

# Wee Care at Labor, Inc.

## Parent Handbook



### Wee Care at Labor, Inc. Mission Statement

Wee Care at Labor, Inc. was incorporated as a not-for profit, worksite child care center in 1990 to promote the vital role of childcare as an integral factor in maintaining a quality work force and focusing upon the benefits of cooperative labor- business efforts.

Wee Care at Labor provides child care to children of the employees of New York State Department of Labor, as well as children of other New York State employees, and space allowing, the public at large.

Wee Care at Labor strives to develop the whole child by providing educational, enriching experiences in a safe, supportive, and secure environment. Children are encouraged to express their own thoughts and feelings through a variety of activities and learning experiences. We recognize the partnership between staff and parents/guardians. In this partnership with parents/guardians, we promote diversity and celebrate each child's uniqueness.

Wee Care at Labor, Inc.

State Office Campus Building 12

Albany, New York 12240

*Welcome to Our Center*

Dear Parents and Guardians:

We are very pleased to welcome you and your child to the Wee Care family. Wee Care is proud of our dedication to young children and their families, and of our commitment to giving each child a beginning that will last a lifetime.

This Parent Handbook will provide you with helpful and necessary information as we work together to provide quality care for your child.

Wee Care at Labor has an open-door policy. We encourage parents to be a part of our center and we are always open to new ideas. Communication is the key to a successful child care center. Our teachers communicate with each parent on a daily basis.

Once again, we would like to welcome you and your child to our family at Wee Care at Labor.

Sincerely,  
Wee Care at Labor  
Administration and Staff

## **GENERAL INFORMATION/POLICIES**

### **WEE CARE HOURS**

- Open 7:30 a.m. to 5:30 p.m. daily, Monday through Friday.
- Closed for all New York State (NYS) holidays, except “floating” holidays.
- Center will close at 12 p.m. on Christmas Eve.

### **CHILDREN’S HOURS**

- In accordance with New York State Office of Children and Family Services (NYS OCFS) Regulations, 9½ hours is the maximum length of time a child may be at Wee Care (also referred to as the “Center”).
- To stay in compliance with these regulations, 24-hour advance notice is required for a temporary or permanent change to the hours that your child will be at the Center.

### **ARRIVAL OF CHILDREN**

- Parents are expected to bring their child into the classroom and remove outdoor clothing.
- Children are to be left under the supervision of a teacher. Parents must let the teacher know when they are leaving.
- Parents should let the teachers know if there are special instructions for their child that day, or different contact numbers for that day.
- When Parents are at the Center with their child, the child is the Parents’ responsibility.
- Before Parents depart, each child should be freshly diapered, or if toilet trained, should be potty.
- Please notify the Center if your child will be absent and the reason for the absence.
- Parents are to sign their child in and out.

### **DEPARTURE/LATE PICK -UP POLICY**

- The center closes at 5:30
- Parents must arrive early enough to ensure exit from the building by 5:30 p.m.
- If Parents pick up their child past 5:30, they will be charged a fee of \$10.00 plus \$1.00 for each additional minute you are late per child.
- This fee will be charged to the child(ren)’s tuition account.
- It is extremely important that Parents pick up their child on time.
- In the event that a child has not been picked up ½ hour past closing and we are unable to contact an authorized person to pick up the child, the child will be turned over to Child Protective Services.

**RELEASE OF CHILDREN**

- Children will be released to Parents or other adults, as indicated on the Authorized Escort Sheet.
- Please notify the Center if someone other than the usual person will be picking up your child.
- If someone other than Parents or persons listed on the Authorized Escort Sheet is to pick up your child, he/she must show identification upon arrival.

**SIGNING IN/OUT DAILY**

- It is mandatory that Parents/Guardians sign their children in and out daily.
- In each classroom there is a sign in/out book.

**OPEN DOOR POLICY**

Parents are welcome to visit their children at any time throughout the day.

**COMMUNICATIONS**

- Teachers will communicate daily with Parents through Daily Sheets or ProCare parent connection app.
- It is important for Parents and Teachers to communicate during arrival and departure time.

**SECURITY**

- Identification (ID) Cards will be issued for each Parent to allow access to Building 12 through employee entrances.
- If Parents do not have their ID card, they will be required to enter the building through the Main lobby to get a visitor pass. NO EXCEPTIONS!
- The Center's front door operates on a keypad system.
- Each family receives their own code. DO NOT SHARE YOUR CODE!
- Anyone without a code should ring the doorbell and wait to be admitted.

**VIDEOTAPING AND PHOTOGRAPHY**

- Parents must complete the Photograph Release Form received in the enrollment packet.
- Children are not to be photographed or videotaped without proper permission.
- Parents are not allowed to photograph or videotape other children in the center under Wee Care at Labor, Inc policy unless we have permission from the Parents.

**CUSTODIAL AGREEMENTS**

- In situations where families have custody agreements, Wee Care at Labor, Inc requires the official court papers before preventing a Parent from seeing a child.

- Please know that information received will be held strictly confidential.

### **CONFIDENTIALITY**

All financial and personal information will be kept confidential except as needed for the operation of the Center.

### **BABYSITTING**

- The Center does not endorse, recommend, or encourage staff employed at the Center to engage in private babysitting arrangements with the Parents.
- The Center is not responsible for the activities, judgments, or care that employees may provide any child(ren) during non-working hours.
- Any private arrangements between staff and Parents are totally between the two parties.
- The Center is not liable for any relationship outside the Center involving parents, children, and staff.

### **OUTDOOR PLAY**

- It is very important for the children to get fresh air even during the winter months.
- Children must have appropriate clothing for outdoor experiences.
- Parents should provide clothing for the season.
- Please be sure to check your child's cubby to be sure your child has the appropriate clothing to be comfortable while playing outside.

### **PARKING**

- Parking of up to 15 minutes is available in Wee Care at Labor designed spots.
- If parking for more than 15 minutes, Parents must park in visitor's parking spots.
- Please never leave vehicles running in the drop off/pick up area.
- Please do not park in the designated disabled parking spots.

