parent Handbook

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OUR HISTORY

In the fall of 1987 the church began to investigate the possibility of starting a “Latch Key” ministry for families in the community who needed child care after school. A committee of church members was formed to study the geographical service area, the impact on the church building, the cost for start up, NYS school age licensing implications, additional insurance needs, budgets, etc. In the fall of 1988 PASS (Program of After School Support) opened it’s doors with 17 children enrolled for after school care. PASS continued to grow over the years and was expanded into a full day summer program called SUMMER SON. The morning care program was added to the school age care program and PASS continued to grow over the years, so much so that we had to license a second hallway of classrooms to accommodate the numbers of children who were enrolling in the program. The SUMMER SON program was discontinued for a time in the late 1990’s but was revived as SUMMER CAMP in 2005.

With the school age program up and running thoughts began to turn to full day child care for preschool children. In the spring of 1995 another study was conducted similar to that of the school age program but focusing on the need of our community for full day preschool child care. The greatest barrier to opening the day care involved the NYS child care licensing requirements for the actual building. The rooms had to be fitted with sinks for the children, direct access to the outside from certain classrooms had to be retrofitted into the existing rooms, specific equipment and supplies needed to be purchased, fire detection and evacuation issues had to be addressed, food service for the lunches and snacks had to be secured and approved, staff had to be hired and taken through extensive background checks, windows were put into the walls for visibility in the classrooms, etc. A wall was taken down in what is now the blue 4 year old room to make the room large enough to use for a preschool classroom and all of the rooms received new carpet and a fresh coat of paint. It was a massive undertaking but all was completed and we opened our doors to our first preschool children in the fall of 1997 under the name of Pearce 4 Kids Child Care Center. At that time we had four classrooms (infant, 2 years, 3 years and 4 years). In August 2006 we expanded the infant room to include the separate sleeping area which gave us more floor space for the infant children to play during their awake time. We also expanded into the west wing hallway and created the “Wobbler” room so that we could move older infants out of the infant room before they were 2 years old. Finally, we created another 4 year old room, which is now known as the “Orange 4’s”.

In 2005, the New York State Office of Children and Family Services, our licensing agent, merged our PASS school age license and our Pearce 4 Kids full day children care license under one license. At that time we officially became Pearce 4 Kids Child Care Center, serving children ages 6 weeks – 12 years. The name PASS was officially dropped and P4K is now our acronym for all programs.

Besides the school age and full day preschool programs, Pearce 4 Kids also includes the Nursery School and Pre-Kindergarten programs. These two programs are not required to be under our NYS license for child care, however they do fall under the same umbrella as the licensed P4K programs and the staff and children in the Nursery School and Pre-K are part of our P4K family as well. The Nursery School has a long-standing history in our community. Having started in 1967, we often welcome children into our classes whose parents attended Nursery School at Pearce!

Pearce 4 Kids continues to grow and change. We are grateful for a church staff and congregation that understand the need for family and community ministry and are willing to have the building used – and used *hard* - by close to 300 children and their families each week. We are fortunate to have a facility crew at Pearce who are but a walky-talky call away to assist us in everything from spills on the carpet to hearing us dream about projects and then helping us see those projects through to completion. Most of all, we are grateful to God for allowing us to have the privilege to serve Him through the Pearce 4 Kids Child Care ministry. We strive to provide a loving and stimulating Christian environment where children’s social, emotional, cognitive and spiritual needs are met. God has blessed us immensely and we look forward to continuing in His service at P4K.

MISSION AND PHILOSOPHIES

MISSION STATEMENT

The purpose of Pearce 4 Kids (P4K) Child Care Center is to provide a loving and stimulating Christian environment for children from infancy through sixth grade during hours their parents must work. The program is designed to meet the developmental needs of each age group with fun activities while working to determine and respond to the unique needs of each child.

NON-DISCRIMINATION POLICY

Pearce 4 Kids does not discriminate on the basis of sex, race, religion, ethnicity, national origin, or handicapping condition. The Center will evaluate any special needs of a child on a case by case basis to determine if and how we may be able to provide care.

CONFIDENTIALITY

Information relating to your child is confidential and will not be released unless written authorization is provided by a parent or legal guardian. Staff members are not allowed to divulge the names of children involved in discipline problems with your child. An exception will be made in the event of suspected child abuse. Any such suspicion will be reported to the Director for immediate investigation and action with the appropriate authorities. (See section on Mandated Reporting policy.)

CENTER PHILOSOPHY

At Pearce 4 Kids Child Care Center, we believe each child is a unique individual. We strive to provide a loving, nurturing, creative, and Christian environment for children. We are sensitive to their social, emotional, intellectual, physical and spiritual needs. We strive to provide developmentally appropriate programs that focus on the process of learning while also helping them to enjoy many other successful experiences.

We believe in providing a physical environment that is safe, clean, healthy, and child friendly. Classrooms are arranged to offer creative play and learning choices at a range of developmental levels. Learning centers allow children the opportunity to explore, to experience, and most importantly to succeed.

The strength of our program is the experience, expertise, and dedication of our staff. We support the teachers with training, resources, and the freedom to create a unique learning environment. We provide many opportunities for the teachers to share ideas and grow professionally. Our teachers create a caring and nurturing atmosphere that fosters each child's creativity and positive self-image.

We believe in positive methods of discipline. We establish consistent and appropriate limits to help children function in their world. Our programs are designed to develop in children a sense of independence and responsibility. We strive to strengthen each child's own cultural identity, while instilling a respect for others.

Parents are the most significant adults in a child's life. We strive to create mutual respect between parents and teachers - a partnership for the benefit of the child. We encourage daily communication between parents and Center staff. Our doors are open to parents at all times.

Our Center values people: the children in our care, their parents, and our employees. We continually work to earn the trust placed in us. We strive each day to provide the best early childhood educational services possible.

