



222 West Center Street
Medina, NY 14103
(585)798-2121

Center Director - Kimberly Southcott

Information and Policies

The purpose of this handbook is to provide you with information regarding our policies and routines at Praising Kids Child Care Center. Please read the following agreement and contact Director with any questions you may have. Your signature at the end of the document will signify that you understand and accept these policies.

Mission Statement

Praising Kids Child Care Center's primary mission is to provide affordable, high quality child care for the families of our area. Our positive environment promotes a child's self-confidence, coping strategies, healthy habits, and a solid early education; all achieved by our nurturing staff through positive play, appropriate affirmations, and a stellar curriculum.

We strive to be an asset to our community in order to ensure a brighter future for our children.

Enrollment Procedures

Praising Kids Child Care Center is a culturally diverse facility and accepts all families. PKCCC accepts families who receive assistance from Orleans County Department of Social Services and works hand in hand with parents, consultants, and therapists on a daily basis to ensure each child's individual needs and goals are met. PKCCC requires that all necessary forms must be completed and returned to the Center Administrator before we assume the responsibility of caring for your child. Please immediately inform

the Director of any changes to your child’s personal information that would affect the care of your child.

Program Goals

Our program provides education to children about themselves and the world around them, while kindling their curiosity and strengthening their desire to learn. We do this in a nurturing environment that recognizes both the value and uniqueness of each child and the ways in which young children learn. The arts of physical play, arts and crafts, drama and music are an

integral part of PKCCC’s curriculum program. Both academic-based and Christian activities are included in PKCCC’s daily program.

Staff

We currently employ a diverse staff consisting of one lead teacher for each classroom who plans and implements the daily schedule under the supervision of the Center Director. Teacher Aides are also employed to assist the Lead Teachers. Our PKCCC staff brings a strong educational and professional level of quality to our program. We employ individual’s with Master’s, Bachelor’s and Associate’s Degrees in Early Childhood Development or a related field as well as individuals working towards their Child Development Associate (CDA) certification. All staff members are required to participate in continuing education and professional development on an ongoing basis. Child/Infant CPR, Child Care First Aide as well as 30 hours yearly training are required by all staff. We have MAT certified staff on premisis at all times.

Tuition Charges and Fees

A \$35 registration fee is due at the time of application. The fee for your child is based on the following daily payment schedule. Your child must attend the center a **minimum of two times** per week that they are scheduled. **All payments are due prior to the week of service needed. Payments received after 6pm on Friday must include a \$15 late fee.**

Registration Fee \$31.00	Up to 4 hours	4-9 hours	Over 9 hours
Infant 6 weeks - 18 months	\$31.00	\$44.00	\$49.00
Toddler 19 months - 36 months	\$31.00	\$43.00	\$48.00
Pre-School 3 and 4 year olds	\$31.00	\$43.00	\$48.00
School-Age 4-12 year olds	\$31.00	\$43.00	\$48.00
\$17.00 for up to one hour			

There is no adjustment for sick days. If your child’s schedule will be changing due to a vacation, a two-week notice must be given in writing to the Center

Director. As long as this notice is received two weeks prior to the time off, you will not be charged for those days. **There is a \$30 returned check fee, in addition to the payment and late fee for non-payment.** A two-week notice is required for withdrawal from the center. This notice must be submitted in writing which states the last day of attendance. Accounts must be cleared prior to the last day of attendance. We will be open on days that school is closed due to snow days unless there is a traveling ban to ensure the safety of our clients and staff. In an event of an emergency closing, announcements will be made on local radio and television stations: Channels 2, 4, 7 and WKBW.

Outdoor Play

Children play outdoors every day unless the weather makes it impossible. Please be sure your child comes prepared with outerwear appropriate for the season. Please feel free to pack additional clothes and/or shoes for outdoor play. Please also send mittens, hats, and winter jackets during the colder months as we do take walks and try to get children out in the fresh air as much as possible.

Food and Nutrition

PKCCC participates in the Child and Adult Care Food Program (CACFP), which requires nutritional guidelines established by the USDA. Our snacks are low in salt, sugar and saturated fats. We serve whole grain enriched breads and cereals, fruits and vegetables, and fat free or 1% milk to all children. PKCCC provides breakfast (served between 6:15am-8:30am), lunch (served between 11:30- 12:00) and an afternoon snack (served between 3:00pm-3:30pm). Please review our CACFP enrollment packet for additional questions or concerns.

Naptime

Each classroom has a resting time during the day. For this we ask that each child have their own mat, blanket and pillow to keep here at the Center for naptime.