### **CLOSING AND DELAYED OPENING POLICY**

- The Center strives to be opened every business day of the year.
- However, there are circumstances that may arise requiring the Center to close or delay its opening time to ensure the safety of the children and employees.
- These include, but are not limited to:
  - Extreme weather conditions (e.g.: significant snow accumulation, ice storms impairing the condition of roads, floods, extreme heat)
  - Utility loss (e.g.: water, electricity, air conditioning)
  - Fire or other building emergency
- The decision to close or delay the opening of the Center is made under consideration of the relevant circumstances by the following three individuals:
  - Center Director (delegated to the Assistant Director in the Director's absence);

- Center Board Chair (delegated to the Board Vice Chair in the Chair's absence); and
- Board Member.

### **CLOSING AND DELAYED OPENING NOTIFICATION**

- Parents will be notified of a closing or delay with as much notice as possible.
- The Center will notify local news media (including radio and television stations) of closings and delays, when appropriate. We will also notify parents through the Remind app.
- Closings and delays will be listed under "Wee Care at Labor".
- The Center will directly contact parents when a closing occurs in the middle of the day, indicating the time the Center will close and the circumstances requiring closure.
- In certain instances, an event may occur that requires immediate closure, in which advance parental notification is not possible. In such a situation, Parents will be notified that they must pick up their child(ren) as soon as possible.

### **PICKUP POLICY – MIDDLE OF THE DAY CLOSURE**

When the Center closes in the middle of the day, parents must pick up their child (ren) in accordance with the following guidelines:

- If parents have been provided advance notification of at least one hour from the designated closing time, parents must pick up their child(ren) at the designated time.
  - For example, if a parent is notified at 10:00am that the Center will be closing at 11:30am due to extreme weather conditions, the parent must pick up their child(ren) no later than 11:30am.)
  - A late fee will be assessed, according to the Late Fee policy, for the amount of time a parent is late past the designated closing time.
- If parents are notified the Center is closing in one hour or less, parents must pick up their child(ren) within one hour of receiving the notification.
  - For example, if a parent is notified at 10:00am that the Center is immediately closing due to loss of power in the building, the parent has until 11:00am to pick up their child (ren).
  - A late fee will be assessed, according to the Late Fee policy, for the amount of time a parent is late past one hour after notification.
- Please make sure you listen for Wee Care at Labor. There is another Wee Care in Latham that is not affiliated with us.
- If the Center decides to close early, parents will be notified by phone.

### **MEALS AND SNACKS**

Wee Care provides nutritious, well-balanced meals for the children in the Center to encourage healthy eating habits.

Wee Care at Labor participates in the Child and Adult Care Food Program (CACFP) through the federal government. Parents are required to complete a Child and Adult Care Food Program Application annually.

**Breakfast, lunch and an afternoon snack will be served daily.**

- Breakfast is served between 8:30 and 9:00 a.m. Children who arrive after 9:00 a.m. are expected to have breakfast before arrival.
- Lunch is served between 11:30 a.m. and 12:00 p.m. If the child will not be there at or during lunchtime and will need a lunch upon arrival, prior arrangements must be made with the child's teacher.
- Snack is served between 3:00 p.m. and 3:30 p.m.
- If Wee Care has not been informed that a child is arriving late, a breakfast/lunch may not be reserved.
- The Wee Care menu follows United State Department of Agriculture (USDA) regulations.
- A copy of the menu is posted on the bulletin board located outside the kitchen

**PARENTS MUST PROVIDE SUBSTITUTIONS**

**FOOD ALLERGIES**

- As required by the CACFP, the child's pediatrician must document any food allergies and the Center and the child's teacher should be informed. **The parent must provide any substitutions.**
- If a child has a peanut allergy under no circumstances will nut products be allowed in the child's classroom. This will become a NUT-FREE environment.

**INFANT FEEDING**

Through the CACFP Program, Wee Care at Labor offers children under the age of twelve months iron fortified infant formula and meal components. If parents are not interested in this program, they may supply their infant with formula, food, and plastic bottles with lids.

- All supplies must be **clearly labeled** with the child's first and last name.
- Parents must supply plastic bottles with lids for children on and off the program.
- Teachers consult with parents on feeding schedules and proper feeding techniques for each child.
- As the child develops, food and milk supplied by the Center will be introduced gradually, according to the parent's wishes.

## **ENROLLMENT POLICIES**

### **AGE REQUIRMENT**

We provide care for children six weeks to five years. In addition, we can provide care for 8 school age children.

### **ENROLLMENT REQUIREMENTS**

Before enrollment begins, it is the parent's responsibility to submit the following to the Center:

- Current medical form from the child's physician.
- Completed enrollment packet.
- Payment for the registration fee and deposit.
- Payment for the first week of tuition.

### **WAITING LIST**

The waiting list is maintained in the order that the enrollment application is received. When an opening occurs, placement is made in the following order:

- Siblings of current students
- Department of Labor Employees
- Wee Care at Labor Employees
- Other State Employees
- Non-State Employees

### **ELIGIBILITY FOR SIBLING LIST**

- If the current Wee Care sibling does not attend day care whiles his/her parent is on maternity leave, then the baby will remain on the sibling preference list for up to six months after he/she is born.
- Please note: If you choose to remove your child (ren) during a maternity leave, you will need to continue paying tuition in order to keep your enrollment.

### **DISENROLLMENT**

- Efforts will be made to consistently communicate with parents when a child displays a disciplinary problem.
- Should a problem become more severe, teachers will consult with the child's parent(s) and the Director to discuss remedial alternatives.

- This conference will include ideas of what to do in the classroom and at home to effectively take steps to extinguish the negative behavior.
- Refusal by parents to meet with staff may result in immediate disenrollment.
- ***Wee Care reserves the right to terminate enrollment. Grounds for disenrollment include, but are not limited to, the following reasons:***
  - Tuition in arrears of two weeks.
  - Parent or child behavior that is detrimental to the program or the well-being of other children.
  - Excessive aggressive or inappropriate behavior on the part of a child or parent toward other children or staff members.
  - Parents who enter the building without proper ID and do not follow building policies.
- If an agreement between the Director and the parents cannot be reached regarding disenrollment, a committee may be established at the request of the Director, Assistant Director, Board Chair, Staff Member, and/or Parent or Parent's appropriate consultant. An Employee Assistance Program (EAP) or Parent Representative will be available to the parent at the his/her request.
- The Committee will notify the parent in writing.
- All decisions made by the committee will be final.

#### **WITHDRAWAL POLICY**

Written notice must be submitted in to Wee Care at Labor TWO WEEKS PRIOR to the date of withdrawal. Failure to give notice will result in the full loss of the tuition deposit.

