



Parent's Policies and Procedures Manual

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Mission Statement

Our mission is to develop “today’s children into tomorrow’s leaders” by providing them with a positive learning experience in a home-like environment which will promote their social, physical, emotional and intellectual growth, thereby partnering in the parenting process. The children shall be made to feel as if the daycare were their home away from home in a clean, safe, healthy and caring environment.

Hours of Operation

We are open Monday to Friday from 7:00am to 7:00pm. Children who are scheduled to attend the morning daycare session will not be accepted after 9:30AM and children who are scheduled to attend the afternoon daycare session will not be accepted after 1:00PM (unless daycare is notified in advance of change in time).

Admission, Enrollment, & Dismissal

Smart Kidz University serves children ages 6 weeks to 5 years old. We retain the right to make age exceptions to this policy, if we have slots available that are within capacity limits set by The State of New York. No child will be denied admission on the basis of his/her race, religion, sex or handicap.

The enrollment process is as follows:

Parents tour the facility and if interested pick up a Brochure and/or a Registration form.

A Registration Form is submitted.

If at the current time there is an opening the child will be placed. If not, when an opening occurs that would be suitable for the child, the parent will be notified.

Dismissal

SKU attempts to meet the individual needs of each child, as well as the needs of the group. If we cannot meet your child's needs, we will not be able to care for your child. Children will be dismissed from the program in the following situations:

- when the child has needs we cannot meet;
- when the child hurts other children or teachers;
- when the child needs medical or psychological services;
- when we cannot keep the child safe;
- when the child destroys equipment or materials.

Trial Period and Termination of Child Care

The first month of enrollment at Smart Kidz University is considered a “trail period”. Child care may be terminated by either the Daycare or Parent(s) during this trail period without advance notice. After the trail period has passed, child care may be terminated by the Daycare or the Parent(s) only by providing the other party with two weeks advance written notice. If the parent(s) fails to provide two weeks advance written notice, the Parent(s) agrees to pay regular scheduled fees for the two weeks immediately after such notice during which the Daycare had no notice of such termination.

Transportation

At this time SKU does not provide transportation to pick up children before daycare, drop off children after daycare or provide transportation of any kind for children in attendance such as his/her music lessons, sports, birthday parties, medical appointments or any other scheduled activities . Transportation to and from the daycare facility is the responsibility of the Parent/Guardian.

Children who attend daycare before and after school must rely on the school bus system to pick them up at daycare in the mornings and drop them off at daycare after school.

Open Door Policy

At SKU we understand that sometimes parents would like to observe their children while in child care and that is why we welcome Parents and Legal Guardians to stop by during normal operating hours to see how their child is adapting to his/her environment away from home.

Daily Schedule

We follow a daily schedule to help children set routines; however there are times when the schedule has to change. Daily activities include individual and small group activities appropriate to the ages and needs of the children. Intervals of stimulation and relaxation and a balance between active play and quiet play are part of the program design. Children also enjoy indoor and outdoor activities. A variety of educational experiences with an adequate supply of safe equipment and materials for all ages are offered.

7:00am-9:00am	Drop Off/Free Play/Quiet Time
9:00am-9:30am	Circle Time-read, sing songs, exercise, calendar, and lesson
9:30am-10:00am	Work Time-language, work areas, dress-up, kitchen
10:00am-10:20am	SNACK TIME
10:20am-10:40am	Outside playtime (weather permitting)
10:40am-11:00am	Take off coats, wash hands and bathroom use
11:00am-11:45am	Lunch Time/Clean-up
11:45am-1:45pm	Prep for Nap-Classical music nap/quiet time
1:45pm-2:00pm	Cleaning up from nap, bathroom use
2:00pm-2:30pm	Circle Time, songs, reading books, circle games
2:30pm-2:45pm	Snack Time
2:45pm-3:15pm	Work time-paint, cooking, blocks
3:15pm-3:30pm	Prep for outside time

3:30pm-3:50pm	Outside playtime (weather permitting)
3:50pm-4:00pm	Take off coats, wash hands and bathroom use
4:00pm-7:00pm	Transition to dismissal or extended hours
4:00pm-4:15pm	Snack Time
4:15pm-5:00pm	Work Time-science activities, creative play
5:00pm-5:45pm	Dinner/clean-up
5:45pm-7:00pm	Quiet time/Free Play

Authorizations & Procedures

Arrival

Smart Kidz University assumes responsibility for your child only after you have dropped off your child and when we recognize that your child is there. The child should be brought all the way into the home by an adult rather than dropped off outside. Make sure the provider sees your child before you leave, so she knows he/she is present. Please help your child/children remove coats and put them away. When dropping off your child please do not block the neighbor's driveway/garage. If there is an available spot, you may block or drive into our driveway.