OPERATIONS

HOURS OF OPERATION

P4K is open year round, Monday through Friday from 6:30 a.m. to 6:00 p.m. for our preschool day care children.

School age care is offered from the first day of the Churchville-Chili School schedule until the last scheduled day of school with the exception of school holidays/breaks schedule. Summer Camp is offered for approximately eight weeks in the summer with information on that program being available in March of each year.

SEASONAL CARE (6 weeks – 4 year old day care families)

Parents who work during the school year only often seek to have their children at home with them over the summer. Our summer season begins the day following the last day of school and ends the day before the first day of school in the Churchville-Chili district. There will be a fee schedule for those using this summer option in order to hold their child's spot.

Preschool (6 weeks – 4 year olds) children who are registered for seasonal care receive one week for vacation time which can be used at your choosing. This renews with our fiscal school year which is July 1 – June 30. A child absence form needs to be filled out to receive the credit to your account. Vacation time needs to be taken as a full week. Your two week security deposit holds your spot in the day care during the summer. Every September you will be invoiced for a new security deposit and you will need to resubmit payment in September before your re-start date. (Please call the P4K Office for an explanation of what qualifies as seasonal care.)

HOLIDAYS

All P4K programs are closed on the following holidays:

- Good Friday
- Memorial Day
- July 4th (appointed holiday)
- Labor Day
- Thanksgiving Thursday & Friday
- Christmas Eve (TBA)
- Christmas Day*
- New Years Eve & New Years Day

***Before/After School is closed the entire Christmas school break**

The official holiday schedule will be posted at the center and notices sent to parents at the beginning of each school year.

EMERGENCY AND WEATHER RELATED CLOSINGS

In cases of extreme weather that suggests dangerous driving conditions for families and staff, Pearce 4 Kids will close. The Executive Director will call the center closing information into the media outlets listed at the end of this section by 5:30am as well as text message those who have opted into that service.

Before & After School:

- In case of inclement weather, the Before & After School programs will be closed when the Churchville-Chili School District is closed.
- When the school district announces a delayed start time due to weather related issues, we will not open for morning bus runs.
- When the school district announces an early dismissal due to weather related issues, we will open and parents will be called, email and/or texted and asked to pick up their children as soon as possible.

Explanation: As a state licensed day care, we are required to maintain a specific staff to child ratio at all times. All of our staff have college classes and/or other part-time jobs so it is not possible to quickly and adequately staff a 12 hour day for emergency school closings. The same holds true for the morning care hours in the case of delayed bus runs. Our staff have classes or other jobs and need to leave by 9:00am.

Day Care:

The Day Care will remain open unless the P4K administrative staff deems it necessary to close due to harsh and/or dangerous weather conditions. We will take into account information provided by the local weather stations, what other area schools are doing and how many of our staff can arrive safely and timely to the center in order to properly care for the children.

Information regarding emergency closings can be obtained by listening to radio stations WHAM: 1180 and TV stations WROC Channel 8, WHEC Channel 10, Channel 9 R News, WHAM Channel 13 and CW.WHAM for information. Websites with information include:

- www.democratandchronicle.com
- www.momslikeme.com
- www.pearcechurch.org
-

Pearce 4 Kids utilizes a text messaging system for emergencies, closings, delayed openings and early closings. Families may opt-in by texting the appropriate keyword to 292929:

Program	Keyword
Day Care	Pearce4kids.daycare
Before/After School Care	Pearce4kids.schoolage
Summer Camp	Pearce4kids.summertime
Nursery School	Pearce4kids.ns
Pre-Kindergarten	Pearce4kids.prek

Families who have children in more than one of our programs should “opt-in” to each program individually.

All of the programs will be closed if we lose power during the winter months and our contacts at RG&E advise that power will not be restored within a reasonable time frame so as to insure that we can keep the building heated, the kitchen running for meals and the fire alarm systems working properly. If this happens during the day you will be notified by phone to pick up your child. School age children will come to P4K as usual and parents will be advised to pick up immediately upon the children’s arrival.

CLASSROOM AND EDUCATION

BIRTHDAYS

If your child would like to share their special day with their friends at school, **according to NYS health guidelines, all snacks must be prepared by a commercial bakery or be store bought.** Suggestions for treats include: cookies, donut holes, ice cream, or other such items. We will strive to make your child's special day as memorable as possible, please let us know if you would like to celebrate your child's day. Please make sure that any food items you bring in have **NO PEANUTS or PEANUT oil.** You may choose an age-appropriate party favor as an alternative. Please talk with your child's teacher to schedule this special day and review any food allergies in your child's classroom.

BEHAVIOR EXPECTATIONS AND DISCIPLINE

We recognize that children need clearly defined limits set in a non-threatening yet firm manner. We encourage children to be self directed and exhibit self control. In order to achieve these goals, we apply principles that build individual esteem and avoid any shaming practices. As such, we accomplish order and thus discipline through close supervision, gentle guidance, and redirection. We do not employ corporal punishment as a means of discipline.

While at Pearce 4 Kids, we expect all children to treat our staff, their peers, and the building with respect. Rules for our center and/or specific classrooms will be made known to the children and generally involve the following:

- Children need to listen and follow the directions given by their teachers and/or other staff
- Hands and feet are to be kept to themselves – no kicking, pushing, shoving, etc.
- Children may not threaten, bully or inappropriately tease other children
- Inappropriate language is prohibited at all times
- Age appropriate cooperation with other children is expected
- Use of appropriate noise levels in the classroom and/or outdoors is expected

Positive guidance, reinforcement and communication by staff will encourage acceptable behavior. In order to promote continuity and understood expectations, we maintain a similar routine every day, giving the children active and quiet times both indoors and outside.