#### **WITHDRAWAL/ PRE-K PROGRAM**

Wee Care's Pre-K program will end the Friday before Labor Day Weekend. This policy only affects the children that will be entering Kindergarten in the fall. In the spring of each year, the Director will send out a letter to inform all Parents of this date.

### **FINANCIAL POLICIES**

#### **APPLICATION FEE**

A \$10.00 fee must accompany the initial application for an opening at Wee Care at Labor. This will put the child's name on the appropriate waiting list by age and priority. This fee is non-refundable.

#### **REGISTRATION FEE**

A \$50.00 non-fundable registration fee per child is required upon enrollment to Wee Care at Labor.

### **DEPOSIT ENROLLMENT COMMITMENT**

- Individuals offered openings in the Center must pay an Enrollment Commitment equal to two weeks tuition fees.
- This serves as an agreement between the Parents and the Center that the Parent wishes to accept the opening that has been offered for the child.
- This commitment will be held by the Center in a non-interest bearing account until the child leaves, at which time a refund will be processed.
- Two weeks' notice is required when a child is withdrawn from the program.
- In the event appropriate notice is not given or if past due debt.

### **TUITION RATES**

- Tuition rates are a flat weekly fee which is based on each age group.
- There is no reduction for vacation, holiday, snow day, illness, or emergency center closing.
- Tuition rates increase each year as expenses increase.
- Wee Care's at Labor's Board reviews expenses and salary each fiscal year and increases tuition accordingly.

### **TUITION ASSISTANCE**

- The New York State Office of Children and Family Services, in certain counties, provide financial assistance for childcare expenses.
- Further details may be obtained from the Director of the Center.

### **SIBLING DISCOUNT**

A sibling discount is offered against the older child's tuition. (This can change annually.)

### **PAY SCHEDULE**

- Payment of tuition is required by Friday of each week in advance of the child's attendance.
- Tuition must be paid regardless of absence for illness, vacation, or when the Center is closed for State or Federal holidays or emergency closures, such as a snow day.
- Payment needs to be in the form of a check ,money order or ACH debit. NO CASH

### **LATE PAYMENT POLICY**

- A payment fee of \$10.00 per day will be charged on tuition payments made after the due date.
- Tuition is always due the Friday before the week that services are rendered.
- Two consecutive weeks or repeated delinquent payments of tuition fees may result in disenrollment, as well as forfeiture of the Enrollment Commitment.

### **RETURNED CHECKS**

- There is a \$45.00 fee for each returned check in addition to any late payment fee that may apply.

- Money orders may be required for future payments.
- ACH \$4.50 return fee.

#### **LATE PICK -UP POLICY**

- If you pick up past 5:30, you will be charged \$10.00 plus \$1.00 for each additional minute you are late per child.
- This fee will be charged to your tuition account.
- It is extremely important that you pick up your child on time.
- The official closing time for the center is 5:30.
- Example: If you pick up at 5:37 your will be charged 12.00 per child.

#### **FUNDRAISING**

- Fundraising is important to Wee Care at Labor.
- We participate in many fund-raising events during the year.

### **DISENROLLMENT**

Efforts will be made to consistently communicate with parents when a child displays a disciplinary problem. Should a problem become more severe, teachers will consult with the child's parent(s) and the Director to discuss remedial alternatives. This conference will include ideas of what to do in the classroom and at home to effectively take steps to extinguish the negative behavior. Refusal by parents to meet with staff may result in immediate disenrollment.

***Wee Care reserves the right to terminate enrollment. Grounds for disenrollment include, but are not limited to, the following reasons:***

- Tuition in arrears of two weeks.
- Parent or child behavior that is detrimental to the program or the well- being of other children.
- Excessive aggressive or inappropriate behavior on the part of a child or parent toward other children or staff members.
- Parents who enter the building without proper ID and do not follow building policy that the family could jeopardize their enrollment at Wee Care at Labor.

If an agreement between the Director and the parents cannot be reached regarding disenrollment:

- A committee may be established at the request of the Director, the Assistant Director, Board Chair, Staff Member and/or Parent's appropriate consultant or parent.
- An EAP or Parent Representative will be available to the parent at his/her request.
- The committee will notify the Parent in writing.

- All decisions made by the committee will be final.

## **STAFF QUALIFICATIONS AND STAFF/CHILD RATIOS**

The Center is staffed with trained/experienced teachers. Each classroom consists of Assistant and Lead Teachers. Staff members are selected not only for their early childhood backgrounds, but also for their personal qualities in order to promote a caring atmosphere in the Center.

All Wee Care staff and volunteers are screened through the NYS Office of Children and Family Services Central Registry of Child Abuse and Maltreatment.

Staff ratios are in accordance with the required ratios of the NYS Office of Children and Family Services. The caregivers to the children ratios are as follows.

Class	Ratio of Caregivers to Children	Class Size
Infants 6 wks -18months	1 Caregiver to 4 Children	8
Toddler 1 & 2	1 Caregiver to 5 Children	10
Pre-School	1 Caregiver to 7 Children	14
Pre-K	1 Caregiver to 8 Children	16

### **NON-WEE CARE STAFF**

- Non-Wee Care Staff is defined as any person present at Wee Care that is a part of the daily operation of the Center but who were not hired by Wee Care as part of the permanent staff.
- Examples of such Non-Wee Care Staff would include, but are not limited to: interns, student teachers and therapists.
- This policy will apply to all Non-Wee Care Staff at Wee Care, with no distinctions made based on the program with which the person is affiliated.
- The Director and his/her designee will supervise Non Wee Care Staff.
- Non-Wee Care Staff will be appropriately screened through NYS Office of Children and Family Services and other methods available to the Director.
- Non-Wee Care Staff will not be used to bring Wee Care into compliance with the caregiver to child ratio requirements.
- A letter will be sent out to inform Parents and Staff of the Non-Wee Care Staff.

## **CLASSROOM INFORMATION**

### **PHILOSOPHY**

- Wee Care nurtures the positive growth of its children.
- We recognize and place value on the uniqueness of each child.
- Wee Care's program integrates a variety of age and developmentally appropriate experiences, which enhance each child's emotional, social, and intellectual growth and development.
- Wee Care provides a comfortable and safe atmosphere in which the children are encouraged to express their thoughts and feelings.
- Wee Care is filled with developmentally appropriate materials and activities so each child may experience success and enhance the development of a positive self-image.
- We strive to create a non-violent, cooperative environment, promoting cultural diversity through an appreciation of each individual child.
- Children are encouraged to make their own decisions and discoveries that will enable them to make sense of their world.