Departure

When you pick your child up, make sure the provider sees the child leave, and that you sign the child out. Sign your child out as you leave and help them with their coats and their belongings. SKU closes at 7:00 p.m. Picking a child up late is very inconvenient for the staff. You will be billed twenty-five dollars (\$25.00) one minute after 7:00 p.m. The \$25.00 late fee will be imposed every 15 minutes until child is picked up. The late fee is due by the following morning.

Authorization to Release Child

Your child can be picked up only by an adult who is at least 18 years old. We will release your child only to persons identified on the registration form. If you want to give someone not listed on the Registration Form permission to pick your child up, you may give temporary permission by filling out the appropriate form. If a person comes to pick up a child and no staff member can identify him/her, he/she will be required to show a photo I.D and the I.D will be copied. In addition the parent will be notified. It's best to call when someone other than yourself will be picking up your child.

Legal Custody

SKU cannot refuse to release a child to the child's parent or legal guardian who has or shares legal custody of the child. In most cases, both parents have equal custody rights unless a court or valid written separation agreement provides otherwise. Therefore, if you do not authorize your child's other parent or guardian to pick-up your child, you must provide the center with a certified copy of the court order or separation agreement awarding custody solely to you or denying custody to the other parent or guardian. In rare circumstances, the Director or staff in charge may determine, in his or her sole

judgment, that the safety of the staff and/or children is threatened by an unauthorized person who is determined to remove a child from the daycare center. If this happens, SKU cannot guarantee that the child will not be released to that person. If you are experiencing custody difficulties, we strongly urge you to keep the staff fully advised of circumstances that affect Smart Kidz University.

Change of Address & Phone Number

- If your address or phone numbers change please contact us immediately. If we do not have your current phone numbers it is difficult to notify you should an emergency occur.

Goals at Smart Kidz University

For each child to:

- move along the development sequence at his/her optimum rate, in all areas of development;
- develop positive attitudes toward school and learning;
- develop a love for literature and to become familiar with literary language;
- develop positive work habits and skills, such as attention span, organizing work and focusing;
- develop cognitive skills such as problem solving, synthesizing, analysis, classification and serration;
- develop the foundations of mathematics, one-to-one correspondence, counting association of set to symbol, part/whole relationships, measurement and graphs, at his level of development;
- experience an enhancing and/or reaffirmation of his competence and self-worth;
- develop foundations for reading, writing, visual skills, auditory skills, left-to-right orientation, interest in printing, letter awareness, association of letter to sound, rhyming, at her level of development;
- develop speaking and listening skills at his level of development;
- experience success and challenge, leading to high self-worth and high competence;
- learn the social skills of compromise, cooperation, negotiation, and verbal assertiveness;
- develop large and small motor abilities;
- play at higher levels of dramatic play;
- develop creative abilities and creativity;
- develop non-sexist and non-racist attitudes.

Nutrition

At SKU Meals and Snacks are provided by the Parent/Guardian and sent in with the child daily this includes, but is not limited to, infant formula. The New York State Department of Health prohibits providers to prepare infant formula on-site without written consent and explicit instructions. It is advised and preferred that you have all food prepared and ready for the child to eat. Our only responsibility is to warm it up and arrange it to eat during meal time. If your child is on a special diet you must also provide the necessary food such as ready made food or premixed formula and accessories such as bottles.

When preparing your child's meal for the day it is imperative that you prepare nutritional meals and snacks and avoid any type of candy, chocolate and sugary snacks. Breakfast, morning snack, lunch, afternoon snack, dinner are served on the following schedule:

Breakfast 8:00am-8:30am

Morning Snack	10:00am-10:20am
Lunch	11:00am-11:45am
Afternoon Snack	2:30pm-2:45pm
Dinner	5:00pm-5:45pm

Communication

Communication is important in forming a good parent/daycare relation. Sharing information is not always easy since parents and teachers are busy. If you have a concern please make an appointment to visit with us, call and leave a message, or drop a note off with a staff member. This will make things go smoother for your child, you and SKU.

