

L A R K I N   A T   E X C H A N G E



# SWEET HOME

## Childcare Center



*Operated by  
The Valley  
Community Association  
Located in the  
Larkin at  
Exchange Building*

*phone: 819-2870*

*fax: 819-2872*

*Director's e-mail:*

*Childcare@GreatSpaceDowntown.com*

*GreatSpaceDowntown.com*



*welcome...*



## **OUR PHILOSOPHY**

The philosophy of the Sweet Home Childcare Center is deeply rooted in providing a safe, secure and loving environment for children 6 weeks to 12 years old. We believe that it is important to promote age appropriate independence, a healthy social development and a positive self-image. Children at our center learn through their senses in our many centers with hands on activities. Parents are also very important to us. We realize the many stresses that parents are under. We are always available as a support system to meet their needs in any way possible.

The Sweet Home Childcare Center provides a developmentally sound program that will expose your child to many new concepts and opportunities. Your child will experience emotional, social, physical and intellectual growth during his or her stay with our Center.

Staff members structure their daily activities to facilitate the implementation of our goals while gearing their programs to the individual needs of the children entrusted to their care. Each classroom is staffed with an experienced teacher. Staff members stay current with new education research by attending workshops and trainings geared towards their profession. Staff members are also trained in CPR and First Aid.

The Sweet Home Childcare Center is licensed by the NYS Office of Child and Family Services. As a licensed childcare provider, we are a mandated child abuse reporter.

## **ADMISSION REQUIREMENTS**

We will not discriminate on the basis of race, creed, sex, religion, national origin or handicapped status. However, if a child's handicap requires additional staffing needs, the child will not be able to be enrolled unless special arrangements can be made.

The following steps must be completed before a new child can be enrolled at The Sweet Home Childcare Center:

- 1.) The Director or appointed representative will conduct an interview with the prospective parents so that they can become better acquainted with the Center and its policies
- 2.) The parents will meet with the Director to discuss the child's level of development. This will be used as the basis for the child's initial classroom assignment. Once a classroom is selected, the parents will meet with the teacher and teacher aides for that specific room. At this time any special circumstances regarding behavioral patterns should be discussed so that the best childcare program can be established.
- 3.) All required forms must be completed and on file in the day care administrative office before your child's program can begin. Forms Include:

- Registration Contract (signed)
- Child Medical History signed by a Physician with updated Immunizations
- NYS DSS Day Care Blue Card
- Signed Release form with Authorization of persons to pick up child
- Signed Parent Contract
- Letter of Approval from NYS DSS (if needed)

The Center should be notified of any changes in address, family status, employment changes, etc. so that our records can be updated accordingly. Immunizations should be updated as required.

## AGE AND SCHEDULE LIMITATIONS

- The Sweet Home Childcare Center accepts children ages 6 weeks to 12 years old for day care and preschool programs.
- The Center is open Monday thru Friday from 6:30 a.m. to 5:30 p.m.
- Children must be in the Center before 11:00 a.m. or not until after 2:00 p.m. This interferes with the children's daily schedule and their nap or rest time.
- A late fee of \$5.00 will be charged for every 15 minutes or portion thereof to parents who pick up their children after 5:30 p.m.
- The Sweet Home Childcare Center observes and will be closed on the following holidays. Parents will not be charge tuition for these days.
  - New Years Day
  - Memorial Day
  - July 4th
  - Labor Day
  - Thanksgiving and the day after
  - Christmas Day and the day after
  - The last Friday in August
- In the event of severe weather conditions the Center may have to close its operations. Watch Channel 2, 4 or 7 for all Closing Information.
- In the event of an emergency evacuation (i.e. fire) your children will be taken to School #33 located at 157 Elk Street, Buffalo NY 14210
- Breakfast is served daily until 8:00 a.m. Morning snack at 9:45 a.m. Lunch is served at 11:30 a.m. and afternoon snack is provided after nap at 2:30 p.m.



**DISCIPLINE POLICY FOR ALL AGES**

Discipline at the Center is directed towards developing respect for ones peers as well as for ones self. Establishing consistent behavior patterns and realistic expectations of children are key elements for corrective discipline. In guiding children's behavior it is important to be clear, positive, and firm. Each room will establish simple but clear rules and limits for their class and enforce them consistently. Positive behavior is identified and praised, while negative behavior is redirected. Teachers will help children to understand the consequences of their actions, explain the choices available, help the children use problem-solving skills, and help the children refrain from dwelling on their mistakes. Frequent interaction with adult caregivers demonstrating proper behavior, along with periodic reminders of the rules, serve as effective methods in managing a child's behavior. A Quiet Table is available in each room to provide a separate area for a child to consult with an adult and redirect his energy.

