

FLOR ANGEL DAY CARE/PRE-K
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PARENT POLICY HANDBOOK

Philosophy:

Children are our blessing from god. **Flor Angel Day Care pre-k** mission is to create a Great learning and family environment. Also provide the highest quality care for young children. A Child first years of learning is what marks them for life. **Flor Angel** focus on toddlers and pre-k child to be independent by encouraging them to feed themselves, toilet training, putting their shoes, clothes, and hanging their jackets/coats. Also toddlers will learn to ask for help and learn to resolve their problems. I also teach bilingual (Spanish and English). The Children will learn both languages in a time where is easiest for them.

My consistency in **Flor Angel Day Care** is having an excellent care for infant, toddler and pre-k children. Behavior management for children includes socialize and promoting sharing. Children will know when they are doing good or bad, by modeling them the right way of doing things. I encourage the children to participate in circle and following instruction will lead to rewarding the child verbally, "I like it" "good jobs".

If you have any concerns or suggestions, please talk with me as soon as possible so we can maintain a comfortable working relationship and best meet the needs of your child.

PROGRAM EXPLANATION:

Flor Angel Daycare /Pre-K is a Monday- Friday program.

Our hours are from 8:00 am to 5:00 pm.

We attempt to be flexible in our schedule to suit the individual needs of our families. I don't mind doing special favors on occasion to accommodate unforeseen circumstances that may involve dropping your child off a little earlier than usual (early work meeting for example) however, if I get up or call someone to come in

early and you do not show up, I will add on \$15.00 in late charges to your childcare bill.

Admission- all forms must be completely filled out before a child enters care.

All forms are subject to yearly renewal and must keep up-to-date of any changes in contact information, immunizations, new doctor, new job etc. that may occur during the year.

New care / Trial period- A two-week trial period is necessary before your child begins permanent care.

Payment during the trial period will be weekly on Friday mornings or afternoon, in advance, even if your child is not contracted for Friday childcare. At the end of the trial period, I will talk with you about the feasibility of permanent care.

Termination Procedure- You may terminate your contract by **Flor Angel** written notice in advance of the ending date. Payment is due the day notice is given regardless of the choice of attendance during this time.

The Provider may immediately terminate the contract without giving any notice if the Parent/ Guardian does not make payments when due. The signature of the Parent/ Guardian to our contract indicates that they agree to abide by the written policies of the Provider. The Provider may change these written policies at any time, with two weeks advance notice to the Parent/ Guardian.

Arrivals and Departure

Your child is expected to arrive clean, groomed, and fed. We will do our best to also send them home in the same condition. Parents and guardians are required to supply the following needed materials to the center to be used by the caregivers in the care of the child:

- Ointments
- Baby Wipes
- Diapers
- Emergency Clothing
- Blanket

We will require you to make your departures during drop-offs as brief as possible to make it easier for the child. While it is expected that some of them may cry and become

hesitant when mom or dad leaves, leaving them a reassuring hug or a convincing promise will at least make them at peace. It also helps them engage in many fun activities easily once their guardians have gone. The same principle should be applied during pick-up time. In the event that you will not be able to pick them up yourself and hire someone to do the task instead, a verbal consent must be given to us in the same day, that is if that person is in the list of the authorized persons to pick up your child. If not, then we expect you to understand that identification or a signed consent letter is needed for your child's maximum protection.

FEES AND PAYMENT Vacation fees:

In order to have my child's space reserved during vacation, I understand I need to render:

- 50% from the weekly payment fee of each week that a child will be absent, along with this signed agreement.

Payment due

Late Fees:

There is a \$15.00 late fee for children picked up after the contracted hours. *

Example: If the child's contracted time is to be picked up at 5:00 there would be a late fee charged if the parent didn't arrive until 5:30.

For pick-ups done at 5:31 pm, there will be a charge of \$15.00 late fee and \$1.00 per minute, thereafter for any additional minutes

* Example: If the child is to be picked up at 5:00, and the parent didn't arrive until 5:33, there would be a \$15.00 late fee for the first 30 minutes and \$3.00 for the additional minutes. The total will be \$18.00 of late fee.

* This policy is strictly enforced. Repeated late payments and late pick-ups may result in termination.