### **PROGRAM**

The goal of our Center is to allow children to become independent learners. Children learn through experimentation, observation and exploration of hands-on materials. Our program reflects the multi-cultural world, in which we live and recognizes the cultural and varied backgrounds, needs, interests and developmental levels of the children.

Children learn by:  
 Interacting with their physical environment  
 Interacting with other children  
 Observing what happens in these interactions

### **Classroom Program**

- Details of classroom program will be posted on the parent board in your child's classroom.
- Daily-supervised outdoor play is provided for all children, except during inclement weather.
- Appropriate rest and quiet periods are provided for each classroom. For children unable to sleep, time and space are provided for quiet play.
- 

### **Communication**

- Wee Care at Labor emphasizes communication and interaction between parents, children, and staff.
- Teachers are expected to communicate frequently with families through the use of daily notes, posted schedules, and newsletter features.
- Parents should check their child's mailbox each day.

## **CURRICULUM**

## **INFANT AND WADDLER CURRICULUM**

- In our Infant and Waddler program, we recognize how critical the early months of life are.
- Our goal is to provide a nurturing, safe, healthy, and home like environment.
- Wee Care strives for a partnership with our parents through daily conversation and accurate record keeping.
- The daily schedule in the Infant/Waddler classroom is developed according to each individual child's needs, so that schedule may change daily!

## **TODDLER CURRICULUM**

- Our Toddler program is divided into two classrooms and focuses on the idea that Toddlers are active learners, constantly exploring the world around them.
- Our program focuses on how important child initiated learning activities are in the classroom, and therefore, provides plenty of time for play and exploration as well as time to develop a sense of independence and trust.
- Our Toddler program uses a theme based approach where Teachers prepare the environment with activities based on a theme as well as the children's needs and interest.

## **PRE-SCHOOL CURRICULUM**

- In our Pre-School classrooms, the goals are to increase problem solving, thinking, reasoning, and creative skills.
- Children will begin to recognize letters and numbers.
- The Preschool program uses a theme based approach where Teachers prepare the environment with activities based on a theme as well as the children's needs and interests.

## **PRE-K CURRICULUM**

- Our Pre-K classroom is a place where children are developing the skills that they need to enter Kindergarten with confidence.
- The children in this classroom will work on problem solving, thinking, reasoning, and creative skills.
- One goal in the Pre-K program is for the children to learn to recognize and write letters and numbers.
- We also continue to use theme based approach, where Teachers prepare the environment with activities based on a theme as well as the children's needs and interests.

## **EARLY INTERVENTION**

- Children grow, learn, and develop immensely during their early years but some children need extra help. This extra help is called Early Childhood Intervention and can make a big difference in a child's development.

- Early intervention in its broadest sense is any planned, systematic program of services necessary to prevent and/or minimize the effects of developmental delays and/or disabilities on young children with special needs and their families.
- The goal is to help children (who may require specialized assistance and/or support services) reach their potential through education and therapy services.
- The Center offers a voluntary developmental screening program in conjunction with the Albany County Department of Health.
- The purpose of this program is to identify and assist families whose child may have developmental delays or other needs.
- Child assessment activities assist in identifying the strengths and needs of the individual child.
- The screening is confidential and free of charge.
- In cases of developmental concerns, the Center may require a full developmental screening and support services.

The Center fully cooperates with families, the Department of Health, local school districts, and various specialists to ensure continuity of early intervention services. Itinerant on-site services are welcome for a wide range of prescribed needs, including Speech Therapy, Occupational and/or Physical Therapy, Special Education, Play Therapy etc. as prescribed by the governing agency. The Centers works with many agencies for the provision of these services.

### **Potty Training Policy**

Potty training is an exciting time for everyone! It can also be a difficult and sometimes frustrating transition for a child, and because your child may be here at daycare as much if not more during the week than at home. I am happy to support your child's potty training while here!

Please keep in mind that the high activity level here at the Center may distract your child from responding to the urge to use the potty more so than at home.

Please have a solid foundation of training at home before they start here- it can be scary and often a child is more comfortable starting their training at home. I am happy to begin training once you have that foundation set.

Wee Care at Labor's Policies is:

- While I know many parents do the underwear-only training, Wee Care at Labor is not able to do it at daycare due to health regulations.

- Staff cannot wash out soiled clothing per regulations set by the Center for Disease Control. They are required to put soiled clothing in a plastic bag for you to take home and wash.
- Staff will never put a child on the potty unless the child is willing
- Your child must be in pull-ups, diapers or Vinyl Cloth lined training pants while training at daycare. After two weeks without an accident (i.e. wet or dirty pull-up) they may begin to come in underwear. However, I will ask that you still leave pull-ups here in case they are needed again.
- A pull up or diaper will be put on your child during outdoor play and during nap time.
- Potty training will be based on each child's individual needs. However, if your child has more than two accidents per day based on the individual situation your child may be put in a pull up /diaper.
- Children will be encouraged to use the potty every 30 minutes.
- We encourage parents to communicate with their child's teacher throughout the potty training process. If the child is not showing interest or signs that they are ready for potty training staff will communicate with parent and retry at a later time.

## **CLASSROOM MANAGEMENT GUIDELINES AND DISCIPLINE POLICY**

Wee Care strives to achieve a nurturing environment for its children. An environment that is characterized by pleasant conversation, spontaneous laughter and exclamations of excitement rather than harsh, stressful noise or enforced quiet. Staff members assist children to make them comfortable, relaxed, and happy and involved in play or other activities.

The administration of Wee Care at Labor expressly prohibits staff from using the following forms of discipline as outlined in the New York State Office of Family and Children Services Day Care Regulations, Section 418-1.9:

- Corporal punishment such as spanking, biting, shaking, slapping, twisting, squeezing; demanding excessive physical exercise, prolonged lack of movement, or strenuous or bizarre postures; and compelling a child to eat or have in the child's mouth soap, foods, hot spices or foreign substances.
- Isolating a child in any area where the child cannot be seen and supervised.
- Isolating a child in a darkened area.
- Withholding or using food, rest or sleep as a punishment.
- Forced feeding.
- Methods of discipline which frighten, demean, or humiliate, Methods of toilet training that frighten, demean, or humiliate.