If a child's behavior harms or is likely to result in harm to the child, another person or property, the child may be separated briefly from the group, but only until the child is able to regain self control and rejoin the group. A staff member will interact with the child to help the develop self-control and assume responsibility for their actions. The child will be guided toward appropriate group behavior.

Corporal Punishment (spanking or hitting) will never be used. Withholding food, toilet use, rest or sleep is absolutely prohibited. Any Method of discipline that frightens or humiliates a child is also prohibited. Any staff member involved in such an incident will be immediately terminated.

## **CHILD ABUSE POLICY**

The Sweet Home Childcare Center prohibits the abuse or maltreatment of children and will not tolerate or in any manner condone an act of abuse or maltreatment by an employee, volunteer or any other person under the provider's control. Every employee or volunteer hired by the center will be the subject of an inquiry made to determine whether or not that person has been indicated in a report of child abuse or maltreatment on file with the Statewide Central Register of Child Abuse and Maltreatment. No employee will be left alone with a group of children until this report is returned and on file. According to the Social Services law, all childcare center staff must report any suspected incidents of child abuse or maltreatment. The staff will report the suspicions to the Director, where the Director will then make an immediate report by telephone to the Child Abuse Hotline and follow with a written report. All precautions will be taken to ensure the safety of the children involved.

All staff will be trained on the prevention and remediation of Child Abuse and Maltreatment. Any staff involved in any form of child abuse or maltreatment will immediately be terminated.

## **CHILD HEALTH POLICIES *and* DAILY HEALTH CHECKS**

- At the time of admission, each child is required to have a physical examination that includes all updated immunizations, any communicable diseases, any known allergies, and any health problems that may require special attention.
- All children will be required to turn in updated immunization records each year.

- An informal daily health inspection will be done upon arrival of each child. The staff will observe for such things as: rashes, sores, swelling or bruising, appearance of eyes, runny noses, flushing of skin, coughing, sneezing, and a sweaty appearance. Any symptoms of illness will be brought to the Director, Health Care Consultant, and the parents will be contacted.
- Children are required to remain at home if any of the following symptoms are present. If they develop any of these symptoms while at the center, the parents will be contacted and they are responsible for picking up the child within a reasonable amount of time. The child is also required to stay at home until the symptoms are gone for at least 24 hours.
  1. A temperature of 100 degrees or higher and/or accompanied by:
    - a. persistent coughing or sneezing
    - b. heavy nasal discharge
    - c. sore throat
  2. Any flu like symptoms such as vomiting or diarrhea. Consistent diarrhea is considered three or more consecutive times.
  3. A rash of any kind until diagnosed by a physician.
  4. Red, runny or matted eyes (pink eye/conjunctivitis)
  5. Head Lice and/or nits
- The center has a strict “No Nit” policy. This means that if your child is sent home with head lice they will not be allowed to return to the center until their head is completely free from lice and nits. A designated staff member will check all children upon return.

- If your child is diagnosed with any of the following illnesses: (chicken pox, mumps, measles, strep throat, pink eye) or any other communicable disease, a Doctor's note will be required before returning.
- If a child gets ill or gets a minor injury - this will be recorded in an incident book located at the main office. The parents will be notified and be required to sign the book along with the staff member.
- In the case of emergencies - the staff member is instructed to contact the Director to call 911. The child will be taken to the hospital that the parent has consented to in their registration forms. The parents are contacted immediately. The Director or other assigned staff member will remain with the child until the parents arrive and the child is out of danger. The staff will remain with the other children and keep them calm. A formal report will be filled out and signed by the staff and parents.
- The Center may administer over-the-counter ointments (desitin, A&D, etc..) and sunscreen with written permission from the parents.
- Only designated, trained staff members will be allowed to administer prescription and over-the-counter medications to children. These trained staff members may administer medications for eyes or ears, oral medications, topical ointments, inhaled and epinephrine using an auto injector device. The medicine must be in the original bottle with the child's name, prescriber's name, pharmacy name and phone number, date, dosage, a prescription name, how often the medicine is given and for how many days.

Written permission must be obtained by the parent and physician on the approved forms that include the child's name, the authorized prescriber's name, phone number and signature, date authorized, the name and dosage of medicine, time the medicine will be administered and how often, the method of administration, the date the medication will be discontinued, the reason that the child is receiving the medication, and any side effects or special considerations that the child care provider should look for. The center will be allowed to administer prescription or over the counter medicine with verbal permission from the parents and their health care provider with specific instructions for that day only. Infants are the only exception. Under no circumstances will medicine be administered to an infant without written permission from both the parents and health care provider. All medication will be stored in the office inaccessible to children. Medication will be returned to the parents upon completion for disposal.

