

PATTYCAKE PLAYHOUSE, INC.
early childhood learning center
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www.pattycakeplayhouse.com

Hours of Operation: 6:30am-6:00pm

2020-2021 PARENT POLICIES

The following are the 2020-2021 policies for Pattycake Playhouse, Inc. effective September 1, 2020. Please keep these policies for easy reference. To ensure that your child receives the highest quality of care, it is required everyone follow these guiding principles.

TABLE OF CONTENTS

Mission Statement & School Philosophy	2
Assessments of Children	2
Attendance	3
Behavior Management	3
Biting	4
Brightwheel App	5
Child Abuse & Mandated Reporting	5
Closings/ Early Dismissals	5
Confidentiality/ Babysitting	6
Diapering/ Potty Training	6
Discounts	7
Discrimination	7
Dress Code	7
Drop Off Procedures	8
Emergency Closures	8
Emergency Procedures	8
Feeding for Children	9
Healthy Program Practices (Inclusion & Exclusion Guidelines)	9
Incident Reporting	12
Late Pick Up	13
Masks/ Face Coverings	13
Medication Administration for Children	13
Parties	14
Payments	14
Playground/ Walks	14
Programs	15
Program Evaluations	15
Referral Program	15
Registration	15
Required Items	16
Sanitation and Cleanliness	16
School Age Program	18

Security & Safety	18
Sleep/ Nap	19
Smoking	19
Social Media/ Photography	20
Special Education Itinerant Services	20
Sun Safety	20
Supervision	22
Telephone	23
Toys/ Personal Belongings	23
Transitions	23
Transportation & Off Site Activities	23
Tuition Assistance	24
Updating Files	24
Volunteering & Visiting	24
Withdrawal	25
2020-2021 Tuition	26
Healthy Eating Guidelines	27
Community Resources	28
Medication Consent Directions	29 & 30

Our Mission Statement & School Philosophy

It is our goal at Pattycake Playhouse, Inc. to make each child feel safe and secure, while exposing them to appropriate developmental skills and building a positive self-concept. We encourage children to take risks and learn from their mistakes in both academic and social settings. We use a positive behavior approach and teach children to develop behavior habits and attitudes that will allow them to interact well with others in school and throughout life. At Pattycake, we strive to prepare our children for the next step they will be taking- whether it be moving from the infant room to the toddler room, or leaving our program to move onto elementary school.

Pattycake Playhouse, Inc. uses a thematic curriculum that is child centered, aligning to NYS Early Learning Guidelines through playful learning. Experiences are differentiated based on the abilities and interests of children in the classrooms. Teachers provide children with opportunities to explore their multiple intelligences and develop in all physical, cognitive, and social/ emotional domains. We provide children with the tools they need to be successful and encourage them to use these tools in a way that works best for them. Throughout every child's experience at Pattycake, it is our goal that families feel supported and nurtured in their child rearing efforts.

Pattycake Playhouse, Inc. recognizes the important role the community plays in shaping the lives of our children and their families. Therefore, we have made it our mission to support local organizations and be a community sponsor to both Hospice of Orange and Ulster Counties and the Orange County Chamber of Commerce.

Assessments of Children

Pattycake Playhouse, Inc. tracks developmental milestones on Brightwheel using NYS Early Learning Guidelines. Children are monitored in the areas of: Approaches to Learning, Cognition and General Knowledge, Communication and Literacy, Physical

Well-Being, Health and Motor Development, and Social Emotional Development. Head teachers are responsible for conducting ongoing observations and taking notes so that they always have a clear picture of where a child's strengths and areas of opportunity are. Based on the data collected, teachers can then effectively differentiate lesson plans to meet the developmental needs of each child in their care.

Families are formally invited to discuss their child's development three times a year in September, January, and May- on these days Pattycake Playhouse, Inc. will dismiss at 3pm. Please see the Closings/ Early Dismissal section of the policies to plan accordingly. In the instance that a parent would like a conference during any other time, arrangements can be made with the Head teacher. Should social distancing still be a community concern, all conferences will occur on the ZOOM platform. During conferences, teachers and families will discuss questions and concerns regarding the child, as well as develop common goals for the child in the future. All teaching teams are required to meet weekly for at least 30 minutes in order to interpret and use observation to align the curriculum and teaching practices to meet the interests and needs of the children.

*For non-English speaking children, every attempt is made to conduct the individually administered assessment by a person who speaks the child's language. At conferences with non-English speaking families are present, every attempt will be made to have a translator present.

Attendance

Please notify Pattycake Playhouse, Inc. by 9:00am via the Brightwheel App if your child will be absent. We are licensed to handle a certain number of children per day, distributed among the various classrooms in specific ratios. **Therefore, we cannot grant make up days or swap days as a result of absence.** In the instance that a child needs an extra day of care, this request must be submitted to the office 24 hours in advance. Classroom teachers are not authorized to determine extra day availability. Approval will be granted only if there is availability and you will be charged the extra day rate.

Behavior Management

Our staff members are trained to help children develop self control and learn acceptable forms of social behavior through the use of positive behavior management strategies, including, but not limited to redirection, focusing on "do" rather than "don't", offering acceptable choices, encouraging children to use friendly words rather than physical acts, praising positive behavior, and modeling desired behaviors. Teachers will continually assess the classroom environment to ensure that it positively impacts children's behavior. They will listen to children and respond to their needs proactively to achieve goals. Children will be kept engaged with activities to help prevent conflict. Preschool and school age children will be involved in the development of classroom rules to help give them ownership.

A child may only be disciplined by a staff member. All rules will be applied consistently and appropriately to the ages of the children and their developmental levels and

abilities. Any discipline used will relate to the child's actions and be handled without prolonged delay so that the child is aware of his/ her actions and the consequences of these actions. A child may be separated briefly from the group, but only long enough to gain self-control and must be in view of, supervised and supported by a staff member. The use of corporal punishment is prohibited. The use of room isolation is prohibited. Food or rest cannot be used or withheld as a punishment or reward. Methods of interaction that punish, demean, or humiliate a child are prohibited. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is absolutely prohibited. Physical restraint and intervention are prohibited.

Teaching staff monitor behaviors closely and keep objective anecdotal records on conflicts that arise in the classroom and how resolutions are being carried out. When a child's behavior is concerning enough to require anecdotal notes, the parents will be notified of the concerns. If behaviors occur consistently that are disruptive to the rest of the children in the program, the teaching staff meets with an administrator or a community specialist to create a strategy. For two weeks, every occurrence is charted, including the behavior, the location, time, participants, behaviors, staff present, and circumstance. Parents are updated on a daily basis during this time. After this two week window, if behaviors persist with no improvement, the teachers and Director will invite the family in to brainstorm a possible intervention and create an individualized written behavior plan. Our goal is to limit or eliminate the use of suspension, expulsion, and other excluding methods to deal with difficult behaviors. However, if it appears to be in the best interest of the child, center, and other children that the child leaves the center for the duration of the disruptive behavior, the parents will be given a two-week notice, at the discretion of administration. In the instance that the behaviors are severe and present safety concerns, parents will be notified immediately and it will be at the discretion of the Director if the child's behavior warrants immediate removal from the program. At this point, any tuition paid in advance will be prorated and returned to the parent/ guardian.

Biting

A child biting another child is one of the most common and most difficult behaviors in childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses from the biter, the victim, the parents, and the caregivers involved. For many toddlers, the biting stage is just a passing problem. Toddlers are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to get the response they want. However, they often grow out of this stage by feeling the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For some children, biting may become a persistent or chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

When a child is bitten, the biter is immediately removed with no emotion using the words "teeth are for eating, not biting friends- biting hurts." The teacher avoids any immediate response that reinforces the biting or calls attention to the biter. The caring

attention is focused on the victim. The victim is separated from the biter, comforted by the teacher, and first aid is administered. Afterwards, the biter is redirected to other play and talked to on a level the child can understand. "I can see that you want that truck, but I can't let you hurt your friend. We don't put our teeth on people." The incident is recorded on a classroom observation log and the parents of the biter and victim are both notified, verbally, in writing on an incident report, and via Brightwheel.

If biting becomes a concern and is happening regularly, as defined as an average of one attempt and/ or actual bite each day the child is present over a period of two weeks, the teaching staff meets with administration to create a strategy and parents/ guardians are informed of the severity and notified that over the next two weeks, teachers will continue to chart every occurrence, including attempted bites, indicating the the location, time, participants, behaviors, staff present, and circumstances. The parents will be made aware that over the next two week if the biting does not begin to subside, their child may be removed from the program and if needed, the center will help the family create a contingency plan. Every attempt will be made to "shadow" a child who has a tendency to bite, so long as staffing allows. Non-biting responses to situations will be taught and modeled and appropriate behavior will be reinforced.