- If staff use these or any other unacceptable means of discipline, the Executive Director, in accordance with Section 418.1.9 of the New York State Office of Children and Family Services Day Care Regulations and the negotiated agreement between Wee Care at Labor, Inc., will take appropriate action with regard to staff discipline, including but not limited to the issuance of warning slips, termination, and a report to the State Central Register of Child Abuse and Maltreatment.
- Wee Care at Labor believes that many discipline problems can be avoided by using positive reinforcement of acceptable behaviors in the classroom.

### **POSITIVE APPROPRIATE METHODS OF DISCIPLINE**

Wee Care at Labor has developed positive discipline guidelines for all staff and parents to maintain open and positive communication. These guidelines are but are not limited to:

- Expectations are age appropriate and guidelines are clear and consistent.
- Classroom programs are flexible, enjoyable and educational so that children don't constantly have to be reprimanded.
- Classroom environment allows children the opportunity to work individually, together in small or large groups.
- Staff is prepared and trained to handle discipline problems when they arise.
- Staff are role models and set good examples for the children.
- Staff treat each child as an individual and do not compare or criticize.
- Staff encourages children to talk about their experiences, ideas and feelings and listened with attention and respect.
- Staff foster cooperative behavior among the children.
- Staff praise positive behaviors and actions.
- Staff will treat each behavior on an individual basis.
- Staff will make sure the children are aware that the staff member does not like the child's behavior but does not dislike the child personally.
- Staff will guide children in activities that they can succeed at. They will focus on the dos instead of the don'ts.
- Staff will protect and preserve children's feelings.
- When discipline problems arise, staff will change the environment to help with the children's behavior.
- Staff will provide children safe limits which they can understand.
- Staff will offer children choices.
- Staff interactions will be characterized by warmth, personal respect, individuality, positive support, and responsiveness.
- Staff are responsible for facilitating interactions among children to provide opportunities for development of social skills and intellectual growth.

## **CHILD ABUSE AND MALTREATMENT**

- The Board of Directors and the Administration of Wee Care will not tolerate or in any way condone an act of abuse/maltreatment toward a child.
- The administration and staff of Wee Care, are mandated reporters of suspected child abuse/maltreatment to the NYS Office of Children and Family Services State Registry for Child Abuse and Maltreatment (SCR), whether the abuse or maltreatment is inflicted by a parent, staff member, or any other person who comes in contact with the child.
- Wee Care will adhere to strict confidentiality pursuant to Section 418.4 (11) of the NYS Office of Children and Family Services Day Care Regulations which state that information relating to an individual child is confidential and cannot be disclosed to anyone other than the department (NYS Office of Children And Family Services), its designees or a social services district unless a parent of the child has granted written permission for such disclosure.
- The local child protective services will notify the parent(s) of the alleged child victim.

## **TRANSITIONS**

- Children will be transitioned from one classroom to the next according to chronological age order, unless otherwise determined by the Executive Director.
- Once the Executive Director determines that a space is available in the next classroom, Parents will receive a “move-up” letter regarding the transition.
- If the Parent has any questions or concerns, they can contact the Executive Director.

## **BOARD OF DIRECTORS**

The general management of the affairs of Wee Care rest with the Board of Directors. The Board consists of up to twenty-five Directors representative of large and small business, labor and professional organizations, child development and educational specialists, as well as the legal, financial and health communities, and parent representatives. From amongst the 25 Directors, four corporate Officers (Chairperson, Vice-Chair Person, Treasurer and Secretary) are elected who, along with the other Directors, volunteer their time and efforts toward forwarding the business of Wee Care, by carrying out its mission and promoting its best interests.

The Board of Directors also assist with the employment of Wee Care staff, authorize expenditures, and determine its policies with the advice of its various committees. Such committees include the following:

- Executive Committee
- Committee on Personnel
- Committee on Finance
- Program/Operations Review Committee
- Fund Raising/Publicity Committee
- Building and Grounds Committee

- Nominating Committee

These specialized committees allow the Board of Directors to break into smaller groups and focus on specific issues more efficiently. Non-Board members, including parents and staff, may volunteer to serve on the Fund Raising, Program/Operations Review Committee, and the Building and Grounds Committee.

The Executive Director of Wee Care is selected by the Board of Directors and is delegated the general charge and oversight of Wee Care, subject to the overall control and direction of the Board. The Executive Director keeps the Board fully informed on all aspects of Wee Care's program and operation, and acts as the medium of communication between the Board of Directors, Wee Care's Parents and staff, appropriate state agencies, and the community. The Executive Director also serves as an ex-officio member on all the Board's committees.

Questions regarding Wee Care's Board of Directors may be presented to the Executive Director.

#### **EXECUTIVE DIRECTOR/ASSISTANT DIRECTOR**

The Executive Director is responsible for the supervision of staff and to oversee the daily operations of Wee Care at Labor. In the absence of the Executive Director, it is the responsibility of the Assistant Director to supervise and oversee the daily operations of the Center. The Executive Director keeps the Board of Directors informed of the status of operations and programs at of Wee Care.

#### **PARENT REPRESENTATIVE RESPONSIBILITIES**

- Parent Representatives represent the interests of the children and the Parents at the Center to the Administration of Wee Care at Labor.
- They are available to Parents to discuss and facilitate resolution of issues regarding the care their child is receiving at Wee Care.
- Parent Representatives are involved in the formulation of Center policies. They provide insight into the impact of policies from the perspective of parents.
- By being involved in the formulation of policy, Parent Representatives help to foster a cooperative environment in the Center, which allows policies to balance the needs of the Center administration to provide a safe and appropriate environment for the children with the need to provide a service to the families enrolled in the Center.
- The goal of the Parent Representatives is to enhance the quality of the program for the children at the Center by working with the Center administration.
- To support the goal of creating a positive, cooperative environment in the Center, Parent Representatives work through the Executive Director and Assistant Director to resolve issues. They do not contact staff directly.
- Parent Representatives are members of the Board of Directors and may be members of a number of committees, including the Executive Committee. The Executive Committee is composed of the Corporate Officers of the Board of Directors, as well as two Parent Representatives.