Other Fees:

No Shows: We attempt to be flexible in our schedule to suit the individual needs of our families. I don't mind doing special favors on occasion to accommodate unforeseen circumstances that may involve dropping your child off a little earlier than usual, (early work meeting for example) however if I get up or call someone to come in early and you do not show up, I will tack on \$15.00 in late charges to your childcare bill. Fees are charged for all public holidays and for days; the child is absent, whether the absence is to illness or scheduling problems, even when only

came one or two day in a week. Parents will not be charged when the provider cannot care for the child due to illness or vacation.

Schedule

8:30	Arrival
9:00	
9:00	Snack
9:45	
9:45	Morning
10:15	Meeting
	Discovery
10:15	
10:45	
10:45	Music
11:15	
11:15	Writer's
11:45	Workshop
11:45	Dramatic
12:15	Play
	Sharing
12:15	
12:25	
12:25	Lunch
12:55	
12:55	Library
1:15	
1:15	Napping
3:15	
3:15	Center

4:00	Time
4:00	PM Snack
4:30	Time
4:30	Story &
5:00	Closing T.
5:00	Dismissal

Center Guidelines

Flor Angel Daycare Pre-K operates with center rules that apply to all children enrolled in our programs. You, the parent or the guardian, is expected to make these general guidelines acceptable to your child in the most simple and understandable manner. This is designed so to make sure that all children in the center are protected.

There will be no hitting, punching, kicking, pushing, and running in the center. No use of derogatory and disrespectful languages shall be allowed, as well as shouting, demeaning, and bullying in any form.

Intentional destruction of any property, furniture, or material will be charged to the parents and guardians. All other rules must be followed with this for a harmonious operation in our daily goals.

Enrollment Policy

Flor Angel Daycare Pre-K offers our programs to children within the 3-month-old to 12 years age range. All children to be enrolled are required to undergo vaccination and a medical check with a physician's signed certification. We do not discriminate children on the basis of age, color, national origin, culture, sex, or religious orientation. All are welcome to enroll.

Enrollment Procedure and Requirements

For children to be enrolled in our programs, the guardian must fill out our required enrollment form, pay the registration fee, and conform to the center requirements.

Parents will be given a parent handbook/manual in order for them to be guided by our specific policies and center procedures.

Requirements will be given to you upon your child's admission; depending on what program he/she is enrolled in.

Admission- All forms must be completely filled out before a child enters care. All forms are subject to yearly renewal and must keep up-to-date of any changes in contact information, immunizations, new doctor, new job etc. that may occur during the year.

Visitations- we have an "open door" policy. We want you to feel welcome in our center at any time. We encourage parent involvement in their child's class. Parents are welcome to drop by for lunch with their child on any day. Custodial parents may visit the center during operation hours without advance notice. Parents have free access at all times to all areas of my room that are used by the children. The only limitations to this policy are contained in New York State Law, which states:

1. During facility operating hours or while the child is in care, only the licensee, employee, volunteer, or an authorized representative of a governmental agency, or parent shall have unsupervised or regular access to the child in care.
 2. Parents/guardians are allowed unsupervised access only to their own child.
- Holidays, Occasions, and Vacations

Authorized pick ups- Only those who have been preauthorized by the parent will be allowed to remove a child from our care.

If the parent has not notified me that he/she will be late, and I am unable to continue care, I will call one of the authorized people to come for the child.

Flor Angel Daycare Pre-K is closed on the following holidays:

- New Year's Day (Jan. 1)
- Martin Luther King Jr. (Jan. 16)
- President Day (Feb. 17)
- Independence Day (Jul. 4)
- Labor Day (Sep. 1)
- Columbus Day (Oct. 8)
- Memorial Day (Nov.12)
- • One Week Off (February 22,2016 - February 26,2016) One Week Off (February 22, 2016 – February 26, 2016)One Week Off (February 22,2016 - February 26,2016)
- Thanksgiving Day and the day after (Nov. 22 & 23)

- Christmas Day (Dec. 25)

Depending on which day the holiday falls, some administrative control may be applied. For further guidance, please contact us.

Medical Emergencies

Children physical injuries such as little bruises, a bump, or a scratch, will be given needed attention. You child will be provided with the most appropriate care and assurance, along with an immediate first aid. If there were to be a Medical emergency we will immediately contact parents or relatives of the child.

Please make sure to secure us with your mobile number to be reached anytime so we wouldn't have trouble contacting you. Children with colds and minor communicable ailments are advised to rest at home while children who are diagnosed to have fever will be advised to be taken home ASAP by an authorized guardian.