Accident/Injury

An accident/injury form will be filled out each time your child has an accident at daycare. We keep a record of each incident in your child's file and make a copy for your information.

Confidentiality

Discussion of children in the program, other than one's own, will not be allowed.

Field Trips

Occasionally, the children will participate in field trips as a part of the educational experience. The date, time location, and purpose of the trip will be communicated to you and documented.

Activity Fees

Your child's costs for activities, field trips and community events must be paid in advance. We will give you plenty of time in advance when a fee is involved for such activity.

Guidance and Discipline

Our goal in guiding the children is for them to move toward controlling their own behavior. We also avoid using techniques that will damage the children's good feelings about themselves. We begin by doing everything we can to arrange the environment to prevent discipline problems. This includes planning interesting activities, not asking children to be still too long, and meeting needs for food, rest, and active play. When children do misbehave, we tell them what to do ("Walk in the room") and why ("You might fall"). When misbehavior includes destroying or abusing materials, children will not be allowed to work with these materials for a short period and the time out method will be used. Time-out is removing the child from the situation and placing them by themselves for a period of one minute per each age year of the child. (Ex. a 3 year old child = 3 minutes of time-out) When children disrupt group activities, they can choose to participate without disrupting or move away from the group. Children are never shouted at, criticized or physically punished. Each day, the daycare will give you a verbal report on your child's day.

The ground rules of the Daycare for the children are:

- Respect for yourself
- Respect for others
- Respect for the environment (includes indoor and outdoor space)

Hitting, Biting, Kicking, Pinching, etc.

At a young age, children have a natural lack of verbal skills. The inability to express themselves verbally when frustrated and their inexperience in handling these situations verbally can many times lead to behaviors such as hitting, biting, kicking, pinching, etc. These children are not monsters. They are simply doing what comes naturally to them. It is our job, as parents and daycare providers to work together to teach the children the verbal skills they need to replace these behaviors. When these behaviors occur, you will receive a written notice, telling you of the incident. Please do not feel that this is in any way derogatory toward you or your child. It is simply a tool that we use to communicate the need to partner with you in talking with your child about possible alternative behaviors he/she may try to use in similar situations in the future. The parent of the child who was bitten, kicked, hit, or pinched will be notified in writing also. However, we do not reveal the name of the offending child. Your support and participation with this can greatly increase your child's progress.

Damage to Property

Children are expected to treat all property located at the facility with respect, including but not limited to toys and furniture. At SKU the parents will be held liable of damage property caused by your child. The parents(s) agree to pay for the accidental or willful destruction of any property located at SKU, at the replacement cost, if such destruction was in the sole opinion of a staff member, caused by your child.

Health Related Issues

Health

In order for your child to attend the Daycare, he/she must be well enough to eat meals and snacks and to go outdoors. If your child exhibits symptoms of illness (fever, vomiting, diarrhea, headache, sore throat, frequent cough, heavily running nose, frequent sneezing, unknown rash, head lice, pink eye etc.) during the 24 hour period prior to scheduled attendance to SKU, your child should be kept home until the symptoms mentioned have disappeared and/or you obtain a note from your physician stating that your child does not have a contagious condition. If your child is present in daycare and shows serious signs of illness, you will be called to come and pick-up your child immediately.

Illness

For the welfare of all children in the group, Smart Kidz University will not accept your child under the following conditions:

- if the child is vomiting or has diarrhea;
- if the child's temperature is more than 1 degree above normal (2 degrees for teething toddlers);
- if the child is obviously ill or injured as evidenced by pain;
- If your child develops any of the above conditions while at the daycare, the director or a staff member acting in her absence will notify you to pick up your child.

Your child may return to the daycare center with a Doctor's Release Statement or 24 hours after vomiting, diarrhea and/or temperature subsides.

