

# PARENTS HANDBOOK

Welcome to Morah Sarah's Day Care! The information contained in this "Parents Handbook" will introduce you to the philosophy and organization of the Center. It will serve as a quick reference to the daily operating policies and procedures. Your familiarity with them will help make your child's day a most rewarding experience. We look forward to working with you to provide a secure foundation for your child to ensure successful growth and learning. Not all policies and procedures can be listed here. We will be happy to answer any questions you may have.

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## PROGRAM PHILOSOPHY

We believe that good childcare depends upon consistent caregiving in a home-like atmosphere. Children grow and learn best in a safe environment that provides opportunities to explore, create and communicate with other children and adults. These groups function independently but cooperatively, following routines appropriate to individual needs. The program is designed to be inclusive of all children, including those with identified disabilities and special learning and developmental needs.

Our daycare's program is designed to include both planned and spontaneous activities in response to children's interests. Experiences with music, movement, art, language and building are incorporated into daily plans. Regularly scheduled snacks and meals, rest time, indoor and outdoor play, and routines in physical caregiving promotes the child's health, comfort and ability to care for his/herself. There is maximum flexibility for the children as a group and as individuals.

Children are encouraged to develop a positive self-image, to learn inner controls and to cooperate with peers and caregivers. Clearly defined limits help them recognize and accept their emotions and express their feelings as they grow and feel secure in the world around them.

Every child is an individual with unique abilities, desires and emotions. Our daycare program is designed to meet the individual needs of each child and to provide them with educational experiences. We provide a creative and stimulating program which encourages visual, language, gross motor and small motor experiences to enhance learning through their own natural curiosity. Our highly qualified and professional teachers will guide and encourage your child in every stage

of his or her development. We firmly believe in the need for open and thorough communication between teachers and each family to provide loving care for each child and confidence for each parent.

The emphasis during the toddler years is on building self-confidence and fostering the natural curiosity that toddlers possess. Throughout the day toddlers enjoy the large variety of play materials that are readily made available to them, as well as creative centers where children can dress-up, build with blocks, and experiment in the sensory table. Art, music, language and science activities geared to little hands are also introduced. Our teachers offer the tenderness, warmth, and patience so essential to this young age. Children feel comfortable when their parents leave. Deep respect for each child ensures that your toddler will truly love his or her school environment and, from that, develop a long lasting love for learning.

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## REGISTRATION

Due to limited space we recommend that you register your child as soon as possible. The registration fee of \$425 will be charged per child.

## TUITION FEE SCHEDULE FOR 2024 – 2025

**Flat Monthly Fees on an annual basis:** \$1700/month per regular schedule. All extended hours will be added to base price. This rate is the same **every month**, even when there is winter vacation or Passover break for example. We do not discount months based on vacations or if your child is god-forbid sick or you are taking a vacation.

Regular Hours:           Monday – Thursday 8:30 AM - 4:00 PM  
                                  Friday – 8:30AM - 1:30PM

Extended Hours:        Can be as early as 6:30 AM and as late as 6:00 PM. Please note even if you are leaving your child part time and some of your hours fall outside the regular hours you will be responsible for the extended hours payment schedule.

Predefined (from time of signup)	Additional Hours Schedule Rate:	\$24/hour*
	un-notified Early Drop Offs or Late pickups	\$30/hour**

\* Calculated by 30 Minute increments

\*\* Calculated by 15 Minute increments

The Daycare is normally closed on the following days, however, if you still need daycare during these days we will consider providing them at an additional cost if we receive multiple requests:

- New Year's Day
- Memorial Day
- July 4<sup>th</sup>
- Labor Day
- Thanksgiving Day
- Major Jewish Holidays

## SIGNING IN AND OUT

Parents are responsible for signing children in and out. This procedure is extremely important for attendance records and safety measures in emergencies. Parents are welcome to stay briefly to help their child adjust to the group and to smooth the separation if the child is anxious about saying goodbye.