Medications- I will administer medication or topical substance (including aspirin, Tylenol, cough drops, decongestant, or other non-prescription drugs as well as prescription drugs, sun block, baby oil, Vaseline, etc.) with signed authorization from a doctor and parent. For prescription drugs, the authorization needs to include the five rights that includes the child's name, the name of the medication, the dosage, the time(s) it is to be given, route and the doctor's name. All medications and topical substances must be provided by the parents and supplied in their original containers.

Illness- Sick children are not kept in care. A sick child is one who is vomiting, has diarrhea, a fever of 100 degrees or above, and heavy drainage from the eyes, nose or ears, lice or Nits or a contagious disease. If your child has any of these symptoms, please do not bring him/her to my home. If your child develops any of these symptoms while in care he/she will be separated from the group, and you will be called to pick him/her up within the hour. Parent(s) need to bring a note from the doctor or health clinic before bringing your child back.

Fire drills: Practice drills will be conducted a minimum of once monthly. (Weather permitting)

Pet Policy: Flor Angel Day care is not only home to me, but it is also home to 2 hermit crabs. I would like to notify all families that I do have both hermit crabs in a safe tank. Their names are spider man and angry bird.

Hand washing: As soon as any child is welcomed in **Flor Angel Day care** they will go wash their hands. Hands will be washing before and after meals, before and after bathroom use, after nose blowing or wiping, and after handling pets and after handling an ill child. (The children are encouraged to do the same as well.)

Bathroom used policy: Children will not accompany each other to the bathroom. Each child will have his/her own privacy time. (Unless your child needs my help, wiping, clothing, etc....)

Open Door Policy

Parents and guardians are all-welcomed and invited to join their children at any available time so they can feel your utmost support to reaching their little milestones. You may watch them during class or you can join them at lunch. Even when dropping off and picking up, it is advisable for parents to be with their little ones.

Signing In/Out

The general purpose of signing in and out your child is to provide a security record of who picked up and dropped off your child on that day. At **Flor Angel Daycare Pre-K**, parents are all required sign our login log-out convenience system just at the entrance.

Withdrawal Notice

Should you decide to withdraw your child's enrollment at **Flor Angel Daycare Pre-K**, please do so two (2) weeks before the class starts so we will be able to notify parents from our waiting list.

Playthings from home for the safety of our children, we ask that on days other than Monday and Friday (our scheduled show and tell days), that you help to remind your child to leave their playthings at home or in your vehicle. We understand that your child treasures these belongings and that it may be heartbreaking to leave them behind, but while they may be age appropriate for your child, they may be choking hazards to others in my care. It is also upsetting for your child to have their treasure lost, broken or chewed on. We can avoid damages by allowing only the owner to play with the toy, but this conflicts with the message we are trying to teach about sharing. While in our care, I will provide the children with all the learning and play materials they will need. We have many playthings and are required to follow strict sanitary guidelines set forth by the state of New York. These will be sterilized daily or as needed with the recommended bleach solution.

Meals/snacks- Children are encouraged (but never forced) to eat a variety of foods. On occasion, the children may help me prepare special snacks or meals. Please do not send any snacks with your child. Occasionally we enroll a child with special dietary needs, to avoid conflict with the other children; we prohibit food from home except for special occasions/ celebrations. Parents are welcome to prepare special birthday treats for your child's class. Birthday cakes and cupcakes are acceptable.

**SAMPLE MENU: Mid- Morning Snack: Bagels w/cream Cheese, Milk, grapes
Lunch: Baked chicken, Rice, black bean, Broccoli, Orange slices, Milk.
MidAfternoon Snack: Oatmeal cookie, Banana, Milk or yogurt.**

All children enrolled in Flor Angel Daycare are treated with love and respect and provided with the opportunity to engage in a wide variety of activities. Our most fundamental objective is to provide for your child a safe, clean and loving environment in which each child will feel that he/she is loved, valued and wanted. I have read all the policy statements and understand them to the best of my knowledge. By signing this policy contract the parent/guardian agrees to abide by the written policies of the provider. The provider may terminate the contract without giving notice if the parent/guardian does not make payment when due.

Parent/guardian signature

Date

I, Florangel Vargas have agreed to the above chosen reserved schedule and have issued a copy of this agreement on the date listed here.

Owner/Operator

Date