



Miss Tara's Little Rascals Daycare Center Family Handbook

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Welcome to Miss Tara's Little Rascals Daycare Center. We are proud to have you as part of our Little Rascals family. We will do our best to help you feel comfortable at your new home away from home. Little Rascals is a family friendly environment and we do not discriminate in employment or family registration based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all children, staff members and families involved. We understand the needs and demands of family life for not only our staff but for the children and families of our childcare center as well.

The wellbeing of the children is our main priority followed by our concern for the parents and families and of course, our staff members. We ask that you are considerate and show everyone the same courtesy and respect that you would like shown to you.

At Rascals we have an open door policy where you can stop by anytime and/or call anytime you want to. We try our best to ensure that you have an easy transition into the program so that your family, especially your child, feel comfortable in the new environment. We encourage you to leave your child for a few hours per day for 2-3 days before you start with full time hours to help ease your child into the program. We are very flexible and we work with you on what will work best for you and your child. You can call all throughout the day or email the Director (Tara) if you have any questions.

You can feel confident knowing that your children are in good hands. All of the staff members are certified in Pediatric CPR and First Aid. We have a Certified CPR Instructor on staff so the certifications are always current. Our teachers attend staff development trainings all throughout the year in order to keep up to date with the newest policies and to learn new teaching strategies that help them guide the children in achieving all of their goals.

We pride ourselves in being able to offer that home away from home environment while still giving the children what they need socially, academically, physically and emotionally in order for them to become well-rounded successful learners. We have been a staple in the community for well over 10 years and although many things have changed, our love and commitment to helping children grow and learn is stronger than ever.

This family handbook is provided to help you understand what we are all about and guide you through your journey as a member of our family. If you have any questions after reading through this handbook or at any time, do not hesitate to ask. We are always willing help you any way we can.

Sincerely,

Tara Greene (Owner/Director)

&

Miss Tara's Little Rascals Daycare Staff

Mission Statement

The success of a young child is determined by how they begin their life, in the formative years. We at Rascals are committed to the total growth and development of each child.

We offer a program that:

- Has a loving and nurturing environment
- Is culturally diverse and sensitive
- Is designed to meet the children's needs and interests
- Employs competent, qualified staff
- Provides a safe, secure environment where learning is encouraged and stimulated
- Provides age and developmentally appropriate activities and equipment
- Allows children to be themselves
- Offers a theme based curriculum that was designed around the interests of the children
- Offers both small and large group activities as well as independent play options
- Offers opportunities for one on one time with teachers

Philosophy

Our center is designed to encompass the developmental needs of all children. We believe that the early years are the most important learning years. We also believe that children learn best through play and discovering on their own. Our goal is to foster a love of learning. We allow children to grow and learn at their pace by offering a wide variety of age and developmentally appropriate activities. We encourage children to be confident, independent learners. We believe that promoting growth in all developmental areas (socially, emotionally, cognitively, physically, creatively) will help the child grow into a successful well-rounded member of their community.

Daily Schedule Resembles This

Schedules may differ slightly depending on age group

6:30 – 7:30	Arrival/Free Play
7:30 - 8:30	Breakfast
9:30 – 10:00	Diaper Changes/Bathroom/Wash Up/Free Play
10:00 – 11:00	Snack/Circle Time/ Centers
11:00 – 12:00	Outdoor Play (weather permitting)
11:45 – 12:00	Bathroom/Diaper Changes/Wash Up
12:00 – 12:30	Lunch Time
12:30 – 3:00	Nap/Quiet/Rest Time
3:00 – 3:15	Wake Up/Diaper Changes/Bathroom/Clean Up Cots & Mats
3:15 – 3:30	Snack-time
3:30 – 4:30	Free Play/Centers/Story Time
4:30 – 5:30	Diaper Changes/Bathroom/Free Play/Outdoor Play (weather permitting)
5:30 – 6:00	Outdoor Play (weather permitting)/Centers/Free Play
6:00 – 6:30	Free Play/Center Closing Time

Infant 1

6 Weeks – 12 Months

6 Babies Maximum in a class 4:1 Child/Teacher Ratio

All of our infants are at different levels since there is range of ages. It is important to remember that children develop at their own personal pace. This is especially true for infants. The teachers follow the schedules you are following at home. Some activities that are done throughout the day for gross motor skills are tummy time, sitting up, crawling, walking, dancing, hugging, and playing with toys. The infants also work on their Fine Motor Skills by finger painting, grasping toys, learning how to hold a bottle, and feeding themselves. The infants have a small circle time where the teachers sing and read to the babies. The curriculum for this classroom includes colors and shapes. You can find the curriculum for this room posted in the classroom.