Unacceptable Behavior: Issues that require parental attention will be handled by a director or teacher contacting the parent for input and support. Continued unacceptable behavior will require a meeting with the parents, teachers and/or program director/executive director. A program plan will be implemented to help move the child to acceptable behavior.

Ongoing Unacceptable Behavior / Termination of Care: We will make every effort to work with parents, children and, if necessary, other professionals such as therapists, social workers, etc., to resolve behavior issues. In the event that all of the actions to correct unacceptable behavior do not create a change in the behavior and that behavior is consistently disruptive or dangerous to the children, staff and/or program/class, it may be necessary to terminate the care of a child. Parents will be given a two week notice regarding child care termination.

CURRICULUM (See Full Day Child Care section for specific information about day care curriculum)

Pearce 4 Kids provides developmentally appropriate instruction for each preschool classroom. We believe that a child can learn through play and in lesson settings while using their senses. Play provides children with a foundation that will help them grasp abstract concepts as their academic education continues. Our daily schedule will be posted outside each classroom.

While our before/after school age programs do not have formal curriculum, we actively work at helping children develop their social skills and strive to provide an atmosphere of learning through centers, games and quiet areas for study, reading and play.

CRAFTS

Almost everything your child does during the day represents a learning experience. The act of making a craft is such an experience. We enjoy making crafts with your child. Sometimes he/she will bring home artwork or crafts. At other times, the "finished product" may be saved as part of a larger project or posted on the classroom or hall wall.

CUBBIES

A cubby or coat hook is provided for each child at our Center. Coats, hats, backpacks etc. may be hung in your child's cubby or coat hook. Please label all of your child's belongings. We ask that each child in the infant, wobbler and 2 year old rooms bring a 4.9 quart Rubbermaid container to store spare clothes, nap items, swim attire, etc. Children in the 3 and 4 year old rooms need to bring a zippered tote or backpack. NO PLASTIC BAGS/PLASTIC GROCERY BAGS ARE ALLOWED.

TOYS FROM HOME

Parents are strongly discouraged from allowing children to bring expensive or treasured toys from home. Pearce 4 Kids is not responsible for lost, damaged or stolen items brought into the center from home. This includes, but is not limited to, handheld electronics, cell phones, MP3 players, etc.

WINTER OUTDOOR PLAY

NYS Child Care regulations stipulate that supervised outdoor play is required for all children except during inclement or extreme weather. Except in the most extreme cold weather, children can safely play outdoors provided that they are dressed appropriately.

Why play outside in the winter? ~ Taken from an article by Emily Leone, Registered Nurse at the Western New York Child Care Council Office. Permission to copy granted 2/9/06. First of all, it is beautiful and fun, and snow is one of the benefits of living in our environment that other areas of the country rarely, if ever, have the opportunity to enjoy. Additionally, there are health benefits to playing outside in the winter. Outside air has more humidity than inside air. This is beneficial to unclog stuffy noses and help sinuses drain. The humidity is also beneficial for those who experience nosebleeds in the winter. Also, outside air has fewer viruses than recirculated indoor air. Remember that cold weather does not cause colds or flu. These are caused by viruses that are more easily spread in the winter when children and families spend more time indoors and in closer contact.

SAFETY AND SECURITY

We have a staff person at the reception desk monitoring the sign in and out of children. We require and appreciate your participation in this sign in/out system. Pictures are taken of those permitted to drop-off or pick-up children and placed in a binder that a receptionist can reference for verification. When a substitute receptionist or new personnel are at the desk you or your designated drop-off/pick up person may be asked for photo ID to confirm your identity.

Our parking area can be a busy place at certain times of the day. Please help us provide a safe environment. We offer the following tips and ask for your cooperation.

- Monitor your child in the parking lot.
- Make sure your child doesn't run ahead of or behind you upon arrival and pick up.
- Upon arrival please turn off your car.
- Check behind your car before backing out.
- Drive slowly in our parking lot.
- Do not leave children in the car unattended.
- Parking is permitted for a brief time in the Pearce drop off circle on the North side of the building.

ABSENCES

If your child is going to be absent, please notify the P4K office as soon as possible. School age children who do not arrive on the bus in the afternoon will be marked absent. If we have not heard from you regarding their absence by the time their bus arrives we will call and advise you that they have not arrived as scheduled.

DROP OFF

Our motto at drop off is "the shorter the goodbye the shorter the cry." We know from experience that after your child has been here a few times, the "fuss" will be less, if at all. You are welcome to stay and observe through a window. Please discuss any information you feel pertinent about your child with his/her teacher at drop off time or you may call and talk to your child's teacher at another time if you prefer. If you have information for the Director or Bookkeeper, stop by the P4K Office or drop a note in one of the payment boxes.

PICK UP

No person other than those who appear on the departure authorization form will be allowed to pick up your child. If your authorization persons change you may send in a note letting us know of the change with your signature. We can accept faxed notes that are signed by the parent giving permission for someone else to pick up their child. Our fax number is **585-594-0223**.

If you will be late in arriving, please call as soon as possible. It helps to minimize unnecessary concerns.

If we have not heard from you and are unable to contact another caregiver on your pick up/emergency list by 6:30 p.m. Pearce 4 Kids reserves the right to call the Monroe County Child Protective Services.

LATE FEE:

Our staff members often have commitments immediately following their scheduled work time. In consideration of this we have put in place a late fee system for children picked up after 6 p.m. There will be a charge of \$10.00 per child in 10 minute increments, and additionally, \$2.00 per child for every minute after 6:20 p.m. You will be billed for late fees. The payment of these fees is considered as critical as regular childcare fees.

FIRE DRILLS

Monthly fire drills are required by our licensor, the NY State Office of Children and Family Services, and are conducted regardless of the time of year. Drills will be conducted at different times of day and staff/children will not be made aware of these drills ahead of time. Parents who arrive at the time of a drill may not sign a child out and leave until after the drill is over and the children are back in the classroom.