- A Nurse will make frequent visits to check the well being of all of the children. They will also be available as needed for emergencies, also to instruct staff on health practices in the program and how to care for mildly ill children.

## **INFECTION CONTROL PROCEDURE**

### **Hand Washing Procedure**

- Staff must thoroughly wash hands with soap and water, rubbing hands for 10 seconds, washing all surfaces up to the wrists, drying with an unused paper towel, and turning the faucet off with the paper towel. This must be done at the beginning of the day, when dirty, after toileting or helping a child with the toilet, after changing a diaper, before and after handling food or administering medicine, after handling pets, after any contact with bodily

secretions, when moving to work with a new group of children, and after coming in from outdoors.

- Staff must assist children in thoroughly washing their hands using the above procedure and under all of the same circumstances.

### Diapering Procedure

- Staff makes sure they have all necessary supplies in the designated changing area.
- Children in diapers are changed at least every 2 hours, unless they wet or soil sooner.
- Only disposable diapers will be used.
- Child is placed on the changing surface, and the soiled diaper is removed by folding the soiled surface inward and set aside.
- Staff takes adequate steps to clean each child using disposable wipes.
- A tissue is used to apply any creams or ointments.
- A fresh diaper is placed on the child, the child's hands are washed and they are placed back in the supervised area.
- The soiled diaper is properly disposed of.
- The changing table is cleaned and disinfected with a sanitizing solution.
- The staff properly washes their hands.

### Glove Procedure

- Gloves are located in all rooms, by the changing areas, in the first aid kit, with cleaning materials, in the kitchen, and are taken on field trips, walks and the playground.
- A clean pair of gloves is used to provide the appropriate care.
- The gloves are removed properly, touching only dirty surfaces to dirty surfaces.
- Gloves are discarded immediately and hands are washed properly.

### Universal Blood Precautions

- Staff is advised to take all safety precautions when dealing with blood to prevent the spread of illness and communicable diseases. The following will be practiced by all staff and children to prevent this:
  - Good handwashing techniques will be practiced as mentioned above.
  - Gloves must be worn and discarded after use whenever coming in contact with blood or any bodily fluids, however a bleeding child will never be denied care if gloves are not immediately available.
  - Any surface that comes in contact with blood will be cleaned and disinfected with bleach and water.
  - Any clothes contaminated with blood will be secured in a plastic bag and sent home with the parents.

### Sanitation of Toys and Equipment

- All rooms and equipment will be cleaned and disinfected daily
- Toys touched daily will be cleaned and disinfected when soiled or at least weekly
- Carpets contaminated with bodily fluid will be spot cleaned.
- Toys in the infant room, especially after being mouthed by a child, will be cleaned and disinfected before another child uses them.

Linens and Bedding will be washed weekly, if soiled, or before another child uses.

### **PARENT INVOLVEMENT AND RESPONSIBILITIES**

Parent involvement is an important aspect of our program and we strongly encourage you to become actively involved. The Director and teachers are available to answer your

questions and address your concerns. Please feel free to call or stop in the office at any time should the need develop.

Participation may come from many areas including:

- Viewing classroom and Parent bulletin boards presented for your education.
- Reading monthly newsletters
- Responding to surveys and any other information requests
- Discussing daily activities with you child and his or her teacher
- Attending Parent/Teacher Open Houses
- Volunteering to assist with field trips or other special holiday events
- Providing treats for Birthdays and Holidays
- Attending Parent Conferences to discuss your child's strengths and weaknesses regarding their growth and development.

### Parent Responsibilities

In order for the center to operate efficiently the following guidelines must be adhered to.

- 1.) Inform the Director of any temporary or permanent schedule changes as indicated on your registration contract. This would include calling the Center each day your child is absent due to illness or other unanticipated events. Permanent schedule changes will require the completion of a new Parent Contract.
- 2.) Inform the Director or other appropriate staff member if you will be early or late picking your child up on any given day.
- 3.) Notify the Director if there is a change in family structure (ie. Death, change in routine, divorce, new baby, etc...) which may affect your child's personality.
- 4.) Written notification or a phone call must be provided if someone other than yourself will be picking up your child.

- 5.) Please contact the Director or appropriate teacher to schedule an individual conference if your child is experiencing a Center related problem which you would like to discuss.
- 6.) All financial procedures related to tuition payments must be followed in a timely manner.
- 7.) Other responsibilities are listed in individual Programs.

## **GENERAL INFORMATION**

### **Checking In and Out**

Parents are expected to bring their child into the Center, place their belongings in the appropriate classroom and “check in” with the person in charge. Parents are required to sign daily at the main office. It is imperative that all parents record their drop off time, anticipated pick up time and who will be picking their child up. Upon arrival please fill in the actual “check out” time and sign in the space provided.