Infant 2

12 Months – 18 Months

4 Babies Maximum in a class 4:1 Child/Teacher Ratio

Our day starts with a short circle time singing songs, reading books and looking at pictures. We begin identifying body parts and repeating different sounds and words. Social skills are being introduced and reinforced throughout the day everyday in this room. Creativity is also encouraged all throughout the day in this room through painting, dancing, singing and coloring. We use tissue paper and different mediums for the children to gain sensory experiences. The children play with large peg puzzles, soft building blocks, walking toys, pop up toys, instruments, balls, and various books just to name a few. The children are also learning how to use a spoon and fork to feed themselves at mealtimes although the teacher is there to help. The curriculum for this classroom includes letters, colors and shapes. You can find the curriculum for this room posted in the classroom.

Toddler 1

18 Months – 24 Months

7 Toddlers Maximum in the class 5:1 Child/Teacher Ratio

In this class the children start to really learn different things each week. At circle time the children sing songs, count, go over body parts, learn the colors and shapes and discuss the theme of the week. There is a story time that relates to theme. Our class has music and movement sessions that include activities such as using a tunnel, dancing, bean bag toss and musical instruments. We offer sensory experiences including bubbles, play-doh, finger paint, tissue paper, pompoms, yarn, chalk, sensory blocks/balls and water play. Every day there are theme related art projects that you will see displayed around the classroom. Gross Motor Skills are encouraged through dancing, ball play, outside play with climbers and slides as well as walking/pushing/pulling toys. Fine motor skills are encouraged with hand over hand serving, the use of spoons and forks, large crayons/markers, paint brushes and pegged puzzles. We also help with the transition from bottles to sippy cups in this room. Language development is a main goal in this classroom. We encourage the children to use their words and to try to speak in short sentences all throughout every day. The curriculum for this classroom includes letters, numbers, colors and shapes. You can find the curriculum for this room posted in the classroom.

Toddler Twos

2-3 Years Old

9 Children Maximum in the class 5:1 Child/Teacher Ratio

In this class we have circle time every morning. We read stories, go over colors and shapes, we count, sing songs, talk about the weather and begin to learn our ABC's. We work on Gross Motor Skills all throughout the day. We do this by dancing, catching bubbles, bean bags toss, crawling through tunnels and of course, playing on the playground. We also work on Fine Motor Skills by sorting shapes, doing puzzles, stringing beads, using large legos, block building, play dough, finger painting, painting with a brush, and coloring with crayons and markers. The children have Free Play every day. They are given choices within the different centers they want to play with. Our centers include Dramatic Play, Blocks, Library and Puzzles. The curriculum for this classroom includes letters, numbers, monthly theme/concept, colors and shapes. You can find the curriculum for this room posted in the classroom.

Pre-School

3 Years – 4 Years

14 Children Maximum in the class 7:1 Child/Teacher Ratio

Our Pre-School starts out the year learning about themselves and their family. We work on recognizing and sounding out letters, recognizing numbers, colors and shapes. Music is included in so much we do in this class whether its playing instruments to music, learning songs and nursery rhymes or we just feel like singing a song. A main goal in this room is teaching appropriate classroom and playground behavior as well as other program and classroom procedures. In our classroom we have centers for the children to play, work and learn in such as Blocks. Dramatic Play, Puzzles, Art, Science/Sensory and Library. We incorporate cooking activities, learn all about the holidays with theme related projects and parties as we offer optional homework so you can take an active part in going over things with your child that we have done at school. We also have a show and tell day and bring your favorite book to school day once a month. The curriculum for this classroom includes letters, numbers, monthly theme/concept, colors and shapes. You can find the curriculum for this room posted in the classroom.