SOCIAL MEDIA / PHOTOGRAPHS

No pictures will be posted in the day care center, on blogs/social media sites, or in publicity about Pearce 4 Kids without parental consent. This consent, or lack thereof, will be given on the program registration forms at the time of registration.

We ask that all P4K parents refrain from using their personal social media and/or blog sites for the following:

- Photos of children in the center, other than your own, without written consent from the child's parent and the P4K Child Care Center
- Inappropriate comments about the center in general, about specifically named staff or about other children/families in the center

ENROLLMENT CRITERIA

PRESCHOOL DAY CARE

Children must be between 6 (six) weeks and 5 (five) years of age. No child may be accepted unless the Center has been furnished with the following:

- Evidence that the child has received a health examination within 1 year prior to admission by a physician, physician's assistant or nurse practitioner who has completed the health examination form supplied by the Center.
- A written statement signed by a physician, physician's assistant or nurse practitioner stating that the child is free from contagious or communicable disease and is able to participate in child day care.
- A certificate of immunization prepared by a physician or other authorized person who administered the immunization which specifies the products administered, the date of administration and the physician-verified history of measles, mumps, and other diseases, or
- The official State immunization record card completed by the administering physician or health care facility, or
- A certificate from a physician, physician's assistant or nurse practitioner stating that one or more of the required immunizations may be detrimental to the child's health, and specifying which immunization may be detrimental or
- Religious exemption letter - a signed note from the child's parents verifying that immunizations are being denied due to religious beliefs

The immunization certificate or record card shows that the child has received age-appropriate prophylaxis. This must include immunization against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella and Haemophilus influenza type b(Hib) except where there is a medical contraindication and a physician, physician's assistant or nurse practitioner has completed and signed the medical exemption section of the Department of Social Services physical examination of day care child form.

SCHOOL AGE PROGRAMS

Children must be in Kindergarten and no older than 13 at the finish of the sixth grade year to participate in our Before/After School Program. Our Summer CAMP program accepts children entering Kindergarten in the fall of the same year through children age 12. Children are admitted on a space available basis. A waiting list is maintained by the registrar and will be used when an opening becomes available.

CHILDREN WITH SPECIAL NEEDS

We are happy to talk with you about your child's special needs and evaluate whether we can meet their individual needs within the structure of our programs. We may request a conference between the child's physician(s), teacher(s) and parent(s) to help us assess if P4K is the right placement for your child. If it is determined that we can care for the special needs of a child and the nature of the child's need requires reasonable accommodations (staffing, room/environment modifications, breakout space for therapy, one-on-one aids provided by an outside source, etc.), we will require that all such additions/modifications are in place before admittance.

PROGRAM FEES

Preschool Day Care: A \$40 non-refundable fee is required. Please consult with the Director for tuition information. Tuition is due each Friday prior to the week care is given. Payment in full is required. Please pay by check made payable to Pearce 4 Kids Child Care Center (P4K).

Seasonal Care for Day Care Families: refer to the Operations section for information about seasonal care.

Before/After School Care: A \$40 non-refundable fee is required with all registrations. Please consult with the Director or Bookkeeper/Registrar for tuition information. Tuition is due the first of each month during the school year. Payment in full is required. Please pay by check made payable to Pearce 4 Kids Child Care Center (P4K). If payment is not received by the first of the month, a late fee of \$10.00 is invoiced.

Fees for Before/After School are divided evenly so that your monthly payments are the same each month regardless of the number of days in the month, the number of vacation/holidays in that month, etc.

Summer CAMP: A \$40 non-refundable fee is required with all registrations. There is a \$20 weekly deposit due upon registration for each week a child is registered. Tuition is due in full (less the \$20 week deposit) by the Friday prior to the week your child is signed up to attend CAMP. Upon registering your child for the CAMP weeks, you are responsible to pay for the weeks registered even if you cancel.

There is a \$10 fee for returned/bad checks. Failure to remit payment after 10 business days constitutes termination of services with the Center

HEALTH CARE

Because of our concern for the health of your child and all other children in class, the following guidelines have been created. We appreciate your cooperation in complying with them. Children who are ill will NOT be accepted at the Center. Children who become ill during the day will be sent home. In all cases, the Center reserves the right to send home a child with suspicious or prolonged symptoms. It will be the responsibility of the teacher (and in his/her absence, the Director or Director's Assistant) to make that determination based on his/her best judgment. **When a child is absent due to illness, the parent is asked to notify the Center by 9:00 am in the morning.**

In the event the following occur, we ask you to keep your child at home:

- A temperature of 101° or any fever accompanied by:
 - a deep cough
 - earache or draining ear
 - spasms of cough
 - sore throat
- A rash of any kind until diagnosed, treated or declared harmless by a physician (documentation from the physician must accompany the child when returning for care)
- Early colds (coughing and sneezing), very bad colds with purulent discharge
- Diarrhea or vomiting the previous evening or before morning arrival - child needs to be free from vomiting or diarrhea for 24 hours before returning to school
- Red, runny or matting eyes
- Bronchitis

We are a Center for "healthy" children. A child who is not well does not benefit from our program and can adversely affect the health of our other children. If you have any doubts about your child's health, please keep your child home and contact your family doctor.

In the event your child becomes sick while at the Center, you will be promptly notified. We expect that you will come to the Center within one hour to take your child home. A sick report will be completed and reviewed with you at the time you pick your child up.