Injuries

Every effort is made to keep your child safe; however, children are likely to acquire bumps, bruises, and scratches during their early years. An accident report will be provided to you, notifying you of the incident. If the injury is serious you will be notified by phone. If, in the opinion of the Daycare, the injury warrants emergency treatment an ambulance will be called and your child will be taken to the

nearest medical facility. You will be notified immediately. Parents will be responsible for any costs incurred due to any emergency treatment.

Medication

At Smart Kidz University we **do not** administer prescription or over-the-counter medication to any of the children in our care. There are no exceptions to this rule. Parent(s)/Guardian should give medication to their child/children before bringing them to daycare. When dropping off your child please inform a staff member what medication you have given you child, the dosage and the time you administered the medication. In a case by case basis, we will allow the Parent(s)/Guardian or an immediate family member (grandparents, siblings who are 18 years or older) to stop by the daycare during the day to give the child a scheduled dose of medication.

Immunizations

Under the NYS Child Care regulations, SKU can not enroll a child for child care services unless we have been provided with a written statement signed by a health care provider verifying that your child is able to participate in child day care, currently appears to be free from contagious or communicable diseases, and is receiving health care, including appropriate health examinations, in accordance with the American Academy of Pediatrics schedule of such care and examinations. The written statement from the health care provider must also state whether the child is a child with special health care needs and, if so, what special provisions, if any, will be necessary in order for the child to participate in day care. In addition, the Day Care Cumulative Health Record Form must also be filled out before enrollment of your child.

Your child must be up-to-date on immunizations as required by the Department of Human Services prior to enrollment at Smart Kidz University. After admission to the daycare, you are responsible for regularly updating your child's health files to reflect new immunizations in accordance with New York State Public Health Law.

Miscellaneous

Celebrations

If you are interested in celebrating your child's birthday at Smart Kidz University we will be happy to host it. All we ask is that you provide all items for the party such as plates, utensils, napkins, cups, and bring a "birthday treat" for the children in the daycare. In place of candy bags, we suggest you bring items such as stickers, pencils, paper, play dough, etc. The children really enjoy this. On the day of the party please make sure you hand all gift bags to the provider instead of the children and we will make sure to give one to the parents of the children as they leave at the end of the day. Please make sure you coordinate all details of your event with the daycare staff prior to that day.

Clothing

Your child will participate in a variety of activities, including clay, painting, water and sand play, and outdoor play. Please dress your child in clothing appropriate for these activities and appropriate for the weather and season. Plan to keep a change of clothes for your child(ren) at all times at the daycare. Please mark your child's clothes with his or her name. We will keep your child's belongings together but we will not be responsible for any lost items. In the event your child is sent home in daycare clothes, we ask that you launder and return the items as soon as possible for the children to use. Also, dress your child in shoes that permit running, climbing, and balancing. Gross motor development is a

major task of early childhood. Boots, flip-flops and tight fitting shoes prevent a child from developing gross motor skills.

Supplies

If your child is an infant and/or still wearing pampers it is important that you provide us with the necessary items in addition to a change of clothes. Items needed are pull-ups/disposable diapers, premixed formula, baby food, bottles, baby wipes, baby powder, sun screen, ointments, lotions and anything that you know your child needs. All items must be replenished as needed.

Toys from Home

Each child may bring to school one soft sleeping partner if and only if it's needed to sleep. Any other toys brought to school will have to stay in the office until the child is picked up at the end of the day.

Naptime

It is suggested that parents provide SKU with a small sheet and blanket for your child during naptime. Each child may bring a stuffed toy for naptime purposes only. Napping arrangements are as follows:

- Infants will nap in the infant room in a crib/playpen on their back
- Toddlers and preschoolers will nap in the classroom on mats

Each room will be supervised at all times by a staff member. If, during the scheduled nap time, your child is unable to nap, he/she will be given time and space for quiet play.

Outdoor Play

Outdoor play is part of the early childhood curriculum. During the winter your child needs a coat, hat and gloves. All children over 12 months of age go outside, except for children who are restricted for medical reasons. Medical restrictions must be in writing and signed by the child's physician.

Child Abuse

Smart Kidz University is required by law to report evidence or suspicion of child abuse or neglect. Persons found guilty of failure to report abuse may be subject to fine or prosecution by the authorities.