Teachers and administration will work together as partners with parents of both biting children and frequent victims to keep all informed. If the child continues to bite regularly over the next two weeks, with no improvement, it will be deemed in the best interest of the child, center, and other children that the child leave the center for the duration of the biting stage. Parents of the biter will receive a verbal and written notice at the discretion of the Director.

Brightwheel App:

Brightwheel is an App for iOS and Android devices that allows teachers to manage classrooms, observe students, and stay in touch with families. All enrolled families are required to sign up and utilize this app. Throughout the day, teachers will log feedings (infants & toddlers), diaper changes/toileting (infants & toddlers), nap times, learning activities, incidents, and medications to keep parents updated. Classrooms are required to post daily to update parents on what learning is occurring in the classroom. While parents can communicate with teachers via the Brightwheel App, this method should not be used for urgent matters, as all important messages should go through the main office via a telephone call.

Child Abuse & Mandated Reporting:

In accordance with the Social Services Law, child day care center staff must report any suspected incidents of child abuse and maltreatment concerning a child receiving child daycare 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.

Closings/ Early Dismissals

The following are the 2020-2021 Closings/ Half Days:

Labor Day- September 7, 2020
Early Dismissal Virtual Parent Conferences (3:00pm closing)- September 18, 2020
Columbus Day (Professional Development for Staff)- October 12, 2020
Thanksgiving Day- November 26, 2020
Day after Thanksgiving- November 27, 2020
Christmas Eve- December 24, 2020
Christmas Day- December 25, 2020
½ Day New Year's Eve (1:00pm closing)- December 31, 2020
New Year's Day- January 1, 2021
Early Dismissal Virtual Parent Conferences (3:00pm closing)- January 15, 2021
President's Day- February 15, 2021
Good Friday (Professional Development for Staff)- April 2, 2021
Early Dismissal Virtual Parent Conferences (3:00pm closing)- May 28, 2021
Memorial Day- May 31, 2021
Independence Day- July 4, 2021

Confidentiality/ Babysitting

All information provided by parents is kept confidential and only referenced by administration, teachers with direct responsibility for a child, the child's parents/ guardians, and regulatory authorities. Information is never to be shared with other families, nor should actual names be used when discussing concerns regarding a child in an area where parents are passing through or may overhear conversations. Under no circumstances will staff be allowed to share information regarding a child with another family in the center or any individual in the outside community. This violation of privacy and confidentiality will result in immediate termination of the staff member.

If babysitting for families outside of the center, a waiver of liability form must be completed by both the employee babysitting and the family the employee is babysitting for. Additionally, under no circumstances will an employee be allowed to transport an enrolled child to or from the center, regardless of whether or not a waiver of liability is on file. Any information shared that can be considered gossip or slander, or that breaks confidentiality policies, will result in disciplinary action involving that staff member. It is strongly discouraged that staff exchange contact information with a family, but if required due to babysitting responsibilities, please note that all employees will be held to the highest of standards in maintaining a professional relationship. Any communication about a child while at Pattycake should be done directly through Brightwheel, the teacher's school email, or on the school telephone, not via personal emails or texts/ calls.

Upon being hired, employees agree to a non-compete clause. Therefore, enrolled families are not to solicit childcare services from employees that may directly or indirectly compete with the business of Pattycake Playhouse, Inc. and its successors.

Diapering/ Potty Training

Diapering: For children still in diapers, they will be changed every two hours, upon waking from nap, and more frequently as necessary. Parents must supply diapers, wipes, and ointments and will be notified when diapering supplies are getting low so

that they may be replenished. Please note that diaper creams or lotions require a topical medication consent form to be signed by the parent.

Potty Training: Teachers will begin potty training when parents have decided to start at home. The potty training process should start between 2 years old and 2 ½ years old. When potty training starts, it's best to not use pull-ups, as they send mixed messages to your child. Instead, prepare a bag for accidents with at least 5 pairs of underwear, socks, shirts, pants, and even extra shoes. The key to successful potty training is consistency at home and school. Children do not need to be potty trained to enter our preschool program, but they **MUST** be fully potty trained before entering the pre-kindergarten program. Children will receive assistance in wiping until they can independently wipe, as per the parent. Pattycake Playhouse has Potty Training Action Plans available for children training in school so that families and teachers can provide consistency in their approaches.

Soiled Clothing: For preschool and pre-k children who may have soiled their clothing, the teacher will encourage the child in doing the best they can to change themselves, before an adult steps in to ensure the child is clean. The soiled clothes will be put in a labeled bag to be taken home. Soiled underwear will not be rinsed, but instead placed in a tied bag to bring home for laundering. If underwear are badly soiled by a BM, they will be bagged and disposed of. Your child's extra clothing will be used when available. If there is no extra clothing, spare clothes from the school's extra clothing box will be used. Please be sure to return any borrowed clothing in a clean condition on the next day. Additionally, if your child has worn their extra clothing home, make sure to send in a new change of clothing when they return to school, so that their extra clothing bin can be restocked.

Discounts

In the instance that a family has two siblings enrolled in the traditional full day Infant-PreK aged programs, the oldest sibling will receive a 10% discount. In the instance that a family has three siblings enrolled, the oldest sibling will receive a 15% discount and the second oldest sibling will receive the 10% discount. School Age Children do not receive a sibling discount. Tuition rates drop from Toddler to Preschool, effective the month that the child turns three.

Discrimination

Pattycake Playhouse, Inc. does not discriminate on the basis of race, creed, color, age, sex, gender, sexual orientation, national origin, religion, disability, medical condition, marital status, or veteran status. Pattycake Playhouse, Inc. does not tolerate verbal, written or physical conduct that shows hostility or aversion towards a person and has the purpose or effect of creating an intimidating, hostile or offensive environment.

Dress Code

Comfortable, weather appropriate clothing, should be worn to school. Flip-flops, clogs, and open-toed sandals are not safe on the playground and may not be worn to school. If it is determined that your child's shoes are unsafe for climbing and running, their outdoor play will be limited. Children's jewelry is not permitted in school; **this includes**

earrings on infants that do not have safety backs, and any other jewelry that can be deemed a choking hazard. We know girls enjoy wearing dresses and skirts, but if they are not wearing tights, please have them wear shorts or leggings under the skirt or dress. Additionally, please do not send your children to school in clothing that you don't want to get dirty. Our children are busy exploring all day and expecting them to remain unstained all day is unrealistic and puts unnecessary stress on our teachers! A spare change of seasonal clothing, including socks and underwear must be kept in the classroom at all times. In the winter, you will be asked to send in snow attire and in the summer, you will be asked to send in sprinkler/ water play attire.

Drop Off Procedures

Until further notice, childcare providers will greet families outside the South entrance door for drop off and pick up. Infants will be transported in car seats and older children will walk up the steps to the teacher. Parents must wear masks at drop off and pick up and are requested to respect the six foot social distancing guidelines. To save time and keep our staff safe, we ask that families take their child's temperature PRIOR to arriving at school and send their reading via a Brightwheel message. During the drop off exchange, parents will participate in a verbal health check confirming their child shows no signs of: fever, shortness of breath, cough, other COVID-19 symptoms, or any childhood illness. The childcare provider will perform a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. The staff member will record what the parent shared and what he/ she observed. If the child's temperature wasn't taken at home, then the staff member will take it in the main foyer. All devices will be sanitized in between uses. Children will be walked to their classroom upon arrival and helped to wash their hands before joining the group. Childcare providers will sanitize their hands in between the handling of each child. Childcare providers will have their temperature and verbal and visual health check recorded upon arrival each day, as well.

Emergency Closings

We reserve the right to close for any emergency, such as snow, hurricane, tornado, flood, electrical outage, health pandemic, etc. In the event of an emergency, information on closings will be posted on our Facebook page and sent out through email and the Brightwheel App. In the event of inclement weather while school is in session, we encourage you to keep in contact with the school for emergency closings. There are no make up days, swapping of days, or tuition credits when we are closed due to an emergency.

Emergency Procedures

Each month the center is required to conduct a fire drill with all students and staff. All children stop what they are doing, line up and proceed out a predetermined emergency exit route (each classroom has two different routes). The teacher takes the attendance, parent contact information, and first aid bag. Students are all accounted for upon leaving the classroom and reaching the designated meeting point with face to name attendance. Once the fire drill is complete, students are escorted back to the classroom, once again accounted for, to resume the day as usual.

Twice a year, the center conducts sheltering in place drills. This is done to practice in case an emergency occurs that prevents staff and children from leaving the building. Parents will be notified in advance as to when this drill will be conducted. During the drill, teachers will provide children with various quiet activities (i.e. puzzles, coloring, games, stories, etc). In all emergencies, staff are made aware of the potential situation, and extra food and water are always on site should everyone have to remain at the center for an extended period of time.