Pre-School

4-5 Years Old

(Upstairs) 15 Children Maximum in the class 8:1 Child/Teacher Ratio

As your child starts to get ready for Kindergarten in our Pre-K PALS class they are learning in the areas of Fine Motor Skills, Reading Readiness, Math Readiness, Language/ Listening Development, Physical Development as well as many other skills. The teachers work with all of the children in all the areas but also with individual children in more specific areas that growth is needed. The morning circle time includes name recognition, birthday/age recognition, colors, shapes, letters, counting numbers 1-100, seasons, weather, calendar skills (the year, days of the week, months of the year, yesterday, today, tomorrow), USA presidents, solar system, USA Map, World Map and where we all live. We focus on and reward positive behavior with goal charts, Mr. Bear points and of course, our Kindness Wreath. We learn through play each and every day during choice time in one of the centers such as Blocks, Literacy, Art, Easel, Table Tops, Puzzles, Music/Movement, Science, Sensory or Dramatic Play. The curriculum for this classroom includes letters, numbers, monthly theme/concept, colors and shapes. You can find the curriculum for this room posted on the parent board outside of the classroom. We also incorporate cooking activities as well as many theme/concept related projects. We also send home optional Scholastic Reader homework a few times a month so you can take an active part in going over things with your child that we have done at school. We collect the homework and go over it as a class. We also have a show and tell once a month where the items must correspond with one or more of our monthly themes/concepts.

Answers To Frequently Asked Question's

- We provide breakfast, lunch and two snacks per day.
- Food and drinks can be brought into the center.
- If your child becomes sick in our care we will call you as soon as we see it.
- Your child has to be symptom free for 48 hours before they can return to the center.
- If your child has an accident in our care an accident form is written.
- If there is an injury to the head, severe cuts or bruises we will call as well.
- The children go outside two times a day weather permitted
- We have pick up authorization forms for each child. If a person is not listed on the form, we will not allow them to go until we have clearance from the parents
- We use the Tadpoles App. Your child has a daily record emailed to you each night which lists what they did throughout the day, any food they ate, diaper changes and any items they might need
- Once you register by paying your security fee this is non refundable until you give 2 weeks notice after you have started the daycare. If you decide not to continue with enrollment after you pay the security fee and do not send your child this fee is non refundable.
- Diapers are changed every 2 hours or as needed. The teachers will work with you on potty training.
- You decide the days that you are coming each week. Once you have committed to those days you are responsible for the weekly fee each week. In the event you are on vacation or your child is sick you are still responsible for the weekly payments. You can pay weekly, bi weekly or monthly.
- Our hours are 6:30 am – 6:30 pm you can drop off and pick up any time within those hours.
- We are closed Major Holidays.
- If you attend part time you can make up the days that you miss providing there is space available.

ETHICAL CODE OF CONDUCT&CONFIDENTIALITY

All information about the children, families or other staff members (including names, addresses, phone numbers, progress reports, etc) is strictly confidential and is not to be discussed outside of the center or shared with anyone who does not have permission or reason to obtain the information. Unauthorized disclosure from any one will not be tolerated.

We try our hardest to follow the NAEYC Ethical Code Of Conduct. We expect everyone to work cooperatively with all of the children, families, and staff members. You must respect the privacy of the children, families and staff members. Gossiping about staff members, children or a family is not permitted within the center or outside of the center. This includes social media outlets.

COMMUNICATION

Positive and effective communication is the key to a happy and productive environment for everyone. We expect everyone to be kind and courteous of others feelings. This includes the children, families and all staff members. You do not have to be friends with everyone, but you do have to be respectful, especially when it comes to the children. The teachers are always willing to discuss concerns about a child with the parents. However, during school hours the teachers are needed to attend to the children. If a conversation is needed, please schedule a time to meet with your child's teacher that is convenient for all. You may also call at nap/rest time between the hours of 12pm-2:30pm to speak with the teachers.

DISCIPLINARY POLICY & GUIDANCE PROCEDURES

We believe in a positive approach in child guidance. We use strategies that allow the child to take responsibility for his/her actions. We use redirection with a child, should a problem occur. Depending on the situation, we may need the child to sit with a staff member to discuss the situation, talk about feelings, and engage the child in problem solving, quiet time to calm the child, perhaps read or work on a puzzle, until the child is ready to rejoin the group.