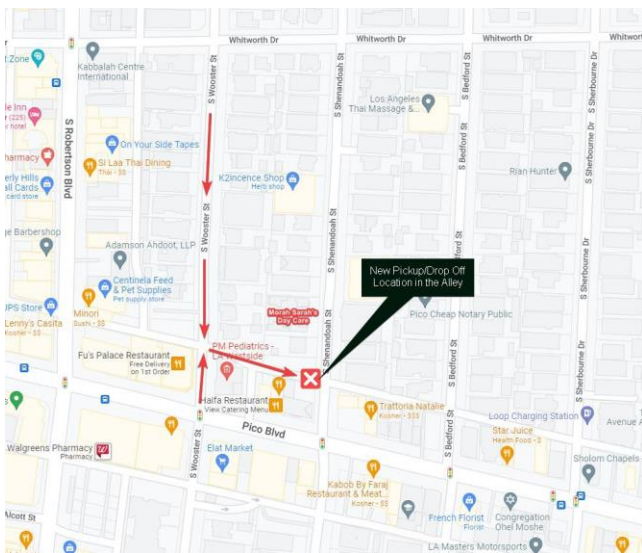
## AUTHORIZATION TO RELEASE A CHILD

A child will be released to parents and those adults identified by the parents as authorized to pick up their child. If another adult comes to pick up your child, we will release the child only through notification in writing from the child's parent. Proper I.D. must be given before the child is released.

## PARKING

**Very Important:** You may not park or even stop in the driveway, for any period of time. We are not allowed to pick up or drop off your child if you are in the driveway. The HOA has made a rule and if they take a picture of your car in the driveway, they will give us a \$110 fine which will then be passed on to the parent responsible. Please make sure everyone who is responsible for picking up or dropping off your child knows of this rule, as there is no pre-warning.

## PICK UP & DROP OFF



If you find parking and want to park and come to the door for pick up and drop off, that is your choice. However, there is no reason for you to get out of your car for either drop off or pick up. As mentioned above, you cannot park or block the drive way even for a second. Please come into the alley from Wooster Street, towards Shenandoah Street and stop at the alleyway. When you text Morah Sarah, one of the assistants will come to you. There is no reason for you to get out of the car. We are not responsible for any tickets. Under no circumstances can we pick up or drop off in front of the building or the driveway. Please do not double park.

Please do not be offended if the assistants do not take your child if you come in the front, this has been made clear to them that they cannot do that.

## MEALS

Breakfast, lunch and snacks is provided throughout the day. However, parents must provide their own formula (or expressed milk for nursing infants if parents so choose) for those not yet ready for container milk. Parents must inform our daycare of any special dietary requirements, including food allergies. Please notify us of any allergies immediately. As per kosher restriction we are prohibited from allowing outside food to be brought into our daycare without having kosher labels on the foods and snacks.

## **CLOTHING**

Children play hard and need to be comfortable. We ask that children be dressed in clothes suitable for the many art, playground and climbing activities of their day. Cold weather does not necessarily keep us indoors, so please be sure that children have the necessary mittens, sweaters and hats, etc., appropriate for the day's weather changes. All clothing should be labeled with the family's name, to facilitate dressing and reduce loss. Two full sets of extra clothes should be kept at the daycare. When accidents of play, feeding or toileting happen, we know you would want your child to be comfortable. Extra sets will need to be regularly replaced as soon as possible if your child uses them. Diapers and wipes must be provided by the parent on the first day of daycare and it will be kept for your child though out the year.

## **TUITION & PAYMENTS**

All payments must be made prior to the 1<sup>st</sup> of each month. We recommend giving post dated checks which will be deposited the 1<sup>st</sup> of every month. There will be a \$80.00 late payment fee charged to each monthly bill for any bill that is received after the 1<sup>st</sup> day of the month. If no payment has been made within 3 days, we will not accept the child at our daycare till a payment is made. All bounced/returned checks will cause your payment to be late and have an \$80 charge plus a \$25 returned check fee.

## **HEALTH POLICIES**

The risk of transmission of the agents that cause infectious diseases is increased when children are gathered into groups for any reason. This risk is particularly significant in daycare facilities because of the many close physical interactions between children and adults. The majority of daycare programs attempt to exclude ill children. However, illness among young children is frequent and many parents want to bring mildly ill children to day-care programs. This results in a struggle between staff and parents and a desire for absolute criteria to use to determine when a child's illness requires exclusion. Day-care personnel criticize parents for demanding care for sick children. In turn, parents criticize day-care programs, believing that their children acquire their illnesses from day-care contacts. The resulting tensions strain parent/staff relationships, negatively affecting the quality of the day-care experience. Unfortunately, absolute criteria for exclusion of ill children does not exist. Day-care programs base their exclusion policies on two issues:

1. Risk of transmission of infectious diseases.
2. The demand of sick children for increased adult attention, which may exceed the resources of the day-care program.