In the event that our staff and students need to evacuate the building and are not able to return to the inside of the facility, our center has two relocation sites. The relocation sites for our Newburgh center are: Quick Check and Prestige Petroleum. Parents will receive a Brighwheel message and a phone call from a center employee in the instance that a situation of this sort occurs and which location they may pick their child up from.

Feeding for Children

Parents are responsible for providing meals for their children while at school. Pattycake Playhouse , Inc. will provide breakfast cereal and skim or 1% milk upon arrival, if needed, as well as skim or 1% milk at lunchtime and water throughout the day. Any food that needs to be kept cold must be in a lunch box with an ice pack. No food will be heated, therefore any food that needs to be warm, must be kept in a thermos. **THIS INCLUDES INFANTS. For children younger than 4 years old, the following foods will not be offered: hot dogs (whole or sliced into rounds), whole grapes, nuts, popcorn, raw peas and hard pretzels, chunks of raw carrots or meat larger than can be swallowed whole.** Food with expired dates will be discarded. Classrooms will become PEANUT FREE on an as needed basis, and parents will be notified in advance. Children with special feeding instructions and ALL infants, must have documentation of the type and quantity of food consumed and this information must be shared with the family daily (via Brightwheel or a daily sheet if needed).

Infants- Infants who are unable to sit are held for bottle-feeding. All others sit or are held to be fed. Infants will not be given bottles while in their cribs, nor will they be given bottles or sippy cups to carry while crawling or walking. Fluids are offered in a cup with a straw as soon as parents and teachers decide the child is developmentally ready, and usually before transitioning to the Toddler program. Glass bottles will not be accepted, due to the risk of injury if one breaks. All milk, formula and human milk will be prepared as per the **infant feeding schedule** submitted by the family. Feeding schedules must be updated regularly to ensure proper feeding routines are being followed. All milk, formula, and human milk must be labeled with the child's first and last name and the drop off date, as it cannot be stored in our refrigerator for longer than 48 hours. In addition to a full name and drop off date, all human milk should be marked with the date the milk was expressed. Cereal and other solid foods will not be added to bottles, unless written instructions and a medical reason for this practice are provided by the pediatrician. Any milk, formula, or human milk that is served, but not completely consumed will be discarded after one hour. All milk, formula, or human milk that requires heating will be warmed in a bottle/ food warmer. Staff will not offer solid foods

or juices to infants younger than 4 months old unless that practice is recommended in writing by the pediatrician.

Toddlers- Parents will be responsible for sending in a morning and afternoon snack, in addition to lunch. If there is a preference as to what item in the lunch box is for snack, please label clearly. When necessary, staff will cut foods into pieces no larger than ½ -inch square for Toddlers. Sippy cups must be labeled with first and last name. We encourage cups with a straw or regular cups to strengthen oral motor muscles that are important for speech development. However, sippy cups are great for supplementary use when going outdoors.

Preschoolers/ Pre-K- Parents will be responsible for sending in an afternoon snack, in addition to lunch. If there is a preference as to what item in the lunch box is for snack, please label clearly. Cups must be labeled with first and last name. We encourage cups with a straw or regular cups to strengthen oral motor muscles that are important for speech development. However, sippy cups are great for supplementary use when going outdoors.

School Age- Parents will be responsible for sending in lunch on those days that there is no school or a half day, as well as an afternoon snack for when their child gets off the bus. In the instance that schools dismiss early due to an emergency or weather, pizza will be provided for children without lunch and accounts will be billed \$3 each.

Healthy Program Practices (Inclusion & Exclusion Guidelines)

Health forms must be updated annually by your child's pediatrician and turned into the office, with the exception of School Age Children who just need a medical statement upon enrollment. However, anytime immunizations are updated, please submit these updates to the office. You will be notified in writing at least a month in advance when your child's medical is due to expire. **If we do not have updated medicals on file, your child will not be able to attend Pattycake Playhouse until the proper form has been submitted.** If you have difficulty getting into the doctor before your child's medical expires, a copy of an appointment card that shows an upcoming physical exam will be accepted. **All medical statements and immunization forms MUST be signed by the doctor in order for them to be acceptable.** *Be sure to have the NYS Office of Children and Family Services Medical Statement. This is the only acceptable form.* It can be found on our website at www.pattycakeplayhouse.com or we can send it to you upon request.

Pattycake Playhouse, Inc. serves only well children. Therefore, the following is the exclusion criteria for children

-The illness, or the child's reaction to it, requires more care than staff can provide or compromises the health and safety of others.

-Significant fever, as defined below:

- A forehead temperature (directly between the eyes) or underarm temperature above 100 degrees Fahrenheit
- A child must be fever free for at least 72 hours (without the help of medication) before returning to school.

-Persistent diarrhea, defined as three or more stools in a 24-hour period, when the pattern represents:

- An increased number of stools compared to the child's normal pattern
- Increased stool water
- Diarrhea accompanied with symptoms of dehydration, such as sunken eyes, dry skin, concentrated urine or small amounts of urine, fewer than six wet diapers in a 24-hour period, or no urine in four hours
- Diarrhea accompanied with blood in the stool
- Diarrhea accompanied by discomfort for the child
- A child may not return to school until the diarrhea and symptoms subside.

-Undiagnosed rash, except diaper rash

- A note will be required by a pediatrician stating that the rash is nothing communicable and not a symptom of another communicable illness

-Vomiting two or more times in a 24-hour period, or any vomiting accompanied by symptoms of dehydration or other signs of illness

- A child may not return to school until he/ she has not vomited in 24 hours

-Pink eye, accompanied by discharge

- A child with conjunctivitis (pink eye) needs to be on medication for a full 24 hours or have had 3 doses of the medication before returning to school
- A child with allergies causing symptoms similar to pink eye will need a note from the pediatrician stating such

-Coxsackie/ Hand, Foot, Mouth Disease

- Symptoms usually occur 3-5 days after exposure and include fever, poor appetite, sore throat, runny nose, and blister like rash on hands, feet, and groin area
- Child is fever free for 72 hours
- Child is well enough to participate in regular activities
- A note from the Doctor outlining a return to school date

-Strep Throat

- Child is fever free for 72 hours
- Child has been on antibiotics for 72 hours

-Flu

- Child is fever free for 72 hours
- Child is well enough to participate in regular activities
- A note from the Doctor outlining a return to school date

-COVID 19

- *Individuals exhibiting signs of illness, but who have not been tested for COVID-19*, must have improved symptoms, remain fever free (fever is defined as 100 degrees Fahrenheit) for 72 hours- without the use of fever reducing medication.
- *For individuals exhibiting signs of illness, who have tested positive for COVID-19*, must have improved symptoms, be fever free (fever is defined as 100 degrees Fahrenheit)- without the use of fever reducing medication and have tested negative twice at least 24 hours apart, with a release from quarantine isolation as directed by the Department of Health protocols.
- *For individuals with no sign of illness, but who have tested positive for COVID-19*, they must either receive two negative test results at least 24 hours apart or have

no symptoms and have had ten days pass since the first positive test, with a release from quarantine isolation.

Exclusion of Children who Fall Ill at School

Children who exhibit signs of illness while at school will be given a cot to rest on away from other children until he/ she is picked up by a parent/ guardian or other emergency contact. Staff who exhibit signs of illness while at school will be sent home immediately. In both instances, it will be at the discretion of administration, with the guidance of our health care consultant and Department of Health, what the exclusion criteria will be, based on the symptoms that are present. An Illness log needs to be completed for any child being sent home sick from the program. This form must be signed by the acting administrator, as per the chain of command, and then by a parent/ emergency contact when they pick up the child. The program and the parent will each keep a copy of this form on record.

When a child is diagnosed with a communicable illness, parents are responsible for notifying the center of the said diagnosis so that other families can be alerted as needed. Parents of children in the classroom will be notified via Brightwheel, as well as having a sign posted on the classroom door. Teachers will record the illnesses on the classroom log kept in the classroom binder.

Pattycake Playhouse, Inc. will immediately contact our health care consultant, as well as the local health department, and our licensing agency, in the event that a vaccine preventable disease or serious illness is confirmed in our facility. These licensed agencies will provide Pattycake Playhouse, Inc. with the required number of days any under immunized child would have to be excluded from the program in order to help prevent the under immunized child from contracting the disease.

Incident Reporting

An incident is any bump, bruise, mark, or emergency that occurs while a child is at Pattycake Playhouse. If the child has an "incident" that leaves any sort of mark, or requires medical treatment, an incident report must be completed. If a child is involved in an incident that affected another child, an incident report will be completed for this child as well in an attempt to document a possible pattern of disruptive behavior.