The Center will only release your child to individuals listed on the Child Release form which is signed by you in your registration packet. Parents are asked to call the Center if one of these authorized representatives will pick up their child. These individuals will be asked to provide identification and sign the “check out” book.

### **Visitor Procedures**

All visitors to the center will sign in the “Visitor Log” located at the office upon entry to the building indicating the date and time of entry into the Center. They will also clearly state in writing the purpose of their visit. Upon departure, the visitor will sign out with their time of departure. This includes but is not limited to family members, school nurse, delivery persons, therapists, NYS OCFS, DSS caseworkers, NYS Dept. of Health.

### Naps

Each classroom will provide a daily rest period where children can relax after a busy morning full of activities. Sleeping cots or mats will be provided for each child. Parents should provide their child with a small blanket that will be taken home and laundered at least weekly. Rest period is from 12:00 pm to 2:00 pm.

### Clothing and Supplies

Children should be brought in the morning in clean clothes appropriate for the weather and a clean diaper. Sneakers or rubber-soled shoes should be worn at all times. An extra change of clothes, labeled with your child's name, should be left with your child's teacher at all times.

The Center provides an ample supply of toys and educational equipment so please do not send any toys in with your child.

## **PROGRAM DAILY SCHEDULE**

Children of all ages will focus on their individual developmental needs. Plans will involve using learning centers that include: blocks, art, music, reading, housekeeping, manipulatives, sand and water, computers and outdoor play. Centers will reflect the monthly themes and incorporate the following growth areas: large and small motor skills, language enrichment, number concepts, socialization, discovery, cooperative learning and arts and crafts. Infants are on their own feeding schedule. Toddlers thru school age children are provided breakfast, lunch and a morning and afternoon snack.

The time schedule for each day will be as follows:

- **6:30 a.m. - 8:00 a.m.**
  - children are arriving, breakfast is served
  - quiet activities are taking place
- **8:00 a.m. - 9:00 a.m.**
  - children continue to arrive
  - structured activities and selected centers  
OPEN until circle time
- **9:00 a.m. - 9:30 a.m.**
  - Circle Time - Attendance is taken
  - Age Appropriate activities are conducted as a group
  - songs, numbers, letters, colors and shapes are reviewed and learned.
  - Toddlers are changed
- **9:30 a.m. - 11:00 a.m.**
  - All centers in all rooms are OPENED
  - teacher directed activities as well as individual choices are available
  - Each room gets outside time
  - Snack Time
  - Children responsible for cleaning before they move on
- **11:00 a.m. - 11:30 a.m.**
  - All centers are cleaned up
  - Story Time in individual rooms
  - Toddlers are changed
- **11:30 a.m. - 12:00 p.m**
  - Lunch Time in all rooms
- **12:00 p.m. - 2:00 p.m.**
  - Nap/Rest Time Toddlers thru Preschool
  - Outside time for Infant Room

- 2:00 p.m. - 3:00 p.m.
  - Toddlers are changed
  - Clean up mats and blankets
  - Quiet book time until everyone is up
  - Snack Time
- 3:00 p.m. - 5:00 p.m.
  - New ideas and songs with afternoon teachers
  - All centers OPEN with changes and additions
  - Outside time for all rooms
  - Toddlers Changed
- 5:00 p.m. - 5:30 p.m.
  - Children are cleaned and ready to go home
  - Story time and quiet activities
  - Group games and exercises
  - Rooms cleaned and ready for the next day

### Financial Policies and Procedures

Payment is due the Friday BEFORE the upcoming week, for that week. Tuition payments must always be paid one week ahead. If they are late, a 5% late fee will be imposed. Non-payment of fees will result in termination of services. Should you decide to withdraw your child from the Center, a written two weeks notice is requested.

Each family will have two weeks that match their scheduled week for vacation time. Example: If your child comes two days a week, you will have four free vacation days a year. If your child comes five days a week you will have ten free days a year. There will be no free sick days. One weeks notice will be needed prior to using your vacation time.

**RATES:****Registration Fee:**

\$25.00 non-refundable family registration fee.

**Reservation:**

One full week's non-refundable tuition, in addition to the non-refundable fee above.

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**INCOME RANGE:** \$0 – \$60,000

**Infant Room**

\$160wk-\$35 day

**Toddler**

\$155wk-\$33 day

**Preschool/School**

\$145wk-\$30 day

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**INCOME RANGE:** \$60,001 – \$80,000

**Infant Room**

\$170wk-\$37 day

**Toddler**

\$165wk-\$35 day

**Preschool/School**

\$155wk-\$32 day

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**INCOME RANGE:** \$80,001 and up

**Infant Room**

\$180wk-\$39 day

**Toddler**

\$175wk-\$37 day

**Preschool/School**

\$165wk-\$35 day





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