The health policy of our daycare is designed to best meet the needs of our children, parents and staff. The policy has been in place since the daycare opened, but we keep rewriting it in attempt to clarify and better define these policies. We consult with doctors, nurses and other health care professionals in formulating our health policies.

No policy will eliminate the problem of illness endemic to group care – especially of young children – no policy will satisfy all the populations the daycare serves, and no policy can entirely eliminate the element of subjective judgment inherent to individual situations. Daycare health policies may differ from your child's pediatrician's opinion. In all situations, our daycare policy will override your child's doctor's recommendation. Group care conditions differ from individual care situations.

## DAILY HEALTH CHECK

Our staff will perform a daily health check on each child upon drop off every morning. The daily check will examine whether or not the child has:

- Fever or elevated body temperature of 100°
- Skin rashes or unusual spots

## COMPLAINS OF PAIN

Signs/symptoms of disease including: Severe coughing, sneezing, breathing difficulty, discharge from the nose, ears or eyes, diarrhea or vomiting. Should any of these symptoms present themselves the child will be excluded until a medical evaluation allows inclusion. **A doctor's note must be submitted stating that the child is not contagious and indicating the date that they can return to daycare.**

In order to minimize the spread of illness among children, it is important that parents have arrangements available for alternative care whenever your child shows signs of illness. The following symptoms will necessitate exclusion from the daycare:

### **FEVERS**

A temperature of 100° F or higher is reason for exclusion from group care. A child who has been sent home with a fever of 100° F or higher may return to the daycare after being fever free for 24 hours without any medication.

### **SEVERE COLDS**

Colds with extreme symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and that interferes with a child's ability to eat, sleep or play are reason for exclusion.

### **DIARRHEA**

Bowel movements that are extremely loose, watery and frequent are reasons for exclusion. A child should be free from diarrhea for 24 hours before returning to the daycare.

**EXPLANATION** – Diarrhea in children is an extremely contagious illness. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion. Young children, especially infants, may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea. One or two meals should be eaten during the “24 hours free from diarrhea” (overnight with no meals eaten should not be considered 24 hours free from diarrhea). Secondary symptoms of crying, pain, refusal to eat, etc., must be considered.

### **VOMITING**

Vomiting is a reason for exclusion. As with diarrhea, 24 hours should pass (with at least one meal eaten) without an episode of vomiting before a child returns to the daycare.

**EXPLANATION** – infants can spit up or throw up for many different reasons. With no other symptoms present we would wait to see if an infant threw up a second time before calling the parent to pick up the child.

### **RASHES**

Rashes must be physician diagnosed for a child to be in the daycare.

### **MOUTH SORES**

Mouth sores with drooling are reason for exclusion, unless the child's pediatrician states the child is non-infectious.

### **CONJUNCTIVITIS**

Pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye is reason for exclusion. A child may return to the daycare 24 hours after medication is begun.

### **TEETHING**

Teething is not a reason for exclusion. Teething can cause low-grade fever (under 100 F), crankiness, loose bowel movements and a clear, runny nose. Teething does not cause the exclusionary conditions described above, though.

### **SYMPTOMS OF CONTAGIOUS CHILDHOOD DISEASE**

Symptoms of contagious childhood diseases are reason for exclusion. The daycare however, adheres to the Americans with Disabilities Act in the application of its disease policies. Parents should notify us if their child has been exposed to Measles, Chicken Pox, Roseola, Conjunctivitis (pink eye), Impetigo, Pediculosis (head lice) RSV, Bronchiolitis, Strep Throat, Ringworm and Coxsackie. Exposure to contagious disease is not reason for exclusion.

### **SIGNS OF POSSIBLE SEVERE ILLNESS**

Signs of possible severe illness, including unusual lethargy, undefined irritability; persistent discomfort crying or difficult breathing are reasons for exclusion.

### **ABSENCE**

Please call the daycare if your child will be absent and let us know why. Contagious illnesses must be posted in the daycare, so other parents know what is going around. To be cleared by a pediatrician for group care, we need:

1. The child to be seen by a doctor
2. A note from the doctor stating (a) a diagnosis (b) that the child is not contagious (c) the date that the child may return to group care.

**A child will continue to be excluded if the appropriate note is not received before the child is brought to our daycare.**