The teacher with direct knowledge of the incident will complete the report and sign the bottom of the form. The report should then be signed off on by the administrative authority as per the posted chain of command. Depending on the severity of the incident, the director or person in charge will use his/ her discretion in contacting parents via the telephone in addition to providing an incident report. Bumps to the head, cuts that involve bleeding, or biting incidents with broken skin, all warrant a phone call to parents, in addition to a notification entered on the Brightwheel App.

Incident reports will be signed by a parent/ guardian at pick up on the same day that the incident occurred. A parent/ guardian may request a copy of the incident report. The original will be kept in the child's personal file. Serious injuries as outlined by the licensing agency will be reported to the program's licensor immediately.

Late Pick Up

In the instance that a teacher has to stay past 6pm due to a child being picked up late, the teacher should obtain a late pick up form to be signed by the parent acknowledging the late pick up. A late fee of \$20 per 15 minutes will be assessed beginning at 6pm. Should a family begin picking up late excessively (three or more times in a three month period), they may be asked to leave the program. Late fees are applied per child, not per family.

Masks/ Face Coverings

As recommended by CDC and local health officials, childcare providers, and any other essential visitors, will wear a face cover (mouth and nose) when in the center. Face covers are recommended for children, but not required. Children under two or adults with difficulty breathing should never wear a face covering. Wearing a mask will be in conjunction with social distancing. It does not lessen the importance of or act as a substitute to social distancing. Masks will be worn both inside the center and on the playground when children or other staff are present. Masks will be worn correctly, covering both the nose and mouth.

Medication Administration

We are licensed by NYS to give medication. Most often, this will apply to children with chronic conditions who need life-saving medications for allergic reactions, asthma, and other conditions. If your child requires scheduled medication, we ask that you try to schedule it outside of the time that s/he is here. If absolutely necessary, we will administer the medication ONLY with a completed and signed NYS OCFS Written Medication Consent Form.

The Written Medication Consent Form is required for all types of medication, prescription and over-the-counter: oral, nasal, eye, etc. Medication must be fully labeled with first and last name. Prescription medications must come in the original packaging with the prescription label still attached. We must have the package insert or box with full information. The only exception to boxes and package inserts is over-the-counter skin products, such as diaper ointment and sunscreen. In these circumstances, we provide a Non-Medication Consent Form for the parent/ guardian to complete. All medication is to be turned into the office with the appropriate form. Under no circumstances should medication be left in the child's bag or with the classroom teacher. Only staff members who are MAT certified (Medication Administration Training) are allowed to administer medications that are not topical. See completed sample forms with instructions to avoid frustration. Blank forms can be downloaded from the Pattycake website.

Any child with an allergy (requiring Benadryl or an Epi-Pen), diagnosis of asthma, history of seizures, or special ongoing medical condition must have a special health care plan kept on file. These health care plans can be obtained from the main office and must be completed by the doctor and parent/ guardian. The care plan will be kept with the medication consent form and the medication itself. Both the special health care plan

and the medication consent form need to be completed every 6 months. Environmental and seasonal allergies do not require a special health care plan.

Parties

Birthdays and seasonal parties are arranged by classroom teachers. Party snacks sent from home should NEVER contain peanut butter. We strongly encourage healthy snacks when signing up for classroom food donations. Please be advised that if offering juice at a party, only 100% juice can be served. Balloons of any kind are prohibited. Goodie bags, if sent in, should be age appropriate with no choking hazards and no peanut butter treats.

Payments

We are a private center and run strictly on our tuition. We appreciate your cooperation in following the following payment procedures:

Payments are due the first of every month. Every seven days thereafter, a \$25 late fee will be applied to delinquent accounts until they are brought current, even after a child withdrawals from the program. If payment is not made within 28 days, your child can no longer attend Pattycake and the account will be referred to collections. If your account becomes past due and referred for collection, you agree to be liable for all reasonable collection costs, including, but not limited to: attorney fees, court costs, and other charges necessary for collection on past due accounts. Checks are made payable to Pattycake Playhouse. A fee of \$25 will be collected for any returned check. If a second check bounces, you will no longer be allowed to pay with a check. Save all receipts. We also accept Visa, Master Card, and Discover. When possible, we encourage all credit card payments to be made through our Brightwheel platform. Full payment is due regardless of illness, vacation, snow days, holidays, or unexplainable acts of God. Pattycake Playhouse, Inc. does not grant unpaid time for scheduled vacations.

Playground/ Walks

Pattycake Playhouse has three secured and age appropriate outdoor playgrounds. There is an infant area, toddler area, and preschool/ pre-k/ school age area. Every class has its own morning and afternoon outdoor times, ensuring that age groups are not intermingled. Wondergrass is used on all the playgrounds as a safe energy-absorbing surface. Parents are not allowed on the playground without staff members present. Additionally, non-registered siblings are not allowed on any of the playground equipment. Parents of toddlers are responsible for not allowing their children to climb on preschool equipment if picking up a sibling. Parents of preschoolers are responsible for not allowing their children to climb on toddler equipment if picking up a sibling.

Children often participate in class walks on North Hill Lane, adjacent to our property. Infants ride in strollers, while toddlers and older children hold a walking rope. Teachers always bring their first aid bag, as well as a cell phone to communicate emergencies while on a walk. Parents must provide permission on the back of the registration form for children to participate in these walks. If a child does not have permission, he or she

will have to spend time in another room while the class is participating in this outdoor experience.

Programs

Ten Month Childcare (September- June)- In order to hold their spot for September, children enrolled for the ten month program, will be required to pay tuition through the last day in June. They will then be required to submit paperwork for the following school year, along with a new registration fee, before their last day, in order to hold their September spot. This registration fee is required to hold their spot, regardless of when their start date was. Failure to submit paperwork and the registration fee will result in a forfeit of their spot. September tuition is due in full the first of the month, for the full month, regardless of the actual date the child returns.

Summer Childcare/ School Age Summer Camp- Daycare/ Preschool children enrolled only for the summer program must pay the discounted registration fee prior to the summer starting, in order to hold their spot. Families enrolling for the summer daycare/ preschool program will pay monthly amounts based on the tuition rates from the school year that just ended. Families enrolling for the school age summer camp program will pay weekly amounts based on the published camp rates for that year. School Age children coming for the summer, in addition to the regular school year, are required to pay the camp registration fee in addition to their annual registration fee. For full weeks that overlap with before and after tuition at the end of June or beginning of September, families of School Age children will be responsible for paying the difference.

Program Evaluations

Parents will be asked to participate in annual program evaluation surveys. Results will be shared, along with goals and objectives outlining how improvements will be made. It is mandatory that we get 50% of parents to participate. Please cooperate and be diligent in giving us feedback. These surveys provide us with viable feedback to help assist in potential enhancement to our program.

Referral Program

All families who refer another family to our program, will receive a \$50 referral credit, per new child enrolled, posted to their account to be used towards future tuition.

Registration

There is a \$150 registration fee per child, which covers insurance expenses. It is due annually on your child's start date. For children attending only the ten month program, the registration fee will be due again in June to hold their spot for September and then every June as they remain in the 10 month program. This fee is non-refundable. There is no discount for siblings on the registration fee. Registration fees may vary for children enrolling in our two month ONLY summer camp program or children leaving the program permanently in June with Registrations due April-June or August with Registrations due June-August. It is the responsibility of the parent/ guardian to inquire about a registration discount if their child is leaving the program permanently and a registration fee is due within three months of their last day.

In addition to the registration fee, in order to enroll at Pattycake Playhouse, the following paperwork MUST be on file:

Registration Form

Medical Statement from Pediatrician

Sleep/ Nap Agreement

Infant Feeding Schedule (as applicable)

Required Items

The following items are required for each child (labeled with first and last names):

- TWO complete changes of clothes (including socks and under clothes)
- A crib sheet and light blanket for each child over 1 year old. NO PILLOWS
- A crib sheet and sleeper for each child under 1 year old. NO PILLOWS or BLANKETS.
- For children not potty trained, the parent must supply diapers and wipes as needed
- Lunch and snack items (including lunch box, thermos, and ice pack)
- A cup with a straw for outdoors
- A tote bag to keep items separate in their cubbies from those of other children

Sanitation and Cleanliness

Hand sanitizing stations are located at each of the main entrances to invite sanitation of hands immediately upon entering the building. All staff are trained and monitored in regards to practicing proper hand washing and diapering procedures. Hand washing policies will be followed as outlined in our program's Health Care Plan. Childcare providers will be mindful to use soap and water for at least 20 seconds after blowing their nose, coughing, sneezing, touching their face, or in contact with a child's bodily secretions. They will help children practice these same routines. If soap and water is not readily available, hand sanitizer that contains at least 60% alcohol will be used for anyone over two years old. For children under two years old, should soap and water not be readily available, wipes will be used. Every attempt will be made to avoid touching eyes, nose, and mouth with unwashed hands.