ILLNESS CHART

Illness	May Return
Chicken Pox	24 hours after lesions have crusted
Conjunctivitis (pink eye)	24 hours after start of treatment (if drainage and excessive tearing have stopped)
Croup	After illness has subsided
Diarrhea-Gastro Enteritis	24 hours after last loose stool or after 1 normal bowel movement
Rubella	At least 7 days and 24 hours after symptoms end
Hepatitis A	At least 7 days after onset of jaundice
Impetigo	24 hours after antibiotic treatment has started/rash must be covered with band aid
Fever	24 hours after temperature is normal without the aid of medicine
Influenza	24 hours after symptoms have subsided
Measles	At least 4 days after onset of rash
Mumps	14 days after swelling begins
Lice	24 hours after treatment is completed / NO NITS may be present
Whooping Cough	At least 7 days after therapy has started
Pin worms	After treatment is completed
Roseola	After illness has subsided
Scabies	24 hours after start of treatment
Strep throat	24 hours after start of antibiotic treatment
Poison Ivy	After lesions have dried up
Pneumonia or Epiglottitis	Written note from physician (if due to H-Flu, Health Dept. must give order)
Bacterial (Spinal) Meningitis	When Health Dept. gives OK

MEDICATION ADMINISTRATION POLICIES

Medications may be administered by trained staff only. Medications must be checked in with a trained staff member who will ensure their immediate and proper storage in the designated locked cabinet or refrigerator which are located in the P4K office. Below are basic guidelines regarding medical administration:

- Prescription Medications (ex. Oral, nasal, patches, nebulizer, EpiPen): requires written permission from a Licensed Health Care Provider. This medication must be in the original child-resistant container and have the original pharmacy label attached along with the package insert for a complete list of special instructions.
- Topical, Over-the-Counter (ex. Sunscreen, diaper cream, ointment): requires parental written instructions for administration, consistent with directions for use on the original container.
- If a child over 18 months develops symptoms which require the need for over-the-counter medication while in our care, such medication may be given under oral instructions from the parent for *that day only*. Children under 18 months of age must always have written medication consent forms.
- Medication consent forms must be completed by a Licensed authorized prescriber and the parent/guardian when the medications are brought to P4K to be given to your child.
- We are not allowed to administer any medications to children by putting them in a bottle, cup or food.

INJURIES

In the event that your child is injured while in our care, a staff person will perform basic first aid to treat the injury. An *Injury Report Form* will be completed and will either be handed to you or placed in your child's mailbox for your signature and return. P4K is required by NYS to maintain injury reports until the child turns 21 years old. A copy of the completed and signed injury report is available to you upon request.

MEDICAL EMERGENCIES

- In the event of a medical emergency, you will be contacted and asked to authorize P4K to take the emergency measures deemed necessary for the medical care and protection of your child, including contacting EMS (Emergency Medical Services)
- In the event that we cannot contact you, we will act under the authority of the Parental Agreement on your child's registration form and obtain any and all medical help deemed necessary. We will make continuous efforts to contact you or someone listed on your form as an emergency contact.
- In the event that, due to a serious or life threatening injury or illness and you are not able to be reached at all or in time, EMS will be called and a staff person will accompany your child to the hospital until you or your emergency contact is reached and arrives at the hospital.

HEALTH INSURANCE

All enrolled children in P4K must be continuously covered by Health Insurance. Parents are required to document the type of coverage and the policy number on their child's registration form. If the coverage should change, parents must notify the P4K office in writing.

If your child receives outside medical attention due to an injury while at P4K, your health insurance is the primary responsible party for payment for the cost of treatment for your child.

Please keep all contact information, emergency medical information, and the authorization of medical treatment current.

LICENSING AND MANDATED REPORTING

MANDATED REPORTER

As a licensed child care center, Pearce 4 Kids is required by law to report any suspected child abuse, neglect, or maltreatment. Any suspicious bruises, injuries or actions will be documented and reported to Child Protective Services. Questioning of the parent may or may not occur, depending on circumstances. All mandated reports are not generated at Pearce 4 Kids. Doctors and teachers are also mandated reporters.

NY STATE OFFICE OF CHILDREN AND FAMILY DAY CARE LICENSE

Pearce 4 Kids Child Care Center is licensed by the New York State Office of Children and Family Services, 259 Monroe Avenue, Rochester, NY 14607. The phone number for this office is 238-8535. Our current license and regulations are posted on the wall going into the day care wing. There is also a copy of both posted in the P4K Office.

LICENSING REQUIREMENTS

Our license through the New York State Office of Children and Family Services requires strict enforcement of regulations and standards that provide for the safety and interest of the children, staff and center. Inspections are conducted both randomly and scheduled throughout the year by the Office of Children and Family Services (which includes our licensing representative and the fire/safety inspector from that office) and the Department of Health. All town/county inspections for our facility must be current and on file as well. Our license is valid for four years, at which time we must apply for renewal.

Staff Hiring Criteria

All staff are required to have the following in their employee file:

1. Application
2. Verification of qualifications as required by NYS Office of Children & Family Services
3. NY Statewide Central Register Database background check
4. Fingerprint verification from the Office of Children & Family Services
5. Three personal references
6. Current physical documents and tuberculosis evaluations on file
7. Signed statement indicating applicant's knowledge of a personal criminal conviction

Staff Training Requirements

Regulations also dictate staffing qualifications and requirements for staff training. In the course of our two year license, staff must receive up to 30 hours of training which includes all of the following categories:

1. Principles of Early Childhood Development
2. Nutrition and Health Needs of Children
3. Child Day Care Program Development
4. Safety and Security Practices
5. Business Records and Maintenance and Management
6. Child Abuse and Maltreatment ID and Prevention
7. Statutes and Regulations of Child Day Care
8. Statutes and Regulations Pertaining to Child Abuse and Maltreatment
9. Shaken Baby Syndrome

In order to provide staff with the required trainings we may choose to designate a teacher in-service day and not open for care for the day but rather use the entire day for training. Parents will be advised of this teacher in-service day at the beginning the school year when the vacation/holiday schedule is posted.