We believe that parents are very important partners in child guidance. As such, parents are informed of any problems that persist, or problems that we are unable to resolve. We expect children in our program to respect others, respect the environment and respect themselves. Hitting, kicking, spitting, biting, hostile verbal behavior or any other unwanted behaviors, which will hurt themselves, another child or a staff member, are NOT permitted. We work with parents to determine the cause of misbehavior and deal with behaviors positively and each situation individually. In addition, we focus on teaching children appropriate behavior. We do not use Time Outs. We focus on teaching children how to appropriately interact socially and continually reinforce the limits throughout the day. Corporal punishment such as hitting, withholding food, humiliation or verbal abuse of any kind will not be used, even if requested by the parent.

We keep the parents posted on all happenings involving their child at the program. In those instances when continuous behaviors occur that are very disruptive and/or harmful to the child, other children or staff members, meetings involving parents, teachers and the Director are mandatory. If the situation cannot be resolved and all attempts to correct the problem have exhausted, the parent may be asked to withdraw their child from the program.

HEALTH PROCEDURES FOR CHILDREN

A child will be sent home if they are vomiting, have diarrhea, or a fever of 100.6 degrees F or more. Children in the contagious state of a communicable disease are not permitted in the center.

Symptoms of communicable disease include, but are not limited to:

- Fever of 100 degrees or higher
- Diarrhea
- Vomiting
- Eye Discharge/ Pink Eye
- Head Lice or Nits
- Rashes or bumps for reasons that are unknown
- Ring like rash that may be itchy (Ringworm)
- Persistent crying
- Difficulty breathing
- Unable to function in a group setting due to not feeling well

Before returning to the center a child must be free of all symptoms for at least 24 hrs and may require a Physician's note.

MEDICATIONS

We are not permitted to administer oral medications. All employees may apply sunscreen, diaper ointment, lotion, chap stick and other creams as necessary with signed permission forms by the parents.

ACCIDENTS AND EMERGENCIES

In case of an accident requiring medical attention by a physician we will call 911, and then parents or emergency contacts will be called and told of the situation. The director or another member will accompany the child until the parents or emergency contacts are present. Incident reports are to be written for every incident regardless of severity.

SAFETY POLICIES AND PROCEDURES

In order to gain entrance into the building you must ring the bell and a staff member must let you in. The doors will not open for you unless a staff member lets you in. Make sure anyone who will be picking up your child is on the pick up authorization form and has a valid photo ID with them when they pick up. Everyone will be asked for ID until the staff knows whom you are. We are sorry for the inconvenience but this is for the safety of your child and all other children and staff at the program. If you or another authorized person is picking your child up from the playground you must go in through the front door. Drop off and Pick up will be at the front door.

Child Protective Services Policy Statement for Parents

Our philosophy is based on the premise that all children benefit from a comprehensive interdisciplinary program that fosters development and remedies problems by providing a broad range of services. The agency staff members are mandated by law to report instances of suspected child abuse and/or maltreatment. According to Section 415 of the Social Services Law staff members who suspect that a child is being abused and/or maltreated **MUST** make a report **IMMEDIATELY** at any time of the day to the State Central Register of Child Abuse and Maltreatment (SCR) maintained by the New York State Department of Social Services.

While New York State requires the reporting of suspected abuse and maltreatment no state requires that the reporter have proof that the abuse or maltreatment occurred before reporting.

Signature Page

AS A PARENT/GUARDIAN of a child enrolled at Miss Tara's Little Rascals Daycare Center, I agree to abide by the rules and regulations set forth in the Family Handbook. I understand that if for any reason I do not comply with the rules and regulations I could be asked to find other childcare for my child with or without notice at the director/owners discretion.

I have read and agree to abide by the all of the rules, regulations and policies set forth in this family handbook.

Print Parent/Guardian Name

Date

Parent/Guardian Signature

Date

If a new Family Handbook is written or this one is revised, you will be issued a new copy of which you are required to read and sign so that your child's file can be kept up to date.