Staff are instructed to wear gloves while cleaning and disinfecting. Dirty surfaces should first be cleaned using soap and water, then disinfected. Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces. Staff practice routine cleaning of frequently touched surfaces. More frequent cleaning and disinfection may be required based on level of use. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, tablets, keyboards, toilets, faucets, sinks, chairs, garbage lids, cots, mats, cots, cribs, etc.

Bleach solution mixture

5 tablespoons (1/3 cup) bleach per gallon of water OR

4 teaspoons bleach per quart of water

Hard (Non-porous) Surfaces (Changing Tables, Countertops, Furniture, Tables, Chairs, Cribs, Cots, Frequently Touched Surfaces, etc.)

If surfaces are dirty, they are cleaned using a detergent or soap and water prior to disinfection. For disinfection, diluted household bleach solution (at least 1000ppm sodium hypochlorite) is used if appropriate for the surface. Staff follow the manufacturer's instructions for application, ***ensuring a contact time of at least 1 minute***, and allowing proper ventilation during and after application. Disinfectant must not be past its expiration date. Household bleach is never mixed with ammonia or any other cleanser. Unexpired household bleach is effective against viruses when properly diluted. Bleach solutions are effective for disinfection up to 24 hours. Alcohol solutions with at least 70% alcohol may also be used. For food surfaces, surfaces are wiped with a clean wet rag after using bleach solution to remove any residue before meal time.

Toys or Other Items Mouthed by Children

Toys that children have been placed in children's mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. These items are cleaned with water and detergent, rinsed, sanitized with a prepared bleach solution, rinsed again, and set to air-dry. They may also be cleaned in a mechanical dishwasher. Staff are mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.

Soft (Porous) Surfaces

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, visible contamination is moved first and then the surface is cleaned with appropriate cleaners indicated for use on these surfaces.

Electronics

For electronics such as tablets, touch screens, keyboards, and remote controls visible contamination is removed if present. Manufacturer's instructions for all cleaning and disinfection products are followed. Wipeable covers for electronics are used when available. If no manufacturer guidance is available, the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens is an option. Surfaces are dried thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

In order to minimize the possibility of dispersing any virus through the air, staff never shake dirty laundry. Disposable gloves are worn when handling laundry. Items are washed as appropriate in accordance with the manufacturer's instructions. If possible, we launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items. Staff clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces. All staff remove gloves and wash hands immediately after handling laundry. Children's bedding will be sent home weekly to be laundered at home and stored separate from other children's belongings when they are in care. In the instance that a communicable disease is present and children in care are at high risk, all dramatic play toys and

infant swings that cannot be sanitized in between uses will be put in storage with the safety of our children and their families in mind.

Outdoor Areas

Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection. High touch surfaces made of plastic or metal, such as grab bars and railings are cleaned routinely.

School Age Program

Please refer to the payments section of the policies for further information regarding the school age program and financial responsibilities of the parents. School Age tuition is due regardless of attendance. In the event that there is a delayed opening or an early dismissal for Marlboro Central School District, if your child gets on or off the bus at Pattycake Playhouse, Inc. you will be responsible for the extra fees associated with the delay and/ or early dismissal, regardless of what time they were dropped off for the delay or picked up for the early dismissal.

Please notify Pattycake Playhouse, Inc. by 3pm via the Brightwheel App if your child will not be arriving on the bus. If your child will be coming to Pattycake on a day that Marlboro Central School District is closed or when there is a half-day, you must sign him or her up at least 48 hours in advance. If you sign up your child and he or she does not come, you will still be financially responsible for paying the extra tuition, as we make staffing arrangements based on the sign-up form. Cancellations of a sign up will only be allowed up to 48 hours in advance.

Security & Safety

So long as social distancing is still a DOH recommendation, all children must be brought to the front South entrance and left with a staff member. Should this recommendation become lifted, parents will be responsible for bringing their child directly into the building and dropping him/ her off with a staff member. The school will not be responsible if parents do not adhere to this rule. Parents are asked to directly supervise their children in the building and/ or parking lot. Once in the car, children should wear seatbelts and be in appropriate car seats. Cars must proceed with extreme caution and move very slowly in the parking lot. Talking on cell phones while driving in the parking lot is prohibited. Leaving cars running while not in them is prohibited.

Bluetooth entry will be available at some point before 2021. If families choose to have a key as opposed to using their bluetooth device, they can purchase up to two keys per family and the cost is \$20 per key. No family will be issued more than two keys under any circumstances. Lost keys will be deactivated and parents must then purchase another if they wish to replace it. Please keep your electronic key fob away from water and do not store it with your cell phone, as this seems to sometimes affect the magnetism. We ask that parents do not allow someone who is unknown to them to enter the building at any time. When buzzing people in, we also have cameras that allow us to see who it is that we are letting into the building. Our doors are always locked with only parents and staff having immediate access. All persons without a key,

whether parents, therapists, or extended family members picking up, will only be buzzed in through the intercom system and will be required to check in with a staff member who will verify identification. All therapists will need to provide a copy of their agency id to keep on file. Children will only be released to individuals who are on the authorized pick up list. If another individual will be picking up your child, the request must be submitted in writing. All persons picking up a child should bring proper identification, or the child will not be released. There are no exceptions! Even parents/ guardians should bring identification, in the instance that a substitute teacher does not recognize you.

Video surveillance cameras are permitted to transmit images of children in common rooms, hallways, and play areas only. Bathrooms and changing areas remain private and free of all video surveillance equipment. We have many children in our center who cannot be photographed and as a result, parents do not have access to our video surveillance system on the internet.

Sleep/ Nap

Parents are responsible for providing clean bedding weekly for their children to use during rest time. During nap time there must be competent supervision at all times via direct supervision of a caregiver who is in the same room and has direct visual contact with the child.

Infants- Infants sleep as needed, as children under 18 months are on more individualized schedules. Infants are always placed on their back to sleep, unless otherwise ordered by a physician in writing. Pillows, blankets, stuffed toys, and other soft items are not allowed in cribs for infants younger than 12 months. It is recommended that a sleeper is sent in for nap time for children under 12 months. If a wedge is needed for medical reasons, there must be a written notice from a physician stating such. Infants will not be allowed to sleep in swings or car seats.

Toddlers- Toddlers sleep on cots. During naptime, toddlers are able to use pacifiers or woobies if needed to help them relax. Toddlers rest for about 2 hours. If a toddler does not fall asleep within 30 minutes of going down for rest time, he or she will be given a quiet activity to do.

Preschoolers/ Pre-K- Children rest for about 1 ½ hours on cots or mats. If they do not want to rest, or have not fallen asleep within 20 minutes of going down for rest time, they will be offered a quiet activity to do. This is a time for them to unwind and rest their mind before the busy afternoon begins. Electronic devices cannot be implemented during this time.

Smoking

There is NO smoking permitted within 25 feet of any part of the school utilized by children. This includes sidewalks, entrances, and playgrounds.

Social Media/ Photography

With the advent of social media, we would like to remind parents that negative or derogatory comments or discussions towards the center, owners, or teachers is discouraged, as it can easily be interpreted as slander. We strongly discourage the sharing of information in public forums. If at any time concerns arise, please discuss them in person with the teachers in your child's classroom or with administration.

While at school events, parents are invited to photograph their child. However, under no circumstances do parents/ guardians have permission to post photos of other children or employees on ANY social networking/ Internet sources.

All communication between staff and parents should be through school email, school telephone, in person, or on the Brightwheel App.

Special Education Itinerant Services

Currently, therapists are considered visitors and are not allowed inside the center. Should social distancing mandates be lifted, with the guidance of the DOH, therapists will once again be able to work with children in the program. All special education itinerant service therapists will be required to sign in and out in the main office. It is the responsibility of the parents and therapists to maintain open lines of communication when a child is going to be absent from school on a day that services are scheduled.

Studies have found the following benefits of inclusive childcare: Children with special needs develop increased social skills and self esteem; families of children with special needs gain social support and develop more positive attitudes about their child; children and families without special needs become more understanding and accepting of differences and disabilities; caregivers learn from working with children, families, and service providers and develop skills in individualizing care for all children. (National Health and Safety Standards: Guidelines for Out-of-Home Child Care Programs p.317)

Pattycake Playhouse believes in the benefits of inclusive childcare and push in programs for children requiring services. Therapists are not required to undergo the clearance procedures that staff members undergo, such as SCR and fingerprinting, and as a result, unless we have a waiver on file, we require that all special education or related services be provided to a child within visual or auditory range of a Pattycake staff member who has undergone fingerprinting and a SCR database check. Therapists must bring their own art supplies and have copies already prepared, as our art supplies and copy machine are for classroom teacher and administrative use only.