PARENT INFORMATION

Pearce 4 Kids Child Care is committed to working with families. We strongly encourage parents to participate in every aspect of their child's program. Our main focus is your child. If you have any concerns or questions, please immediately contact the Director at 594-9191 or 594-1833. It is vitally important that you as parents/guardians communicate your needs and desires regarding your child's needs openly and honestly with your child's teachers. You are encouraged to discuss any developmental milestones you have encountered and share any other information that may be appropriate.

Parents are encouraged to share personal interests including hobbies, talents, cultural backgrounds, favorite recipes, etc. Parent involvement is valued and encouraged through:

- **Parent Conferences** – Parents of 3 & 4 year olds are asked to come in mid-year for a conference with their child's teacher. Parents of infants – 2 year olds may conference with teachers upon request.
- **Home/School** – It helps us immensely when you communicate information regarding your child's illnesses, change in sleeping, and change in eating, teething, and so forth.
- **Parent Concerns** - If you have any problem or concern about our operations or your child's progress, please contact the P4K Executive Director or your child's Program Director immediately.

CUSTODY ISSUES

If parents are separated, but not legally divorced, P4K does not have the right to deny access to the child by either parent. Therefore, without a restraining order on file, P4K staff WILL NOT prevent access to the child by either parent. In the case of divorce, either parent may pick up their child unless a court order indicates limited or no visitation. (A copy of the order, signed by the judge, must be in the child's file). If parents are in the process of separation or divorce, it would be greatly appreciated if the staff was updated on the issues that affect the child's custody or emotional well being.

SEPARATE INVOICING

If a child is not in the home with both parents and both parents are covering the cost of care, each parent can be invoiced separately. A request for this type of invoicing will need to be made to the Administrative Assistant for Finance.

OPEN DOOR

Any parent has the right to inspect the Center at any time. We have observation windows in all of our rooms so that a parent may see the classroom without the child or teacher knowing they are watching. Parents may also go into the room to be with their child at any time. We encourage parents to visit. It is helpful to be sensitive to the needs of the room you are visiting (i.e. getting the children down for nap time is more difficult with new adults in the room, etc.).

PARENT/GUARDIAN/GUEST EXPECTATIONS

Language: foul/profane language is not permitted while on P4K property. Children, staff and other parents are in the building at all times and we seek to maintain a positive environment for all and to be appropriate role models for the children in our care.

Check In/Out Procedure Compliance: we expect that all who are dropping off/picking up will comply with the check in/out procedures. Families need to present the "ticket" they receive at sign out to a staff person before taking their child offsite. We ask that you notify the Executive Director or your child's Program Director if you feel that "tickets" are not being collected by staff as policy requires.

Drug/Alcohol Impairment: if a parent or other adult arrives to pick up a child and appears to be intoxicated or drug impaired we will not release the child. Someone from the child's pickup list will be called for pick up. We will contact local authorities should the intoxicated or drug impaired individual not comply.

PRESCHOOL FULL DAY CHILD CARE

BITING

Periodically, even with every effort by the staff being made to prevent it, biting becomes an issue in the infant and toddler rooms. Child development research indicates that approximately fifty percent of all children enrolled in child care centers will be bitten. Toddlers especially will often use biting as a form of communication. We will do our very best to minimize biting accidents. If your child does get bitten our staff will comfort your child and care for his/her needs immediately.

IF YOUR CHILD BITES ANOTHER CHILD: Although biting is quite common among young children, (research shows that one out of ten toddlers and two-year-olds does it) when it becomes a continuous behavior we must work together and take steps to help your child change his/her behavior. In the event that your child bites on numerous occasions, we will work with you to develop a plan to correct the behavior. However, if continuous biting is aggressive (breaks skin or does not lessen within a reasonable period of time) we may ask you to temporarily withdraw your child until the biting diminishes. Upon your child's return, if the aggressive biting continues you may be asked to withdraw your child from the program until he/she is older.

CHANGES IN SCHEDULED CARE

All changes to your schedule days must be submitted in writing to the Day Care Program Director at least two weeks in advance. If enrolled as part-time and an increase/change of days is needed, approval will be based on available space in the classroom.

CLOTHING/SUPPLIES

Parents of **infants** (6 weeks to 15 months) need to provide an adequate supply of diapers and wipes. Each child should have at least two changes of clothing and appropriate outdoor wear. Additional items include: personal blankets, bibs, soaps, ointments, sunscreen, bottles, formula (prepared in advance by the parents), and special feeding implements such as spoons and cups. All items must be labeled.

Parents of **wobblers** (15 months – 2 years) need to provide an adequate supply of diapers and wipes. Parents should also provide two complete changes of clothing and appropriate outdoor wear, including boots and snow pants (winter months). In the summer, sunscreen, water shoes, swimming suit, towel and additional appropriate seasonal clothing is required.

Parents of **toddlers** (2 years) need to provide an adequate supply of diapers and wipes for any child not yet toilet trained. Parents should also provide two complete changes of clothing and appropriate outdoor wear, including boots and snow pants (winter months). In the summer, sunscreen, water shoes, swimming suit, towel and additional appropriate seasonal clothing is required.

