

# **S H I N I N G S T A R ' S C H I L D C A R E C E N T E R**

*"Where kids shine like Stars"*

## **P A R E N T H A N D B O O K**



**20 Northpointe Parkway Suite 190 Amherst, NY 14228  
(716) 568-1040**

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Shining Stars

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Amherst, NY 14228

(716) 568-1040

(716) 586-1042

### Hours and Days of Operation

Monday through Friday from 5:30am-6:30pm

The center closes at 6:30pm. Please have your children picked up on time. A \$1.00 per child per minute fee will be assessed when your child stays past 6:30pm.

Payment for full time tuition authorizes your child to be present for up to ten hours a day.

There is a \$10.00 an hour fee for every prearranged hour over ten hours.

### Holidays

Our childcare center will be closed for the following holidays:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

If a holiday falls on a weekend, it will be either on the preceding day or the following Monday.

We will close at 3:00pm on both Christmas Eve and New Year's Eve.

### Absences

We request that you call the center when your child will be absent.

We do not provide tuition refunds for days when your child is absent. We are required to be staffed for a full class whether there are absences or not. The teacher and assistants still need to be paid whether the children are in attendance or not.

Adding and switching days may be possible, as long as the space is available. Speak to the Director as soon as you know you need an additional day. If you add a day, your account will be billed for an additional day.

### Withdrawing

Two weeks written notice is required before withdrawing your child from the center. If notice is not given, you are required to pay for the two weeks in full, whether or not your child attends.

### Termination

We reserve the right to terminate any child's enrollment for reasons we deem necessary such as:

Failure to pay your child's tuition

Verbal or physical abuse by your child towards other children or staff. Should your child display such behavior, an incident report will be filled out by our staff and will be reviewed with you by the Director. If behavior continues, you may be asked to withdraw your child from our center.

### Weather Emergencies

In the event of severe weather, the center will do everything possible to stay open. If a driving ban is enforced we will not be able to stay open. Also, please check your local news station, and listen to WBEN for closings.

Regular tuition charges will apply.

Should the weather become severe during regular center hours, and we find it necessary to close early, the center staff will notify you so arrangements can be made.

## Payment Policies

Tuition is due in advance on Mondays for the upcoming week. If tuition is not received on time a late fee of \$25.00 will be added to your account.

You may pay for tuition by any of the following methods:

Checks- both the child's first and last name must be on the check. A returned check will result in a \$40.00 fee billed to your account. Each additional child will be an additional \$20.00 non-refundable fee.

Cash payment- must be put into an envelope with the parents first and last name along with the child's first and last name. The envelope is then placed in the mailbox so the owner can issue a receipt.

Account receipts and statements will be given weekly and/or monthly.

## Drop off and Pick up

Your child must be escorted into their classroom and signed in. Remove wet or snowy boots before entering the classroom.

A person 18 years of age or older will be allowed to pick up your child. A child will only be released to those persons on the signed parental agreement form.

Please keep pick up authorization card up-to date.

If someone other than those authorized to pick up your child will pick up your child, the Center must be notified in writing.

Sign your child in at drop-off and out at pick up time. You may take your child's belongings home at that time.

Please hold your child's hand in the parking lot and watch for children when leaving the parking lot.

## Health Policy

### Medical Policy

Children will need an up to date medical and age appropriate immunizations signed by a doctor on the DSS forms.

Any changes must be reported immediately concerning allergy or health issues.

### Injury

If your child becomes injured:

Director or Teachers will call 911 if appropriate

Basic First Aid will be initiated and parent will be called

If ambulance is needed, the Director or Staff will make every effort to accompany the child.

### Illness from the Exclusion Criteria

We ask that you keep your child home if any of the following are present.

Signs and symptoms of possible illness such as unusual lethargy, uncontrolled coughing, persistent coughing, persistent abdominal pain, irritability or other unusual signs, until a medical evaluation allows inclusion.

Persistent diarrhea

Significant fever as defined below, until evaluated and approved for inclusion by a health professional.

Infants- Infants six months and younger should be excluded and referred to a health professional when they have a temperature above 100 degrees Fahrenheit.

Six months and over- should be excluded and referred to a health professional whenever fever is accompanied by behavior change, stiff neck, a rash, unusual irritability, poor feeding, vomiting or excessive crying. Fever means a temperature above 101 degrees Fahrenheit.

