

HAPPY BEES DAYCARE

21-60 33 Street, Astoria, NY 11105
718-606 6663

Parent Handbook

Welcome to Happy Bees Daycare Center. Our goal is to provide a safe and secure environment for your child that fosters physical, social, emotional, linguistic and cognitive growth within the framework of an integrated and developmentally appropriate curriculum.

Please read this Handbook and feel free to ask questions.

Philosophy

Happy Bees Daycare Center philosophy is based on the child development model which incorporates the theories of Piaget, Montessori, Erikson, and others. Learning through play is viewed as the cornerstone of the curriculum. Adults provide protection, security, stimulation, support, limits and affection. Children are respected as individuals within a child-oriented rather than teacher-directed program.

Our primary goal is for children to feel safe and secure. Prior to being independent a child must know that he or she can depend on adults and a predictable environment. We recognize that children develop at different rates and have different interest. Small group size and appropriate teacher-child ratios allow for meeting the individual needs of each child.

At Happy Bees Daycare Center, children are given the opportunity to explore materials and participate in a variety of experiences. Activities are carefully planned and implemented in an open-classroom setting. These activities include building, painting, using play dough, drawing, writing, working with manipulatives, exploring nature, dancing, singing, playing outside, and listening to stories read out loud.

Children are free to choose from age-appropriate activities and dramatic play. Children develop self-esteem, independence and problem-solving skills as they make choices and assist in planning the environment and the activities.

Tuition

- Monthly tuition is due by the 25th of the previous month and no later than the 30th. There will be a \$25 late fee after the 30th of each month.
- Should your tuition check not clear with the bank we would then require a money order plus \$30.00 to cover the bank fee. NO EXCEPTIONS.
- If tuition is not received by 2 weeks after tuition is due, your child enrollment will be terminated, followed by a collection notice.
- In cases such as maternity leave, job-related leave of absence, illness, vacations, and summer months, full payment of tuition is still required to hold your child spot.

Late Pick-Up

The Center closes at 6:00 p.m. daily. If you are running late, please call the Center. There is a \$1.00 per 1 minute late pick-up fee which is payable within 24 hours of billing.

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ABSENTEE & VACATION

- There will be no refunds or “make up days” for absenteeism or vacation.

Holidays

The Center is open Monday through Friday with the exception of the following holidays:

New Year’s Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Thanksgiving Day

Christmas Day

Martin Luther King Day

President’s Day

Emergency Closings

In the event of an emergency closing or closing due to inclement weather, parents will be notified by phone/email.

Should the center need to close in the middle of the day, Happy Bees staff will attempt to reach each child’s parent to arrange for pickup. Should the staff be unable to reach a parent, the person listed on the emergency contact form/list will be called until pickup arrangements can be made. Staff will notify the contact person of the pickup location if the children need to be evacuated from the center.

Should the center need to be closed for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, tuition will be refunded proportionally.

Drop-Off and Pick-Up

In order to assure the safety of your child, we ask that you sign your child in and out each day. The classroom registers are located at the desk in the office area enter the Center. After signing-in, take your child to the designated classroom or area. Make verbal contact with a teacher in order for us to know that your child has

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arrived. We cannot be responsible for a child that we do not know has arrived. Please do not allow older children to enter the building or classroom alone.

Difficulty with separation is not unusual for children, especially during their first weeks of attendance. Please help prepare your child for your departure. Do not try to “sneak away” or “slip out” as this action creates anxiety for your child. Tell your child that it is time for you to go to work, then leave. Prolonging your good-byes sends a mixed message to your child and can increase anxiety. A teacher will be happy to assist you if necessary and help your child settle into an activity.

If a child is upset when you leave, please know that children usually calm down within minutes of your departure. Please feel free to call at any time to check on your child.

Some parents find it beneficial to gradually phase their child into the Center. This process may include several visits prior to the first day of attendance and perhaps staying only through lunch or nap time on the first day. Phasing-in assists not only the child’s adjustment to a new schedule and new program but also the parent’s. Please check your child’s cubby/mail box and book bag each day for messages, art work, or other take-home items.

Parents are required to notify the child’s teacher or the Director of any special instructions or needs for the child’s day. The parent should present the special instructions in the form of a letter and discuss them verbally with either the classroom teacher or the Director. These special instructions include but not limited to: early pickup person, health issues over the previous night which need to be observed, and any general issues of concern of which the child care providers should be aware to best meet the needs of the child throughout the day.

Authorized Pick Up

Your child will be released only to those persons listed on your emergency contact list of the registration form. Please advise family and friends who occasionally pick-up that identification will be required. Please notify the office in writing if there are any changes in pick-up plans or arrangements or changes on the emergency or authorization forms.

Parent Involvement

Parent-teacher conferences are held at least once a year. In addition, please know that conferences may be held at any time throughout the year, at either the request of the parent or the teacher.