Sun Safety

Background:

Exposure to the sun's UVA & UVB radiation can cause sunburn, damage to the skin and eyes, as well as increases the risk for cancer. Children are susceptible to UV radiation and damage due to a thin outer layer of the skin called the stratum corneum, as well as low levels of melanin in their bodies. Any UV radiation that occurs in early childhood increases the risk for cancer. As early childhood professionals, the importance of

reducing the exposure to UV radiation must be a priority and identified as such to each parent/guardian, as well as educating the children in care. This policy shall be implemented throughout the year at the request of a parent/guardian, as even in the winter months we are exposed to the harmful UV rays from the sun. UVA rays remain relatively consistent throughout the day and year. UVB rays increase in intensity in the summer during midday hours. With this fact in mind, particular emphasis on this policy will be made in the months of March through October, during the times of increased sun intensity.

Purpose:

This policy provides guidelines to ensure all children and staff members are protected from the harmful effects of UV radiation while participating in outdoor activities in the child care setting.

Procedures:

- Staff will access the daily UV index by accessing the Environmental Protection Agency (EPA) site: <https://www.epa.gov/sunsafety/uv-index-1> This will help guide staff if added sun protection measures are needed when exposure levels are at moderate levels or higher.
- Encourage children and staff to wear sun protection while outdoors to include, but not limited to:
 - o Wide brimmed hats to protect their head, face, and ears while outdoors
 - o Sunglasses that 100% block both UVA & UVB rays (broad spectrum)
 - o Lightweight clothing (long sleeves, pants) and when possible, UV protective clothing.
- Water will be made readily available at all times to children, especially while outdoors. Encourage children to consume water prior to and during outdoor play.
- Broad spectrum sunscreen will be provided by the parent/guardian. A broad spectrum of SPF 15 or higher is recommended for use for both children and staff. As recommended, sunscreen will only be used on children older than 6 months old.
 - o Parent(s)/guardian(s) will complete and sign the Non-Medication Consent Form from the Office of Children and Family Services (OCFS) (Form: OCFS – 6010), which will remain on file for 1 year, unless there is a change to the product.
 - o Parent(s)/guardian(s) will provide an unopened and unexpired sunscreen to the program. **AEROSOL SUNSCREEN IS PROHIBITED.**
 - § Each child must have their own individual sunscreen product provided by the parent, unless other arrangements have been made.

§ The product(s) must be labeled with the child's first and last name.

§ The product cannot be expired.

- Parent/Guardian will apply sunscreen to their children prior to drop off.
- Staff will apply sunscreen to children 15-30 minutes prior to sun exposure.
- Application Procedures are as follows:
 - o Check the child's assigned sunscreen consent form against the sunscreen product(s) to ensure you have the correct child and child's sunscreen product(s).
 - o Wash your hands and the child's hands
 - o Apply a clean pair of gloves
 - o Squeeze out the product on the glove and use the other hand to apply the product to any exposed area, especially the face, nose, ears, feet, hands, legs to include the backs of knees. Make sure the product is rubbed in well. If children are three years old or older, they can assist in rubbing in the sunscreen.
 - o When the application is finished, remove gloves and wash hands between each child
 - o Have the children wash their hands

Supervision

Children must have direct and competent supervision at all times. No person other than the director, head teacher, or teacher assistant may supervise a group independently, even for a brief period of time. No staff members under 18 years of age, without SCR and Criminal History Background clearances, or without a certificate of completion for the NYS OCFS Health and Safety Training may be left alone with a group of children at any time, including in an emergency.

Teachers of infants and toddlers must position themselves so someone can always see and hear children at all times, including nap. Teachers of preschoolers must have children in sight most of the time. An exception would include when a child is using the bathroom, however, the teacher must frequently check on the child, while out of direct sight.

In the instance that a staff member is sick, on vacation/ leave, or is terminated, a substitute teacher will be called in for the day. If a substitute teacher is not available, children who can participate in mixed age groups may be moved to a different classroom for the day, to ensure appropriate ratios, group size and supervision.

Telephone

Please use discretion when you call the school. Each time a parent is transferred to a classroom extension, those classroom teachers are losing valuable teaching time. This is especially important in infant classrooms where infants are on individualized schedules and both teachers are constantly engaged in feeding and changing.

Toys/ Personal Belongings

Students are prohibited from bringing in toys and personal belongings from home that may interfere with learning activities and daily routines. **No electronic devices are permitted, unless required for distance learning in the school age program.**

Transitions

The program is organized and staffed to minimize the number of group transitions by properly staffing classrooms with the required number of teachers needed for the group size. Groups are only combined, within their age category, at the very beginning and very end of the day in order to maintain proper staff to child ratios, or if there are unanticipated staff absences.

The program is organized and staffed to minimize the number of teaching staff transitions by assigning teachers to specific classrooms. Teachers known as “floaters” are also assigned a specific age group to work with, so that all staff, families, and children are seeing a familiar face in the absence of a regular teacher. In emergency cases, where a staff member calls out, all attempts are made to use another staff member who regularly works with that group. Pattycake Playhouse aims to always move a teacher to satisfy ratios before moving a child. If a teacher is leaving the program, whenever possible, families will be given at least a two week notice to prepare for this change.

Infants transition to the Toddler program between 18 months and 20 months. Toddlers transition to the Preschool program between 2 years 9 months and 3 years 3 months, based on availability in the next age group and the child’s readiness. Preschoolers transition to the PreK program, based on availability in the next age group and the child’s readiness. In preparation for a move to the next age group, teachers of the children moving up are expected to make a transition plan with the upcoming teacher, at least one month before the move takes place. Transition plans will be shared with parents/ guardians prior to transitions beginning. Children will start by spending a few hours in the new classroom (at a time convenient for both groups), and by the end of the month; they should have spent a minimum of 2 full days in the classroom. Teachers in both the existing classroom and the new classroom should take into consideration the individual needs of the child, as some children may need more time to adjust than others. Transition days should occur when the regular teachers are present in the new classroom, and as space allows. This will ensure a smoother transition for children, families, and staff.

Transportation & Off Site Activities

As allowed, class trips will be scheduled throughout the year for children age 4 and older. There will be an activity fee for transportation and the actual trip. Permission

slips must also be signed and where parent chaperones attend, siblings are not permitted on any of the class trips. Parent chaperones are responsible for their own transportation. Pattycake Playhouse, Inc. utilizes George M. Carroll Transportation, West Point Tours, or Leprechaun Line for all off site activities. All children will be secured in safety seats, or with safety belts, as appropriate for the age of the child in accordance with the requirements of the Vehicle and Traffic Law. Children will board and leave the bus on the curb side of the street or sidewalk. Teachers will sit spread out on the bus to maintain supervision at all times. A child will never be left unattended on the bus. Ratios set forth by NYS OCFS will be followed on all off site trips and the director and teaching staff will determine if there is a need for additional supervision based on the nature of the trip. Parent chaperones will not replace teacher supervision and will not count in the teacher to child ratio.

For every off site activity, there will be AT LEAST one teacher attending who has current CPR/ First Aid certification and who has successfully completed Medication Administration Training, in the event that emergency medication needs to be dispensed. First aid bags and a working cell phone will be brought on all trips, as well as emergency contact information for each child and the daily attendance sheet.

Tuition Assistance

Parents who receive financial assistance through the Child Care Aware active duty military program must pay their parent fees within the first 7 days of the month. As with all children enrolled in our program, tuition is due regardless of attendance, holidays, or snow closings. All annual registration fees are also the responsibility of the parent. **Families are responsible for submitting their monthly attendance sheets to Child Care Aware. Failure to do so will result in the families taking on responsibility for any months not covered.**

Updating Files

It is the parent's responsibility to update their child's file with new telephone numbers, addresses, emergency contacts, or insurance changes as necessary. Pattycake Playhouse, Inc. is not responsible for outdated information in the event of an emergency. Parents will be required to update files annually, if not sooner due to changes, after once again reviewing the school's policies. In the event that there is a change of circumstances in marital status and a parent is requesting that another parent not have access to the child, please note that without proper paperwork from authorities, we are not at liberty to make this call. We are in the practice of childcare, not law enforcement. Should a dispute arise between parents on site, the authorities will be contacted to diffuse the situation and make a determination.

Volunteering & Visiting:

South front door will be used during this time to carefully screen anyone entering the building. At this time, only children who are enrolled and individuals essential to the daily functions of the program are encouraged to enter the building. All essential adults entering the building must wear a face covering.

At the time these policies are being reviewed, we are unable to welcome visitors and volunteers into the program for supplementary activities. As these circumstances change, with the guidance of our local health department and the CDC, we will issue an addendum to our policies. In the meantime, we welcome parents who want to talk to children about their jobs in the community, special talents, and family traditions to do so in a virtual fashion.