CONCEPT AND SKILL DEVELOPMENT

Children will follow a program designed to be educationally age appropriate. Through literature, circle time activities, games, free play, music and art, the following areas will be presented and encouraged:

Adjustment

- Be comfortable within the school environment
- Become aware of school routines
- Follow school routines
- Work and play well with others
- Develop good safety habits

Language

- Verbally express their needs and ideas
- Participate in group discussion
- Relate an experience or tell a simple story from pictures
- Develop vocabulary skills through the use of literature
- Songs

- Finger plays
- Make predictions about stories

Listening

- Listen to stories and rhymes
- Listen to others in group discussion
- Follow one and two step directions
- Listen for letter sounds
- Listen for patterns in books

Identification

- Basic colors
- Basic shapes
- Own name in manuscript form
- Letters
- Numbers

Math

- Count from 1 to 20
- Identify numerals
- Become familiar with the calendar
- Copy patterns using math materials
- Use a variety of math manipulative such as pattern blocks and unifix cubes, to enrich math learning

Visual Discrimination

- Recognize likeness and difference (size, shape, action)
- Locate details in pictures

Coordination

- Develop gross motor coordination (run, jump, gallop)
- Develop eye-hand coordination (color, paste, cut)
- Write name in manuscript (4 year olds)
- Fine Motor Skills

Spiritual Development

- Participate in prayer before snack
- Listen to Bible stories and do related activities
- Learn about God's creation
- Learn that God created each person unique
- Learn that God loves each person

Observation of the World Around Them

- Weather
- Change of Season
- Colors in Nature

Our 4 year old classes are designed to provide Kindergarten readiness skills for the children. The children will not be expected to master all of the skills listed or have all of the concepts fully developed. Each child is to progress at his/her own rate of speed and degree of interest.

FIELD TRIPS

For liability reasons, we only take children on walking fieldtrips. We will notify you and have signed individual permission slips from you for any fieldtrips we take other than walking around the church and/or Roberts Wesleyan College campus.

MEALS

The preschool day care serves lunch each day and breakfast when needed. Breakfast will be served up to 8 a.m. each morning. Each meal is prepared in compliance with governing federal and state guidelines to assure nutritional value. A monthly menu is posted in each classroom for inspection and comment. Additionally, we provide an A.M. and a P.M. snack. Our food is prepared onsite and catered through the Food Services Ministry of Pearce Memorial Church.

For **infants**, parents are required to provide all prepared formula, cereal, and when appropriate, junior food. Once a child is able, and as requested by the parent, he/she will be fed from the regular menu.

Any variation in diet is permitted only in accord with the physician's written order. Please notify us in writing if your child has any food allergies.

REST/QUIET TIMES

Rest/Quiet time is important for a child's health and well being. Such time also allows a child to "re-energize" and develop self-control. To that end, we employ the following "schedule":

- **Infants** (as per their requirements) will rest during the day, but not so much as to cause a disruptive night sleep cycle. All infants sleep in cribs.
- **Wobblers & Toddlers** will nap and/or rest from 12:30 – 3:00 p.m. each day. We encourage you to supply your child with a favorite toy or blanket for this time. Wobblers will be in cribs and graduate to cots at such time as the teacher and parents agree on the move. Toddlers will be on cots.
- **Preschoolers** will nap and/or rest from 12:30 – 3:00 p.m. each day. Children who sleep will be allowed to do so until 3pm. Children who do not sleep or who wake up before 3pm will be allowed to quietly look at books listen to story tapes and other quiet activities. We encourage parents to provide your child with a favorite quiet toy or book for use during this time. We often have parents request that we wake up their child after a certain period of time. We will attempt to accommodate this request; however, if a child does not awaken after several attempts we will not continue to try and awaken the child but will allow him/her to awaken on their own.

P4K supplies a crib, cot, or mat for all preschool children. It is reserved exclusively for your child. We disinfect each child's cot/mat on a monthly basis. Infant room sheets, bibs, etc. are laundered weekly, and if necessary on a more frequent basis.

SECURITY DEPOSIT

A security deposit equal to two weeks tuition is invoiced approximately three weeks prior to your child's start date. Payment is due before the start date. Upon leaving P4K, if your account is paid in full, the security deposit is applied to your last two weeks of care. A written two weeks notice is required when withdrawing from the center. Failure to provide a two week notice will forfeit your security deposit.

SHOW-AND-TELL

Show-and-Tell is a wonderful learning experience for all involved. Show-and-Tell is scheduled on different days in different classes. The older children may bring in a "special" toy from home on Show & Tell Day. These objects will be stored in the child's cubby until it is time to use them. Please ensure that your child's name is on any item used for Show-and-Tell. At no time are children permitted to bring in toys associated with violence including toy guns, knives, swords, etc.

TOILET TRAINING

We will support your efforts to help your child become toilet trained and work with you to provide consistency between home and day care and support your at-home initiatives as we are able in a group setting. Communication between parents and staff is essential in this process. Although we understand that accidents will still happen occasionally, toilet training must be completed by the time a child moves to the 4 year old classroom.

TRANSITIONING TO KINDERGARTEN

It is assumed that if your child is eligible for Kindergarten that he/she will be leaving the day care and attending Kindergarten unless we hear otherwise from you by **March 1st**. If you elect to keep your child in day care and wait to send them to Kindergarten until the following year they will remain in day care for the summer and will stay in their 4 year old room for the following year.

Children who are eligible to enter Kindergarten will transition to our Summer Kinder-Camp for the months of July and August. Children will be in a structured setting specifically designed with Kindergarten readiness skills in mind. Information about Kinder-Camp will be sent home at the beginning of March of each year.

TUITION

Tuition is invoiced at the beginning of each month. Payment is due the Friday before care is given. The weekly fee is due regardless of absences, emergencies, emergency/snow closings and holidays.

VACATION AND SICK TIME

Children who are registered for year round care receive two weeks for vacation time which can be used at your choosing. This renews with our fiscal year, which is June 1 – June 30. Vacation time is to be taken as a full week. A completed Child Absence Form is required to receive credit to your account.

A half sick week is available for absences due to sickness. A child must be out half of the scheduled week of care to qualify for a credit. A completed Child Absence Form is required to receive credit to your account.