- Corporate Officers of the Board of Directors, as well as the two Parent Representatives meet as needed to resolve issues that cannot wait for the next Board Meeting.
- Parent Representatives should be available to attend committee and Board of Director meetings.
- Membership on committees involves a time commitment beyond the regular Board meetings.
- Parent Representatives will also conduct quarterly meeting with the other Parents. This will be a place for communication between Parents and the Administration of Wee Care at Labor. These meeting are moderated by a Parent Representative.
- Parent Representatives solicit agenda items from Parents before each meeting to allow preparation of materials needed for discussion.
- Any Parent may raise an issue at these meeting regardless of whether the issue is on the agenda.
- Minutes of these meetings are taken by a Parent Representative and distributed to all Parents in the Center.
- The Executive Director or designee will attend all meetings.

#### **PARENT REPRESENTATIVE ELECTIONS**

- There should be three Parent Representatives at all times.
- The Parent Representative will solicit written nominations from interested parents who have children currently enrolled in the Center.
- Parents should submit a brief letter stating their reasons for seeking the Parent Representative position and any qualifications they consider relevant, which will be distributed to all the Parents at the Center.
- A ballot vote will be held for each vacant seat, unless there is only one candidate.
- Parents are entitled to a set of two votes for each child they have enrolled in the Center.
- A sealed box will be located within the Center for ballots.
- A Parent Representative will count the ballots with at least one other person present. The other person must be another Board Member, the Executive Director or the Assistant Director.
- Vacant seats will be filled by the candidate(s) receiving the most votes.
- The candidates will be informed of the results of the election and the name of the successful candidate(s) will be posted at the Center.
- The time frame for processing this election will be determined by the need to have the three seats continuously filled.

#### **GUIDELINES FOR ADDRESSING PARENT CONCERNS**

There may be times when a Parent has questions or concerns about situations that exist in a classroom. It is at these times that it is important for Parents and staff to be completely honest with each other and to discuss issues openly.

Generally, it is best to resolve a specific issue at the classroom level. If that is not possible, then the issue should be brought from the classroom level to the administrative level. Finally, Parent Representatives may be involved to assist in resolution of the issue.

Questions and concerns should be addressed as soon as possible. Time should be allowed for staff to consider the issue. Remember, you have already had time to think about the problem. It is important for Parents and staff to work together to resolve issues.

## **HEALTH AND SAFETY POLICIES**

### **MEDICAL REQUIREMENTS**

New York State Department of Social Services (NYS DSS) regulations require that an up-to-date medical information form be on file for each child attending the Center. A physical must be performed at intervals specified by the NYS DSS regulations. (See form NYS OCFS 418-1.12) Immunization records and medical conditions (such as allergies) should be noted and discussed with the Director.

Wee Care has an agreement with Capital District Child Care Council (CDCCC) to consult with a registered nurse regarding its health policies and procedures.

- Children who become ill may not remain at the Center. A child suspected of having a communicable disease will be isolated from the other children. Parents will be contacted and expected to pick up or have their child picked up from the Center. In the event Parents cannot be reached, Wee Care will contact one of the alternates listed on the child's blue card.
- **WEE CARE WILL ALLOW UP TO 1 HOUR FOR A CHILD TO BE PICKED UP.**
- We understand that keeping a child home may impose problems. Please understand that bringing an unhealthy child to day care may affect the health of both the other children and the staff. If you are uncertain as to whether or not to keep your child at home, please do not hesitate to call the Center.
- Please remember that if you keep your child home, it is the policy of the Center that you must call and say that he/she is staying home and why. If the child continues to display symptoms or has a relapse or re-infection, even after you have kept the child home for the specified exclusion time listed on the chart below, the Executive Director reserves the right to require a written note from your physician.
- If a child is sent home he/she may not return the following day.

- **Please remember that your child must be fever free. This means the child cannot be on any medication to reduce or control the fever (e.g.: Tylenol).**

The chart on the following pages will be used as a guideline for parents and staff.

<b>ILLNESS DEFINTION/ SYMPTOMS</b>	<b>EXCLUSION/INCLUSION CRITERIA</b>	<b>COMMENTS</b>
<b><u>BRONCHIOLITIS</u></b> Viral infection of the lower respiratory tract. Highly contagious. Wheezing cough, labored breathing	May return when clinically well enough to attend and participate in usual activities as determined by physician	Transmitted by person to person contact especially from hand, and personal materials contaminated by the virus
<b><u>BRONCHITIS</u></b> Inflammation of the airways with fever, coughing, and spitting when accompanied by a cold	When fever free 1 full school day and able to participate in daily routine may return	Transmitted through respiratory secretions
<b><u>CHICKEN POX</u></b>	Exclude until lesions are dry and crusted	Children are most infectious for 24 hours before they develop the rash. Transmitted through respiratory secretions
<b><u>CONJUNCTIVITIS-BACTERIAL</u></b>	Exclude for 1 full school day of antibiotics treatment	Transmitted through direct contact with eye discharge
<b><u>CONJUNCTIVITIS-VIRAL</u></b>	May return back to center with Dr. confirming viral conjunctivitis	Transmitted through direct contact with eye discharge
<b><u>COUGHING</u></b>	May return when able to participate in normal daily activities	May be a sign of an underlying problem
<b><u>COVID</u></b> Fever, cough, shortness of breath, difficulty breathing, fatigue, muscle / body aches, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea/vomiting diarrhea	Must remain out of center for 10 days of quarantine, when testing covid	The virus is likely spread primarily through respiratory droplets
<b><u>COXSACKIE VIRUS</u></b>	Exclude until symptoms resolve and child is able to participate in normal daily activities	Transmitted through fecal contact and respiratory secretion
<b><u>CROUP</u></b>	May return with permission of a physician	