Typically, we also offer many opportunities for parents to volunteer with school events being held, as well as community events in which we participate. Parents will be notified of these events through classroom newsletters, as well as notifications on parent bulletin boards, email, and/ or brightwheel.

Withdrawal:

Permanent Withdrawal from Pattycake- A two-week written notice is required upon a child withdrawing from the program or making permanent changes to their schedule. If two weeks is not given, you will be charged for such time regardless of attendance. Any family that registers and then makes alternate arrangements and no longer needs childcare is responsible for giving pattycake Playhouse, Inc. a two-week notice period to their scheduled start date or they will be billed for such. Registration fees are non-refundable. Once paid, monthly tuition is non-refundable.

Temporary Withdrawal from Pattycake- Children who leave the program temporarily (due to maternity leave, job loss, or other circumstances) must pay their monthly tuition in full, but will receive a \$25 credit per scheduled day during their leave to be applied to the following month's tuition. Should the family decide to permanently withdraw during this period, a two week notice will be required, with no credits awarded during the two weeks. Credits accrued can be applied to tuition due for future tuition, but do not carry any cash value and therefore will not be issued in the form of a refund. *Temporary leaves cannot extend past 15 weeks and does not start until after two weeks.*

Upon being hired, employees agree to a non-compete clause. Therefore, families who withdrawal from our program are not to solicit childcare services from employees that may directly or indirectly compete with the business of Pattycake Playhouse, Inc. and its successors.

Infant/ Toddler (Ages 8 weeks- 3 years)

Full Days	Monthly Payment Rate
5 days	\$1127
4 days	\$971
3 days	\$832
2 days	\$693
Extra day rate- \$85	

Preschoolers/ Pre-K (Ages 3 years- 5 years)

Full Days	Monthly Payment Rate
5 days	\$995
4 days	\$849
3 days	\$715
2 days	\$555
Extra day rate- \$70	

School Aged Children- Marlboro Elementary & Intermediate Schools

After School 5 days	\$335	Full Day Before & After	\$35 extra
After School 4 days	\$270	Full Day After	\$40 extra
After School 3 Days	\$205	Full Day Before	\$45 extra
After School 2 Days	\$135	½ Day Before & After	\$20 extra
After School Extra PM	\$15	½ Day After	\$25 extra
Before School 5 days	\$240	½ Day Before	\$30 extra
Before School 4 days	\$195	Delay/ Early Dismissal	\$5/ Hour*
Before School 3 days	\$150		
Before School 2 days	\$110		
Before School Extra AM	\$10		

School Aged Summer Camp Tuition:

175 (5 Days) - 160 (4 Days) - 135 (3 Days) - 100 (2 Days)

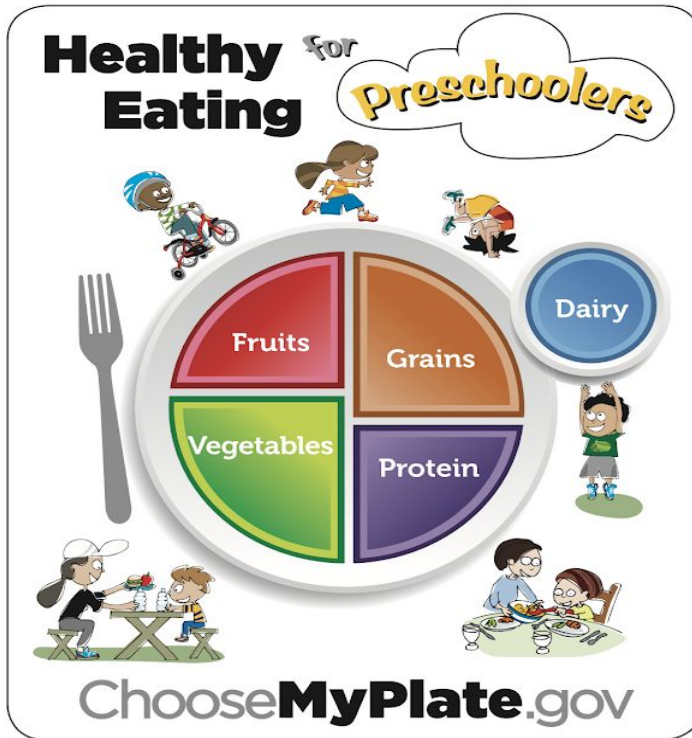
In the instance that School Aged children need a hybrid model due to district policies in September, a detailed tuition plan will be developed to meet these unusual circumstances.

*For Delays and Early Dismissals, the \$5/ Hour will be applied based on the hours the bus is delayed in the morning or the hours the bus comes early in the afternoon- not based on when the child is dropped off or picked up by the parent/ guardian. If a child comes for a delayed morning or early dismissal and it is not his/ her scheduled morning or afternoon, he/ she will be charged the hourly delay/ early dismissal fee AND the Extra AM and/ or PM fee.

Registration Fee

Turned in with initial registration form to hold spot: \$150 (due annually on child's start date)

Pattycake Playhouse, Inc. is proud to work with Child Care Aware of America (formerly known as NACCRRA) in an effort to offer fee assistance for Active Duty military families. Our program ID is 438915.



Get your child on the path to healthy eating.



Offer a variety of healthy foods.

Choose foods from each MyPlate food group. Pay attention to dairy foods, whole grains, and vegetables to build healthy habits that will last a lifetime.

Be mindful of sweet drinks and other foods.

Offer water instead of sugary drinks like regular soda and fruit drinks. Other foods like hot dogs, burgers, pizza, cookies, cakes, and candy are only occasional treats.

Focus on the meal and each other.

Your child learns by watching you. Let your child choose how much to eat of foods you provide. Children copy your likes, dislikes, and your interest in trying new foods.

Be patient with your child.

Children enjoy food when eating it is their own choice. Some new foods take time. Give a taste at first and wait a bit. Let children serve themselves by taking small amounts. Offer new foods many times.

Cook together.

Eat together.

Talk together.

Make meal time family time.



Food and Nutrition Service
USDA is an equal opportunity provider and employer.

Based on the Dietary Guidelines for Americans.

FNS-451
Revised December 2016

Healthy Eating for preschoolers Daily Food Checklist



Use this Checklist as a general guide.

- This food checklist is based on average needs. Do not be concerned if your child does not eat the exact amounts suggested. Your child may need more or less than average. For example, food needs increase during growth spurts.
- Children's appetites vary from day to day. Some days they may eat less than these amounts; other days they may want more. Let your child choose how much to eat. Throughout a day, offer amounts shown below.

Food group	2 year olds	3 year olds	4 and 5 year olds	What counts as:
Fruits Focus on whole fruits 	1 cup	1 – 1½ cups	1 – 1½ cups	½ cup of fruit? ½ cup mashed, sliced, or chopped fruit ½ cup 100% fruit juice ½ small banana 4-5 large strawberries
Vegetables Vary your veggies 	1 cup	1 – 1½ cups	1½ – 2 cups	½ cup of veggies? ½ cup mashed, sliced, or chopped vegetables 1 cup raw leafy greens ½ cup vegetable juice 1 small ear of corn
Grains Make half your grains whole grains 	3 ounces	3 – 5 ounces	4 – 5 ounces	1 ounce of grains? 1 slice bread 1 cup ready-to-eat cereal flakes ½ cup cooked oatmeal, rice, or pasta 1 tortilla (6" across)
Protein Foods Vary your protein routine 	2 ounces	2 – 4 ounces	3 – 5 ounces	1 ounce of protein foods? 1 ounce cooked meat, poultry, or seafood 1 egg 1 Tablespoon peanut butter ¼ cup cooked beans or peas (kidney, pinto, lentils)
Dairy Choose low-fat or fat-free milk or yogurt 	2 cups	2 – 2½ cups	2½ cups	½ cup of dairy? ½ cup milk 4 ounces yogurt ¾ ounce cheese

Some foods are easy to choke on while eating. Children need to sit when eating. Foods like hot dogs, grapes, and raw carrots need to be cut into small pieces the size of a nickel. Be alert if serving 3- to 5-year-olds foods like popcorn, nuts, seeds, or other hard foods.

There are many ways to divide the Daily Food Checklist into meals and snacks. View the "Meal and Snack Patterns and Ideas" to see how these amounts might look on your preschooler's plate at www.ChooseMyPlate.gov/preschoolers-meal-and-snack-patterns.