SCHOOL AGE CHILD CARE

PROGRAM OVERVIEW

Our **Morning Care Program** is for children who need care in the morning prior to the school start time. We open at 6:30 a.m. and the staff stays until the last child gets on the school bus. Morning Care is a relaxed program. We offer board games, coloring, some recreational play, and occasional movies or crafts and time outside, depending on the weather. A breakfast such as cereal, bagels, toast, and juice will be provided each morning with no additional charge.

Our **After School Program** begins with the arrival of the busses after school dismissal. A counselor checks the children in as they arrive from the bus. Kindergarten and 1st grade children will go to the primary wing, and the older children will go to the school age wing. As children arrive they have snack (K-1st in their classrooms, 2nd – 6th in the snack room), and then begin their activities for the day.

When the weather is nice the children will be given the option of playing outside. When the weather does not allow for the children to play outside, we will make use of the Family Life Center and/or our recreation room. We believe that it is important to keep the children moving and active after a long school day and we encourage large motor skill activities.

Monday through Thursday the homework room is available for children seeking a quiet environment to finish their school work. The homework room will not be open on Fridays. (Due to the number of children that attend P4K, it is impossible for us to keep track of when you want your child to go to the homework room. Please discuss your expectations for homework with your child ahead of time.) Other activity options for children include outside play, gym time, crafts, board games, quiet reading, and movies. Children in 2nd – 6th grades will use the tracking board to chart their location. Parents are encouraged to check the board before picking up their children.

Our **Summer Camp** is an 8 week program in July/August for children who will enter Kindergarten in the fall through children age 12. Activities may include field trips, music, drama, snacks and more ~ all corresponding with the week's theme. Information about Summer CAMP will be available by March of each year.

FULL DAYS OFF FROM SCHOOL

There is a daily charge for full days. (Check tuition schedule)

- Due to staffing, we will only have guaranteed space for 30 children on a full day. A sign up sheet will be posted and parents will sign up for the day(s) needing care. A waiting list will be established after the first 30 children are signed up.
- Parents may remove their child from the list at any time before the end of the sign-up week without penalty.
- After the sign up week has passed, if it is determined that your child does not need care you are still responsible to pay for the spot unless it can be filled with a child from the waiting list.
- Parents must sign up in person, and only for their own children. No phone reservations can be made.

HALF DAYS OFF FROM SCHOOL

There is a daily charge for half days. (Check tuition schedule)

- The number of registered P4K children that can be signed up for half day is unlimited.
- Parents may remove their children from the list anytime prior to the week of the half day. If they have not canceled by that time, parents are still responsible to pay for the spot as we must hire staff based on numbers signed up. Since we must maintain staff/child ratios required by our license, if a child arrives for a half day and has not been previously signed up we may have to call the parent to pick up their child from the program.
- Parents must sign up in person, and only for their own children. No phone reservations can be made.
- A surcharge of \$10 per child will be billed to parents whose children arrive from school for care but who have not been previously signed up.

CLOTHING

Children should come to P4K prepared with clothing suitable for the weather. Unless we have a note from you giving consent to do otherwise, all children will be required to wear a coat/sweatshirt outside on days when the temperature is below 60 degrees. We will use our best judgment about coats when the weather is above 60 degrees unless we have specific instructions from you. We have found that sneakers or rubber soled shoes give the children the best support for running and active play.

FIELD TRIPS

We use a bus service to transport the children to and from field trips. The bus service provides professionally-trained drivers and clean, well maintained buses that meet or exceed federal, state and municipal safety requirements. The cost of field trips is covered in the full day charge unless otherwise noted.

Occasionally we have an opportunity to expose children to music or the arts and sciences through opportunities on the campus of Roberts Wesleyan College. These are walking fieldtrips where children will be supervised by P4K staff.

SNACK/LUNCH

Before school care for school age children provides breakfast such as cereal, bagels, toast and juice. A snack is provided for children who arrive for our afternoon school age care program. During Full Days and Summer CAMP we will provide a morning and afternoon snack. Parents must provide a bag lunch and non-caffeine beverage for Full Days and Summer CAMP.

According to NYS health guidelines, all snacks provided to the children must be prepared by a commercial bakery or be store bought. For this reason, we cannot allow treats from home to share with the group, such as homemade birthday cupcakes, etc.

WITHDRAWAL AND FINANCIAL ISSUES

BOOKKEEPING/FINANCIAL QUESTIONS

If you have questions regarding your bill, contact the Administrative Assistant for Finance/Registrar.

Families who need monthly receipts for flexible spending accounts or tax purposes may send an email to Administrative Assistant for Finance/Registrar or drop a note in the check box located outside of the P4K Office. Upon your request we will provide a receipt each month after we have received your payment.

WITHDRAWAL

If you wish to withdraw your child from the program, a written two week notice is required. If we do not receive written notice that your child is being withdrawn we will continue to charge for care.

STAFF AND CONTACT INFORMATION

WHERE TO CALL

Please contact us at **585-594-1833** if you have any questions relative to your child, our programs or any other issue you feel needs review. In the event that our phone service is down you can try the main church number **585-594-9488**. Our fax number is **585-594-0223**.

OUR ADMINISTRATIVE STAFF

Lydia Monroe, P4K Executive Director
Monroe_Lydia@pearcechurch.org

Beth Antes, Administrative Assistant for Finance/Registrar
Antes_Beth@pearcechurch.org

Heather D'Imperio, Day Care Program Director (through July 17, 2015)
dimperio_heather@pearcechurch.org

**Mattie Benedict, After School & Summer Kids Camp (2nd – age 12) Program Director,
Day Care Program Director (starting July 20, 2015)**
benedictm@pearcechurch.org

Sue Smout, Before School & Summer Junior Camp (K/1st) Program Director
Ssmout3@aol.com

Please put "P4K" in the subject line. Know that our computer security often blocks attachments.