Hiring Policy

Neither I nor any staff member employed at Smart Kidz University will have been found guilty of homicide, assaults, kid napping, gross sexual imposition, sexual imposition, corruption or solicitation of minors, sexual abuse, sexual assault, robbery, burglary, sexual performances of children, promoting or facilitating prostitution, or a similar offense.

Substitute Care

If Smart Kidz University is temporarily unable to provide child care services due to reasons beyond its control, SKU may, but has no obligation to, arrange for a substitute child care provider with qualification similar to that of SKU. We will use our best efforts to provide the Parent with reasonable advance notice of the need for such substitute care, the name of the substitute provider, and the hours that the substitute will provide care. SKU will provide the parent/guardian with a list of substitute child care providers upon request.

Ultimately, parents are responsible for arranging for substitute care for their child/children. It is suggested that families find at least three backup providers if possible. If I need to be away from the

program for a short time during the day, I will arrange for a substitute at my program. The person providing that care will meet the same requirements as any staff member. You will be introduced to that person so you know who is providing care for your child/children. They will release your child/children only to authorized individuals.

Emergency Procedures

Fire Drills

I have emergency evacuation and disaster plans and procedures that I practice with your child/children each month. A display of the floor and evacuation plan of my facility is posted.

Failure to Pick Up Your Child

In the event a child has not been picked up one hour after closing, and all attempts to reach the people listed on the child's enrollment card are unsuccessful, Smart Kidz University will call the local police department and report the situation. Notifying the daycare of your whereabouts is very important. Listed on the child's enrollment card are numbers where parents and other adults selected by you can be reached in the event of an emergency. When your schedule changes and you cannot be reached at the numbers listed, please remember to give the provider an alternate number.

Potty Training

Smart Kidz University Daycare will actively participate in potty training. SKU provides toilet adapters which are sanitized after each use. We ask that you begin potty training at home on a weekend and have at least one successful attempt before asking the daycare to join in training. Children mature at different rates and there is no set time to begin potty training. When you feel your child MIGHT be ready, give it a try. However, potty training a child who is not ready will only frustrate you, the child, and us. It takes both the parents AND the daycare provider to potty train a child. Children who are potty training at daycare must also be potty training at home. Keep us informed as to the progress at home, and we will keep you informed as to the progress at the center. During potty training, children are required to wear pull-ups and clothing that can be removed quickly and easily. Elastic waist bands with no buckles, snaps, buttons, etc. are best.

Absenteeism

Children scheduled to be at daycare that do not show up will be charged for as if they were there. The daycare does not charge for sudden illness or planned vacations up to 5 days per year. If you plan to take vacation, no charge will be assessed during that time provided 2 weeks notice is given in advance so that the daycare may have time to fill the vacancy during your child's absence.

Vacation and Holidays

Vacation

SKU daycare center will be closed for vacation one week of the year. You will be notified weeks in advance so that you may make arrangements for backup child care. This is a **paid** vacation for Smart Kidz University. You will be charged your normal daily/weekly amount during this period of time.

Holidays

Smart Kidz University Daycare will be closed on the holidays listed below. These **are paid** holidays. However, you will need to make arrangements for backup daycare on these days.

New Years Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day.

Their will be an early closing of 3:00pm on Christmas Eve.

Rates

Please call for rates

Payment Schedule

Payment for daycare services shall be due on or before the first day of each week. Payments can be made in the form of cash, check and money order. Parent agrees that any check payment returned unpaid will incur a \$30.00 fee that will be added to their account. Also, if a check is returned unpaid, all future payments by the parent shall be made in the form of cash or money order.

Registration Fee

The parent shall pay \$60.00 per child, as an initial registration fee at the signing of this contract.

Late Fees

There will be a \$10.00 per day late fee added to the parents account for each day the account is past due. If your child is not scheduled to be at daycare on the due date, you should pay your child care bill on the day that your child is there prior to the due date, or stop by and pay your bill on the due date, even though your child is not in daycare on that day.

In addition, a \$25.00 late fee will be imposed if you do not pick up your child(ren) by 7:00pm on your child(ren) scheduled day. This late fee is per child.

Modification of Terms

Smart Kidz University Daycare shall be entitled to change any of the terms in the contract, including but not limited to fees, by providing the parent(s) with two weeks advance written notice of such changes.