Orange & Ulster Counties

Emergency: Poison Control 1-800-336-6997
 Child Abuse 1-800-342-3720
 ALL EMERGENCY SERVICES DIAL "911"

Active Duty Military Assistance: Child Care Aware (845)793-0324

Pediatricians: Children's Medical Group (845)452-1700
 Maria David (845)565-5437
 Wai Lau (845)565-5880

Dental Services: Craft Smiles (845)476-3777

Hospitals & Health Services: St. Lukes- Newburgh (845)561-4400
 Vassar Hospital (845)454-8400
 Medicare (800)633-4227

Orange County Free Immunizations Clinic (845)568-5333
Orange County Community Health Outreach (845)568-5253

Early Intervention: Orange County (845)360-6630
 Dutchess County (845)486-3518

Preschool Special Education: Newburgh (845)563-8520
 Marlboro (845)236-8109
 Wallkill (845)895-7114

COVID-19 Resources: CDC (800)232-4636
 <https://www.cdc.gov/coronavirus/2019-nCoV/>

Non-Medication Consent Form Directions

NON- MEDICATION CONSENT FORM

Used for: **Over the counter products:** topical ointments, creams, lotions, sunscreen, insect repellent

Parent Completes: #'s 1-14

Staff Member Completes: #'s 15-21
(any staff member can do)

Reminders:

Product **MUST** be brought in the original package.

The product **MUST** be labeled with the child's first and last name.

Check the expiration date as well, you cannot apply an expired cream/ointment.

This form **DOES NOT** have an expiration date.

OCFS-6010 (5/2015)

NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES NON-MEDICATION CONSENT FORM Child Day Care Programs

- This form may be used when a parent consents to having over-the-counter products administered to their child in a child day care program. These products include, but are not limited to: topical ointments, lotions and creams, sprays, sunscreen products and topically applied insect repellent.
- This form should NOT be used to meet the consent requirements for the administration of the following: prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays. OCFS Form 7002 would meet the consent requirements for medications.
- One form must be completed for each over-the-counter product. Multiple products cannot be listed on one form.
- This form must be completed in a language in which the staff is literate.
- If parent's instructions differ from the instructions on the product's packaging, permission must be received from a health care provider or licensed authorized prescriber.

PARENT TO COMPLETE THIS SECTION (#1 - #14)

1. Child's first and last name:	2. Date of birth:	3. Child's known allergies:
4. Name of product (including strength):	5. Amount to be administered:	6. Route of administration:
7A. Frequency to be administered, include times of day if appropriate: _____		
OR		
7B. Identify the conditions that will necessitate administration of the product (signs and symptoms must be observable prior to administration): _____		
8A. Possible side effects: ☐ See product label for complete list of possible side effects (parent must supply)		
AND/OR		
8B. Additional side effects: _____		
9. What action should the child care provider take if side effects are noted:		
☐ Contact parent		
Other (describe): _____		
10A. Special instructions: ☐ See package insert for complete list of special instructions (parent must supply)		
AND/OR		
10B. Additional special instructions: _____		
11. Reason(s) for use (unless confidential by law): _____		
12. Parent name (please print):		13. Date authorized:
14. Parent signature:		
X		

DAY CARE PROGRAM TO COMPLETE THIS SECTION (#15 - #21)

15. Program name:	16. Facility ID number:	17. Program telephone number:
18. I have verified that #1, -#14 are complete. My signature indicates that all information needed to administer this product has been given to the child day care program.		
19. Staff's name (please print):		20. Date received from parent:
21. Staff's signature:		
X		

PARENT COMPLETES

STAFF COMPLETES

Medication Consent Form Directions

MEDICATION CONSENT FORM (Front Side)

Used for: Prescription Medication & Over the Counter Medications

Doctor Completes the WHOLE front page

Parent Completes: #19-23 (on back side)

Staff Member Completes: #'s 24-30 (on back side)
(ONLY a MAT certified staff member can do)

Reminders:

Product must be brought in the original package. With prescription label if it's prescribed. The form MUST match the prescription label: right child, right medication, right dosage, right route, right time (frequency)

The product MUST be labeled with the child's first and last name.

If there is a measuring tool, it must be labeled with the child's first and last name AND must be able to measure the dosage to be given.

Check the expiration date as well, you cannot administer expired medication.

Form EXPIRES in 6 months (unless child is 5 or older, then will expire in 1 year).

Medication MUST be placed out of reach of children (check with your Director to see where it is stored)

Doctor Completes

OCFS-LDSS-7002 (5/2015) FRONT

NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES MEDICATION CONSENT FORM CHILD DAY CARE PROGRAMS

- This form may be used to meet the consent requirements for the administration of the following: prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays.
- Only those staff certified to administer medications to day care children are permitted to do so.
- One form must be completed for each medication. Multiple medications cannot be listed on one form.
- Consent forms must be reauthorized at least once every six months for children under 5 years of age and at least once every 12 months for children 5 years of age and older.

LICENSED AUTHORIZED PRESCRIBER COMPLETE THIS SECTION (#1 - #18) AND AS NEEDED (#33 - 35).

1. Child's First and Last Name:	2. Date of Birth:	3. Child's Known Allergies:
4. Name of Medication (including strength):	5. Amount/Dosage to be Given:	6. Route of Administration:
7A. Frequency to be administered:		
OR		
7B. Identify the symptoms that will necessitate administration of medication: (signs and symptoms must be observable and, when possible, measurable parameters):		
8A. Possible side effects: ☐ See package insert for complete list of possible side effects (parent must supply)		
AND/OR		
8B. Additional side effects:		
9. What action should the child care provider take if side effects are noted:		
☐ Contact parent ☐ Contact health care provider at phone number provided below		
☐ Other (describe):		
10A. Special instructions: ☐ See package insert for complete list of special instructions (parent must supply)		
AND/OR		
10B. Additional special instructions: (Include any concerns related to possible interactions with other medication the child is receiving or concerns regarding the use of the medication as it relates to the child's age, allergies or any pre-existing conditions. Also describe situation's when medication should not be administered.)		
11. Reason for medication (unless confidential by law):		
12. Does the above named child have a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more and requires health and related services of a type or amount beyond that required by children generally?		
☐ No ☐ Yes If you checked yes, complete (#33 and #35) on the back of this form.		
13. Are the instructions on this consent form a change in a previous medication order as it relates to the dose, time or frequency the medication is to be administered?		
☐ No ☐ Yes If you checked yes, complete (#34 -#35) on the back of this form.		
14. Date Health Care Provider Authorized:	15. Date to be Discontinued or Length of Time in Days to be Given:	
16. Licensed Authorized Prescriber's Name (please print):	17. Licensed Authorized Prescriber's Telephone Number:	
18. Licensed Authorized Prescriber's Signature: X		

MEDICATION CONSENT FORM (Back Side)

Notes:

#31 is ONLY Completed if/when the parent requests to discontinue use of the medication BEFORE the date in box #15

#33 is ONLY completed by the DOCTOR if there is additional training or procedures that MAT staff will need to know to care for this child.

#34 & #35 is ONLY completed by the DOCTOR if there is a change to the prescription.

PARENT COMPLETES
MAT STAFF COMPLETES

OCFS-LDSS-7002 (5/2015) REVERSE

NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES MEDICATION CONSENT FORM CHILD DAY CARE PROGRAMS

PARENT COMPLETE THIS SECTION (#19 - #23)

19. If Section #7A is completed, do the instructions indicate a specific time to administer the medication? (For example, did the licensed authorized prescriber write 12pm?) ☐ Yes ☐ N/A ☐ No	
Write the specific time(s) the child day care program is to administer the medication (i.e.: 12 pm):	
20. I, parent, authorize the day care program to administer the medication, as specified on the front of this form, to (child's name):	
21. Parent's Name (please print):	22. Date Authorized:
23. Parent's Signature: X	

CHILD DAY CARE PROGRAM COMPLETE THIS SECTION (#24 - #30)

24. Program Name:	25. Facility ID Number:	26. Program Telephone Number:
27. I have verified that (#1 - #23) and if applicable, (#33 - #36) are complete. My signature indicates that all information needed to give this medication has been given to the day care program.		
28. Staff's Name (please print):	29. Date Received from Parent:	
30. Staff Signature: X		

ONLY COMPLETE THIS SECTION (#31 - #32) IF THE PARENT REQUESTS TO DISCONTINUE THE MEDICATION PRIOR TO THE DATE INDICATED IN (#15)

31. I, parent, request that the medication indicated on this consent form be discontinued on _____ (Date)
Once the medication has been discontinued, I understand that if my child requires this medication in the future, a new written medication consent form must be completed.
32. Parent Signature: X

LICENSED AUTHORIZED PRESCRIBER TO COMPLETE, AS NEEDED (#33 - #35)

33. Describe any additional training, procedures or competencies the day care program staff will need to care for this child.
34. Since there may be instances where the pharmacy will not fill a new prescription for changes in a prescription related to dose, time or frequency until the medication from the previous prescription is completely used, please indicate the date you are ordering the change in the administration of the prescription to take place.
DATE: _____
By completing this section, the day care program will follow the written instruction on this form and not follow the pharmacy label until the new prescription has been filled.
35. Licensed Authorized Prescriber's Signature: X