Undiagnosed rash with the exception of diaper rash

Conjunctivitis (pink eye), red, runny or malted eye

Untreated infections, such as lice or scabies.

Vomiting three or more times in a 24 hour period, or vomiting accompanied by symptoms of dehydration or other signs of illness.

Contagious stages of chicken pox.

Draining ear

Deep cough

Runny nose with green mucus discharge

Illness	When child may return
Strep throat	24 hours after start of treatment
Impetigo	24 hours after start of treatment
Lice	When nits are gone
Scabies	24 hours after start of treatment
Pinworm/Ringworm	24 hours after start of treatment
Fever	24 hours after temperature is normal
Influenza	24 hours after symptoms have subsided
Croup	After illness has subsided
Chicken Pox	24 hours after lesions have crusted
Vomiting	Free from symptoms after 24 hours
Diarreha	Free from symptoms after 24 hours

For any illness not listed, please contact the Director.

If your child becomes sick during Center hours, you will be notified. If the child is too ill, we will ask you to pick up your child.

Do not leave medication with your child's belongings. Do not take medication into your child's classroom.

Medication may be administered by designated staff only. All medication must go to the Director or designee who will make sure of proper storage and administration. You and your child's doctor must complete, sign and turn in the

Medication Consent Forms.

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We cannot exceed the recommended dosage on the prescription label and/or Medication Consent Form

The medicine cannot be expired. If the medication is expired, we will ask the parent to dispose of the medication and the container.

Medication logs are filled out each time medication is given. As well as any reactions, spills or refusal to take medication.

### Immunization of Children

All parents should have their children immunized. This will protect against polio, measles, mumps, rubella (German measles), pertussis (whooping cough), diphtheria, tetanus, and hemophilus (Hib).

Parent who request immunizations be waived because of religious grounds must sign a waiver.

The American Academy of Pediatrics recommends a varicellin (chicken pox) vaccination for all healthy children between 12 and 18 months. Children 13 and older are required to have two doses of the vaccination.

Shining Stars recommends that a flu vaccine be given. This is not a requirement.

### Discipline

Discipline is achieved by redirecting inappropriate behavior or having the child sit in time-out (one minute per year of child's age). The child will be removed from the group, but remain in the classroom, and given time to calm down. Our goal is to help children use self control, build self esteem, character and coping skills. Shining Stars discipline policy is for the safety and protection of all children. We never use physical punishment nor belittle a child in anyway. When appropriate behavior is displayed by a child, the child is recognized for the positive behaviors.

### Policies and Procedures for Administration Medication

Over-the counter topical ointments such as diaper cream or first aid cream, insect repellent, and sunscreen may be applied with parent permission.



All other medication over the counter or prescribed will only be administered according to the following policies only:

Issued Medication Consent Form must be filled out by parent and physician

A separate Medication Consent Form must be completed for each type of medication to be administered.

### Medication Consent Forms

All medications must be supplied in the original package or printed pharmacy container. Instructions must indicate the correct method for administering medication, dosage needed, potential side effect, and any other warnings, storage and disposal instructions.

Child's first name and last name, date, name of medication, dosage to be given, route of administration and doctors name must be on the pharmacy label and medication consent form.

The medicine spoons, liquid syringes, pill crushers, etc. must be provided by the parent/guardian to administer the medicine. The medicine cannot be administered unless the correct utensils are provided. Please send the medicine and the serving utensil in a small plastic bag labeled with the child's name.

If the consent form specifies Mortin, you must provide Mortin, not the generic equivalent.

### Clothing

Infants- Parents will need to provide disposable diapers and wipes. Parents will also provide bibs, ointments, and a few change of clothes. Coat, shoes and anything else appropriate for outdoor play and stroller rides needs to be sent in by the parents. Please make sure all items are labeled with child's first and last name.

Toddlers- Parents will need to provide disposable diaper and wipes. Please provide a few changes of clothes. Coats, shoes and anything else appropriate for outdoor play, stroller rides, and or walks need to be sent in by the parents.

Slippers with firm soles may be left at Shining Stars to use indoors. Clothing should be comfortable and washable. Children will be playing outside, and doing supervised art activities with washable paint. When painting, children will wear smocks, but sometimes paint will get on their clothes even though we use washable art products, there are times the paint will not come out of the fabric. Please make sure all items are labeled with child's first and last name.