Please remember that drop-off and pick-up times are very busy periods in terms of transitions and adjustments. These periods are not the best times to discuss your child’s progress or growth. The best way to address questions or concerns is by calling the office and scheduling a meeting with your child’s teacher.

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Rest Time

All the children in our full day program must rest for a brief period each day. Please send in a beach towel or small baby blanket (labeled). Do not send in large blankets or sheets. Pillows are not permitted. The blankets will be sent home weekly on Fridays to be washed and returned on the following Monday. Soiled blankets must be taken home the same day and a clean one returned the next day.

Clothing

All children need at least one complete, labeled change of clothing at the Center. As the seasons change please check and change the outfits left at the Center. Young children may need several changes of clothing each day, especially those involved in toilet learning.

Diapers

Only disposable diapers are used in the center. You *may* bring in a supply of disposable diapers for your child. Teachers will note on the daily report form when your supply is low.

Toilet Learning

We ask that you advise us when you are ready to begin toilet learning with your child. It is best if we can duplicate the routines and methods that you are using in order to have consistency for the child.

Personal Belongings

If your child has a favorite sleep toy or any other security item, they are welcome to bring them to school. Often children may want to bring in items related to the unit being studied or share items from a vacation. You should check with your child's teacher to see if there is a day designated for sharing such items. Please label all items brought to school.

We ask that children not bring the following items to the Center:

Toys or toy weapons of any type

Money

Gum, candy

Cosmetics

Communication

Communication is essential as we work together to meet the needs of your child. Please call, if you have any questions or comments. We need and welcome your input.

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Confidentiality Policy

The only information teachers should share with parents, is information concerning his or her child. Conversations about other children, other parents, co-workers, etc., are unprofessional and in some instances illegal.

Transitions

As your child grows and matures he or she will transition from one program to another. Here at the Happy Bees Daycare Center we strive to make these transitions as stress-free as possible. You will be notified in advance if your child will be transitioning to another room. Both programs/classrooms work together to devise a visitation schedule for your child so that they will not be a stranger when they officially move.

Health and Safety

Medical Records

Each child is required by the NYC DOHMH to have a Confidential Medical Record form filled out by a licensed medical professional. This form should include the child's medical issues, medication, and most recent immunization record. This form must be handed to the Director of the center within the first week of child enrollment.

Failure to hand in this medical form or to update expired medical forms later in the program may make it necessary for the center to deny your child access to the center until the forms are updated.

Teachers will be oriented to any special needs or diet restrictions before the child enters the program. Plans for children with special needs will be documented and staff will be oriented to the Individualized Care Plan for that child.

Parents are required to update the center on any changes to the aforementioned information. Staff will update the child's Emergency & Health Report accordingly.

Excluding Ill Children

Staff will check all children for signs of illness when they arrive at Happy Bees Daycare and throughout the day. If the following signs of a possibly contagious illness are present, a child will not be admitted to the center that day, or will be excluded. The parent will be called to pick up their child within 45 minutes of notification by phone. The child will be kept separate from the group in the classroom and Assistant Staff will care for the child until the parent arrives. Children may rest in the office with administrative staff if staffing is available and the situation warrants such action.

Children with the following symptoms will be excluded:

- Fever of at least 99°F under arm (axillary) or 100°F orally AND who also have one or more of the following:

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- Headache
- Earache
- Sore Throat
- Rash
- Vomiting on 2 or more occasions within the past 24 hours
- Diarrhea: Increased fluidity and/or frequency of bowel movements relative to the person's usual pattern, occurring 3 or more times within 24 hours; or any bloody stool.
- Any suspected communicable infection of the skin or eyes such as pinkeye, impetigo, and scabies will be inquired about.
- Open or oozing sores, unless properly covered and 24 hours has passed since starting antibiotic treatment, if treatment is necessary.
- Lice or nits. For head lice, children and staff may return to Happy Bees Daycare after treatment and if no nits are visible.
- Fatigue, irritability or confusion that prevents participation in regular activities, such as sleeping or resting more than usual for that child, not wanting to eat, or multiple old symptoms that keep the child from regular activities.

Children's body temperature will be measured using digital thermometers. The child's underarm area (axillary) will be utilized for this purpose. No rectal temperatures are taken. Digital thermometers will be used in sanitary manner.

Following an illness or injury, children will be readmitted to the program when:

- They no longer have the aforementioned symptoms
- They have been without fever for 24 hours without being treated by an antipyretic such as acetaminophen (Tylenol) or ibuprofen
- 24 hours have passed since starting antibiotic treatment
- They no longer have significant discomfort

Communicable Disease

Parents are required to inform the center if their child contracts a communicable disease within 24 hours of the diagnosis (per Article 11, of the Health Code). The center will notify the parents of the children in the center about the presence of a communicable disease within 24 hours or the next business day. Although that the communicable disease information will be shared, the center will take all measures necessary to protect your child confidentiality.