<b><u>DIARRHEA</u></b> <u>Two</u> abnormally loose stools within the same 'day '	May return after 1 full school day if normal stool functions	Exemptions may be granted when diarrhea is a side effect of the medication the child is receiving. A child sent /kept home with diarrhea the previous day, will be sent home with one abnormally loose stroll with staff discretion
<b>ILLNESS DEFINITIONS / SYMPTOMS</b>	<b>EXCLUSION/INCLUSION CRITERIA</b>	<b>COMMENTS</b>
<b><u>EAR INFECTION</u></b> Inflammation or infection of the middle ear	Not excluded as long as child is able to participate in daily activities and is fever free	
<b><u>FEVER</u></b> Temperature is 102 F rectal equivalent or 100.4 oral equivalent	May return when fever free for 1 full school day. Special condition: TEETHING- if after a visit to pediatrician, the cause of the fever is determined to be teething, the child may return the next day if fever free. A Dr. note is required.	Exemption may be granted Elevated temperature due to immunization  Immediately following prolonged physical activity.
<b><u>FIFTH DISEASE</u></b> Viral, mildly contagious disease. Main symptom is a long –lived rash that begin on the face and produces a “slapped cheek “ appearance	Child is no longer contagious after the rash appears. When diagnosed by a physician and with physician OK, may return to daycare	Transmitted through respiratory secretions.
<b><u>HIB</u></b> A serious bacterial infection causing meningitis , cellulitis, pneumonia and arthritis	Exclude during acute illness and until treated	Transmitted through respiratory secretions. Local Health Department should be notified of any cases
<b><u>HEAD LICE (PEDICULOSIS)</u></b>	Exclude until 1 full school day of treatment	Spread by direct contact and by sharing combs, hats, etc.
<b><u>HEPATITIS A</u></b> A viral infection of the liver. Young children often have no symptoms	Symptomatic children can return 10 days after illness begins and able to participated in normal activities	Any occurrences must be reported to the local Health Department. Transmitted by contact with infected feces.

<b><u>HEPATITIS B</u></b> A viral infection of the liver. Young children often have no symptoms. Signs /symptoms may include fatigue, anorexia, jaundice, dark urine, light stools, nausea, vomiting and abdominal pain	Excluded during acute illness and children with chronic hepatitis B surface antigen who bite or cannot contain secretions.	Transmitted through infected saliva or blood.
<b><u>HUMAN IMMUNODEFICIENCY VIRUS INFECTIONS</u></b>	Each case will be decided on an individual basis with input from the child pediatrician	HIV is highly unlikely to be transmitted from one child to another in child care setting

ILLNESS DEFINITIONS / SYMPTOMS	EXCLUSION/INCLUSION CRITERIA	COMMENTS
<b><u>IMPETIGO</u></b> Very common skin infection, usually on the hands and face, especially around the nose and mouth. Lesions begin as blister and rapidly change to yellow crusted areas on a reddened based	May return after 2 full school days of treatment. Facial lesions must have stopped oozing.	Transmitted through contact with lesion secretions.
<b><u>INFLUENZA</u></b> Virus causing a variety of symptoms fever, headache, malaise, chills, cough and runny nose	Exclude until able to tolerate general activity of the program	Transmitted through respiratory secretions.
<b><u>MEASLES</u></b>	Exclude until 5 days after appearance of rash	Transmitted through respiratory secretions . Must call local health department
<b><u>MONONUCLEOSIS(INFECTIOUS)</u></b>	Exclude while child feels ill and unable to tolerate activity level of child care, usually 1 to 2 weeks	Transmitted through saliva.
<b><u>MUMPS</u></b>	Exclude for 9 days from onset of swelling	Spread by direct contact, through infectious saliva and through the air.
<b><u>PERTUSSIS ( WHOOPING COUGH)</u></b>	Exclude for 5 to 7 days of antibiotic treatment and until physician advised return	Spread through respiratory secretions.

<b><u>PINWORMS</u></b> Intestinal infection with anal itching , irritability and sleeplessness	Exclude until child has received one treatment as recommended by physician	Transmitted from person to person through infected feces, clothing, dust
<b><u>PNEUMONIA</u></b> Lung inflammation caused by a wide variety of bacteria , viruses, fungi, and other types of organisms	May return when able to participate in normal routines and with permission of physician	
<b><u>RINGWORM</u></b> Fungus infection with circular of ringlike sores. Sores heal from the center outward, resulting in characteristic rings	Exclude until treatment is started	Watch for development of infection in other children. If suspected, keep covered while child remains in child care.

<b>ILLNESS DEFINITIONS / SYMPTOMS</b>	<b>EXCLUSION/INCLUSION CRITERIA</b>	<b>COMMENTS</b>
<b><u>ROSEOLA</u></b> High, sustained fever for 3-5 days. Most children are alert and playful. Rash occurs usually with the disappearance of fever	Exclude until fever is gone and children are able to participate in normal daily routines	Probably spread through respiratory secretions.
<b><u>RUBELLA</u></b> Infection causing low grad fever, swollen glands, rash that lasts about 3 days	Exclude for 7 days after onset of rash	Transmission is through respiratory secretions or direct contact with infected person
<b><u>SCABIES</u></b> An insect infestation in the outer layer of skin. Severe itching, especially at night. Most often found around fingers, wrists, elbows belt line, thighs	Exclude until 1 full school day of treatment as prescribed by physician	Spread by direct contact with infected person.
<b><u>SCARLET FEVER</u></b> Streptococcal infection. Symptoms usually appear rapidly: high fever, vomiting, headache , sore throat and chills. Followed in 12 to 48 hrs. by fine, red rash	Exclude 1 full school day of antibiotic treatment and child is well enough to participated in daily routine	Transmitted through respiratory secretions.

<b><u>SHIGELLA/ SALMONELLA</u></b> Acute intestinal infection. Sudden onset of diarrhea, low grade fever, stomach cramps, vomiting	Exclude until acute symptoms of fever and diarrhea has resolved	Transmission is from person to person by the fecal –oral either directly or indirectly through contaminated food or beverage. Highly contagious.
<b><u>SINUSITIS</u></b> Inflammation and infection of the mucous membrane that lines the sinuses	Child may return after 1 full school day of antibiotic treatment and able to participate in daily activities	
<b><u>STREPTOCOCCAL INFECTIONS</u></b> Can produce infections form strep throat to scarlet fever Severe sore through , fever, headache	Exclude until 1 full school day of antibiotic treatment	Spread through respiratory droplets.