Preschool-Parents will need to provide a few changes of clothes that are able to be left in their cubbies. Coats, shoes, and anything else appropriate for outdoor play will need to be sent in by the parents. Slippers with firm soles may be left at Shining Stars to use indoors. Children will be playing outside, and doing supervised art activities with washable paint, markers, crayons, and chalk. When painting, children will wear smocks, but sometimes paint will get on their clothes, and even though we use washable art products, there are times the paint will not come out of the fabric. Please make sure all items are labeled with child's first and last name.

Afterschool-Parents will need to provide a change of clothing to be left in their cubbies. Coats, shoes, and anything else appropriate for outdoor play will need to be sent in by the parents. Slippers with firm soles may be left at Shining Stars to use indoors. Children will be playing outside, and doing supervised art activities with washable paint, markers, crayons, and chalk. When painting, children will wear smocks, but sometimes paint will get on their clothes and even though we use washable art products, there are times the paint will not come out of the fabric. Please make sure all items are labeled with child's first and last name.

### Naps

Shining Stars provides blankets for naptime, but you may also bring one from home.

Infants- Infants will sleep in cribs. The parents must submit written directions to the center to indicate their preferred nap times. However, sometimes infants may want to sleep more. The infants will not be placed in their cribs except for naptime. Infants that are 1 year old will begin to sleep

on a low cot to get them ready for the toddler room. Parents will sign a form, giving permission to the center to begin transitioning their child from crib to cot.

Toddlers- Toddlers will sleep on a low cot at naptime. If a toddler has difficulty staying on the cot during naptime, a crib may be set up and used. The toddler teacher would try to have the toddler sleep on a cot after a week. If the toddler is not ready to sleep on the cot, the crib can be used until he/she is ready. Toddlers must sleep with shoes or firm soled slippers to be prepared for an emergency evacuation or fire drill.

Preschool- Preschoolers will rest or sleep on cots during naptime. They must sleep with shoes, or firm soled slippers to be prepared for an emergency evacuation or fire drill.

School Age Children- Children 5-12 years are not required to rest on a cot. However, they may rest during the afternoon while others are doing a quiet activity.

### Confidentiality

Our Center respects the right of each family to confidentiality and privacy regarding all records and information concerning their child. Information relating to your child and family will only be shared if written authorization is provided. All childcare employees are mandated by New York State Regulations to report any and all suspected child abuse. This information will be share with the proper agency, as required by New York State Regulations.

### Internet

We will be using the internet at the Center. We cannot guarantee 100% safe access to the Internet. We will take every precaution by blocking children to all chat rooms and email servers. We believe that it is unlikely that the exposure to

inappropriate material will happen, however, the possibility does exist. Shining Stars will issue permission forms to parents/guardians that must be completed, signed and returned to the childcare center before the child may have access to the internet. Computer usage will be supervised by a teacher.

### Toys

We ask that toys be left at home except for when show-n-tell is scheduled. No guns or toys that promote violence are allowed. If your child needs a toy such as a stuffed animal to make transition easier, this will be allowed. The stuffed animal must be small enough to fit into their cubby. The Center is not responsible for lost or broken toys. If you send a stuffed animal in or toy (only for show-ntell), label the item with your child's first and last name.

### Security

In order to gain access to the childcare center you will need to ring the doorbell. The door will remain locked throughout the day to maintain a secure environment for your child.

By enrolling your child at Shining Stars, you are giving your permission for your child(ren) to take part in all activities. This also means being photographed, or videotaped without any compensation.

At Shining Stars we have an open door policy. We encourage you to participate in any of your child's activities. We are here to ensure a wonderful childcare experience for your child and a piece of mind for you, the parents.

### Transportation

At Shining Stars Daycare we do not provide transportation to and from the daycare. The only transportation we provide is when we schedule field trips. At this point staff will send home a permission slip stating transportation information, and it will be the parents responsibility to provide a car seat if they child is under the age of five years old. According to New York State law, any child under 4 years of age, must be in a federally approved child safety seat, even if the child is riding in a school bus. See section 1229-c. (11) of the New York State Vehicle & Traffic Law.

## Food Policies

Due to outside food allergies, we do not permit outside food to be brought into the center.

In accordance to with best practices, we will not provide solid food to infants under the age of 6 months old. This will help reduce incidence of allergies, asthma, and obesity.

Whole milk will begin at the age of 12 months of age.

Agreement to Comply with the Policies at  
Shining Stars Daycare

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent of Legal Guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Center Director