In the event of a communicable disease, the center will:

- Notify the DOHMH
- Notify parents of children
- Adhere to the DOHMH advice and disease guidelines.
- Children will be prevented from attending classes if they show signs of any communicable disease.

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- Children must present a doctors' note stating that they are no longer contagious and can return to the center prior to re-enrolment.

Immunizations

To protect all of the center's children and staff, and to meet state health requirements, the center only accepts children fully immunized for their age. A copy of the Certificate of Immunizations Status (CIS) for each child is kept on file to show the Department of Health that the center is in compliance with licensing standards.

Immunization information is collected in the following manner: At intake the parent will provide current immunization information and the parent will provide proof of all additional immunizations accordingly. The Director and/or administrative assistant will update files on an annual basis.

Children without immunization or missing specific immunizations may attend the center only when there are medical contraindications or on religious grounds, in accordance with Public Health Law 2164.

Your child's physician must issue an immunization waiver. A copy of such waiver needs to be on file in place of an immunization record.

Children who have been exempt from immunizations will not be permitted to attend the center during an outbreak of an immunization preventable disease for which they are not immunized. This is for the un-immunized child's protection and to reduce the spread of the disease

Medication Management

Happy Bees Daycare Center does not dispense medication. If a child needs to take medication, the parent or designee will administer the medication. Parents are encouraged to administer controlled substances and once a day medications at home.

Children may not take their own medication at Happy Bees Daycare.

Accidents

If your child is involved in a mishap that requires any type of attention or first aid, and the office does not feel that you need to be called, you will be notified with an accident report. The teacher will be able to briefly discuss the matter with the parent at pickup time. If an in depth discussion is needed, a meeting or telephone conference can be arranged.

Should an accident require emergency medical treatment, the child will be taken to the Mount Sinai Hospital of Queens Emergency Room. The parents will be contacted immediately to meet the staff member(s) and the child at the Emergency Room. If neither parent can be reached, we will call the emergency contact person designated on the child's information sheet. **When you sign your child's Registration Form you are authorizing us to implement the plan described above.**

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Food

At Happy Bees Daycare we do not provide lunch. Every child is required to bring in their own healthy lunch. We do provide them with breakfast in the morning and snacks in the afternoon. A healthy well packed lunch is required. Unhealthy food (i.e. CANDY) is not allowed. Each child's lunch should include:

Fruits

Vegetables

A sandwich

Juice (no more than 6 ounces) If not juice 2% milk and water are allowed.

Lunch is very important and a healthy and nutritious one is what's best for children.

Food and snacks are served family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills.

Parents are required to notify the center in writing of any food or dieter restrictions for their child (i.e. food allergies, lactose intolerance, vegetarian or kosher diets, etc.).

With an ever-increasing number of peanut allergies among young children, **we strongly discourage participants from bringing any "nut products" to the center.** We appreciate your consideration to ensure all our kids remain safe.

Please send food in sealed containers and clearly label your child's lunch with his/her name and date.

For infants, the parents are required to supply formula and baby food and fruit juice. Bottles should be brought to the Center "ready to feed". Bottles will be refrigerated and warmed with water by the teachers. Empty bottles will be rinsed and placed in your child's diaper bag.

Discipline

As children mature and try to gain self-control, they may lose control. At such times, children may be redirected to another activity. Sometimes talking about what has happened eases the tension. A child may occasionally need to sit quietly in order to calm down and regain self-control.

Children are never spanked, humiliated, or embarrassed. If the behavior is persistent, teachers will examine the environment and the events which surround the behavior. Through observation and discussion, teachers will decide the most appropriate way of dealing with the situation.

Parents will be asked to share their ways of disciplining their children. Parents will be informed of any chronic problems or situations that become disruptive. If needed, the director will meet with the teacher and parents in an effort to offer additional support and resolve the problem.

Child Abuse and Neglect

Employees of the Happy Bees Daycare Center are mandated to report both via telephone and written documentation, any suspected abuse or neglect to children enrolled in the center's programs to Statewide

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Central Register, Child Protective Services and DOHMH. Professionals in those offices will determine the validity of the complaint and whether or not further legal action is necessary.

Birthdays

If you wish to celebrate your child's birthday at the Center, please discuss your plans with the classroom teacher. He or she can advise you of any food allergies or scheduling conflicts.

We recommend keeping such celebrations simple. Cookies, small cupcakes, ice cream cups, and party bags are favorites. Please do not send in cakes that need to be cut. You may provide party hats, napkins, plates, and cups if you wish.

Please consider the age of the child when selecting food for the celebration. No chocolate or heavy sugar for children under age two. Frozen yogurt may be an alternative to ice cream. Plain cupcakes or muffins are great for 1 and 2 year olds.

Balloon Policy

The Center allows only Mylar helium balloons. Rubber and latex are NOT acceptable due to the potential threat of aspiration.

Parent Name: _____

Signature: _____

Child's Name: _____

Date: _____