<b>ILLNESS DEFINITIONS / SYMPTOMS</b>	<b>EXCLUSION/INCLUSION CRITERIA</b>	<b>COMMENTS</b>
<b><u>TONSILLITIS</u></b> An infections of the tonsils with painful swallowing, fever, headache	Exclude until child has received antibiotic treatment for 1 full school day	
<b><u>UNIDENTIFIED RASH</u></b> Must be evaluated on a case by case basis. Rash without fever or behavior changes	May return after evaluation by DR.	
<b><u>UNUSUAL BEHAVOIR</u></b> Child is cranky and less active than usual, cries easily, feels general discomfort, loss of appetite	Excluded until child is able to participate in normal daily activities	
<b><u>UPPER RESPIRATORY INFECTION</u></b> Severe cold with temperature elevation, thick nasal discharge, malaise. May include sore throat, cough, sneezing, body aches.	Exclude until child no longer requires additional care detracting from other children in the program and able to participate in normal daily routines	
<b><u>VOMITING</u></b>	May return the next day, regardless of the time of day	Exceptions may be granted when the cause is congenital,

A symptom of large number of disorders	the child was sent home the previous day, if vomiting has resolved and no other symptoms are present	possible overeating , medication side effect or food intolerance
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## ALLERGY AND ANAPHYLAXIS POLICY

### Anaphylaxis Prevention

- Upon enrollment and whenever there are changes, parents/guardians will be required to provide the program with up to date information regarding their child's medical conditions, including and allergies the child may have and any emergency medications prescribed for potential anaphylaxis. The parents/guardians will work in conjunction with the program and the child's physician to complete the documents required for any allergy that the child may have. These documents will guide the staff in the necessary actions to take during an allergic or anaphylactic reaction. The program will keep these documents and any emergency medications in a designated area known to all staff members as outlined in the program's healthcare plan and will ask for updated paperwork when necessary.

### Documents

Any child with a known allergy will have the following documents on file when applicable:

- NYS OCFS Form 7006- Individual Health Care Plan for a Child with Special Healthcare Needs or approved equivalent
- NYS OCFS form 6029- Individual Allergy and Anaphylaxis Emergency Plan or approved equivalent
- NYS OCFS Form 7002- Medication Consent Form or approved equivalent

### Staff Training

- All staff members will be trained in the prevention, recognition and response to food and other allergic reactions and anaphylaxis upon hire and at least annually thereafter. In addition, at least one staff member will complete the required NYS training on allergies and anaphylaxis. A number of staff will also maintain certifications in CPR & First Aid and medication administration if a child with an allergy requires the administration of Epinephrine or other emergency medications, the parents will be required to train and staff member caring for that child on the administration of the prescribed medication.

### Strategies to reduce the Risk of Exposure to Allergic Triggers

- Each classroom will have a posting with a list of individual children's allergies that is visible to all staff and volunteers caring for the child. All staff will take steps to prevent exposure to a child's known allergy, including but not limited to reading food labels, Hand washing,

## **MEDICATION POLICY**

Because administration of medication poses an additional responsibility on staff, Wee Care at Labor strongly encourages parents to administer medication to their child. If parents are unable to come to the Center and it is absolutely necessary that the child receive medication, the MAT trained staff will administer it under the following conditions:

- Wee Care must have the Written Medication Consent Form signed and completely filled out.
- Prescription and over the counter medication must be in the original container and require that Wee Care has authorization from the child's physician on the form provided by Wee Care at Labor. A fax from the doctor is not acceptable.
- All items needed to administer the medication must be provided by the parent.
- The prescription and label must match the health care provider/authorized prescriber authorization exactly.

Wee Care at Labor will have at least one MAT certified person on site at all times, in the event that medication administration is need.

### **Daily Treatments**

- If a child is required to have daily treatment of a medication, a doctor's permission is required.
- A Medical form must be completed by the physician prior to the administration of a medication.
- Please see Director or Assistant Director for the proper forms.

### **Non-Prescription Topical Ointments and Teething Gels**

- A completed Medication Permission/Record Form or Topical Ointment Permission Form must be completed by the child's parent.

The written orders provided by the child's physician must include:

- Child's full name;
- medication name
- dose;
- time;
- intervals for administration;
- method of administration;
- length of time medication is to be administered;
- reason for medication;
- possible/probable side effects; and
- the physician's signature and date signed.

NOTIFICATION TO CENTER OF MEDICATIONS ADMINISTERED BY PARENTS

To ensure the health of your child while at the Center, it is imperative that Center staff be aware of all medications your child is taking. The Center staff needs this information to monitor your child for possible side effects. Please report the medication and duration to your child's teacher. It will be recorded in the Health Log.

## **SAFETY POLICIES**

### **MINOR ACCIDENTS**

- In the case of a minor accident, the Center will have on hand the appropriate first aid equipment.
- Parents will be notified with an Accident Report Form, and in some instances, a phone call.

### **EMERGENCY PROCEDURE**

- In the case of a more severe accident, the child will be transported to the Emergency Room and the child's parents will be notified. For this reason, it is essential that parents make sure all contact information is updated and accurate. After the child has received the care he/she needs, an Accident Report form will be filed.

### **FIRE DRILLS**

- Fire drills are conducted monthly with documented records kept on file in the Center.
- Fire drill evacuation plans are posted in each classroom of the Center.
- During a routine fire drill, please be sure to notify your child's teacher when removing the child from the group.

### **EMERGENCY EVACUATION-LONG TERM**

- The Campus Police or authorized personnel will notify the Director, or designee, as soon as possible that the sounded alarm is not a drill but an evacuation of Building #12.
- The Center will be fully evacuated upon the sounding of the alarm according to normal evacuation procedures to the lawn area on the West Side of building # 12.
- Children and staff will move at least 300 feet away from the building in the case of a non-fire emergency. At this point, all children and staff will be accounted for.
- Staff, children and parents will then move the group past the playground to the building # 9 lobby.
- When the group is at the Lobby in Building # 9, everyone will be accounted for by the Executive Director or designee. The Executive Director will then notify all parents by phone that the Center is closed and that their child will have to be picked up immediately at Building # 9.
- The evacuation will be considered complete when all children have been released to their parent.

### **WHAT TO BRING FOR YOUR CHILD(REN) - PLEASE MAKE SURE ALL ITEMS ARE LABELED**

Infants:

Extra clothing (at least two sets)  
Bedding for crib/Blanket  
Baby food  
Bottles/Formula  
Diapers/Wipes  
Ointments

All other children:

Diapers, wipes, ointments (if appropriate)  
Extra clothing of weather appropriate clothes, including underwear and socks  
Boots, mittens hat, bathing suit, water shoes  
A blanket and pillow for rest time  
Smock

#### **DONATIONS**

- The Center is a not-for-profit organization, and therefore, any donations are tax-deductible. The Center would be happy to provide you with a receipt for any donations. Non-violent toys and books are especially welcome.
- Wee Care at Labor participates in the SEFA campaign.