Illness

Children experiencing symptoms of illness, (i.e. fever of 100 degrees or higher, unexplained or contagious rash, diarrhea or vomiting, persistent cough, etc.) need to be out of care until they have been symptom free for **24 hours**. Children with communicable disease must have been on medication long enough to prevent the illness from spreading to other children - no less than 24 hours. If you have any questions, please call the Orleans County Health Department (585-589-3278) before your child returns to PKCCC. If a child becomes sick at the Center, we will notify a parent. The decision to exclude the child will be based on how the child is feeling and if s/he is likely to be contagious. If necessary, the child will be separated from the other children in the Center.

Due to new rules, any child who travels out of the country should be seen by a doctor before returning to PKCCC. A Doctor's note has to be faxed

to the Center clearing family and child. Thank you in helping keep children safe and healthy.

Guidance and Discipline

PKCCC goal is to help children develop self-control and self-confidence, a positive self-image and respect for others. We assist children in developing socially competent ways to express their needs and emotions. Our teachers model and facilitate appropriate social skills in the center and encourage children to use language as a means to express and solve problems. Children are taught to identify and state problems, brainstorm for a variety of solutions, agree upon an acceptable alternative, and follow through on their decision. PKCCC uses positive affirmation to promote positive behavior. Under no circumstances will discipline include shaming, yelling, humiliation, or any form of corporal punishment. Although we recognize that each family develops its own style of discipline and guidance, parents are not permitted to yell or use any form of corporal punishment with their own or any other child while on the premises of PKCCC.

Medication and Related Products

We must have both the physician's and parent's written permission to administer either prescription or over-the-counter medication. This permission must be on the required form provided by NYS. This form is available in the Center office. Medication can only be administered by those staff persons certified in Medication Administration Training (MAT). The following topical, non-prescription, over the counter lotions require written parental permission on the required form: such as sunscreen, diaper creams, dry skin lotion, etc. Forms are in the Center office. Parents must supply the products they wish us to apply to their children. A topical antibiotic cream is available in our first aid kits for minor scrapes and cuts and will be applied on children as long as required the written permission has been received from parents on the required form.

Physical Exams

Each child must have a medical statement completed by his/her physician prior to enrollment as per guidelines in licensing regulations. Each child is expected to have an annual physical on file at the Center thereafter. The medical statement must have dates of all immunizations the child has received up until the time of enrollment, as well as the date of his/her last complete physical exam.

ALL CHILDREN MUST BE FULLY IMMUNIZED UPON ENROLLMENT.

Accident Policy

In the event of an accident or injury, first aid will be administered. All staff are current in Child Care First Aid and CPR training. An accident report will be completed by the teacher who witnessed the accident. This report must be signed by the parent. One copy is kept by the Center Director and another will be sent home with the parent.

PARENT HANDBOOK

Child Abuse and Neglect

In accordance with the provisions of Sections 413 and 415 of the Social Services Law, child day care center staff must report any suspected incidents of child abuse or maltreatment concerning a child receiving child day care to the Statewide Central Register of Child Abuse and Maltreatment, or cause such a report to be made, when such staff have reasonable cause to suspect that a child coming before them in their capacity as child day care center workers is an abused or maltreated child. This must be done in the following manner:

(1) Child day care center staff must personally make, or cause to be made, an immediate report to the Statewide Central Register of Child Abuse and Maltreatment by telephone, followed by a written report within 48 hours, in the form and manner prescribed by the Office, to the child protective service of the social services district in the county in which the child resides.

(2) After making the initial report, the reporting staff person must immediately notify the director or licensee of the center that the report was made.

MANDATED REPORTER- 1-800-635-1522

Picture Taking

From time to time, PKCCC will take pictures of events in the classrooms and on field trips. By signing this agreement, you are giving us permission to utilize pictures taken for bulletin boards. We do not allow publication of photographs of our children.

Field Trips

From time to time PKCCC will take field trips to various places around town. These trips will be in walking distance. A permission slip will be sent home for trip requiring vehicle transportation. By signing this agreement, you are giving us permission to take your child on these field trips.

Schedule

PKCCC is open Monday-Friday, 5:45a.m.-6:00p.m. Our year-round program is closed on these days: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day and Independence Day. Any other unplanned closings will be announced well ahead of time and kept to a minimum. **If your child's schedule at the Center changes weekly, please provide us with the schedule by 6p.m. on the Thursday before.**

Thank you for choosing Praising Kids Child Care Center to serve your family's needs. We appreciate your business.

** If you have any questions regarding this information, please contact the Director.**

PARENT HANDBOOK

Please sign the following statement and return it to PKCCC

I, _____, have read the above policies of PKCCC and fully understand them and agree to comply with them. I agree not to hold the center or individual personal liable for injuries of the child while in attendance at the center.

As of, _____, _____ is enrolled in the Praising Kids Child care center. The tuition rate for 9 hours or less a day will be \$_____, and over nine hours will be \$_____.

Name

Signature

Date