



Child Care Policy Handbook

Introduction to Fun Times With Titi Childcare

The Child Care and our staff would like to welcome you to Fun Times With TiTi Childcare. Please take a moment to read through this policy and procedure manual as we find it very beneficial for our parents and childcare providers.

I am a registered / Licensed Day Care Provider and operate in compliance with the regulations of the New York Department of Social Services. My Childcare License is posted. All registered providers and the members of their household are cleared through the New York Clearance Department for Child Abuse and Maltreatment and Staff Exclusion List (SEL) which contains the names of individuals found for serious or repeated acts of abuse and neglect.

417.2 (a); 417.13 (b,c,d)

About Me and My

Program

Mission

Fun Times With Titi Purpose is to provide a safe, clean, and healthy environment for your child while they are away from home. We strive to educate and enhance your child's development daily. In a fun and interactive way.

My Qualifications

I graduated from the State University of New York College at Brockport in 2017 with My Bachelor's Degree in Social Work. I have been a Group Licensed Childcare provider in New York State since 2018. I have been providing Child Care for over 11 years. I am currently working on becoming Accredited by the National Association for Family Child Care and am a member of the CSEA Child Care Union.

My References

Here are some references you may contact to ask about my work with children:

Name: Akeyra Ragland Phone: 585-490-6758

Name: Channel Scott Phone: 585-797-9968

Licensing and Liability Insurance

➤ I am licensed by the New York State Office of Children and Family Services Group Family Day Care License and operate a family childcare home in compliance with the laws of the state of New York.

➤ A summary of the family childcare regulations for my business is available upon request.

➤ A copy of my license is always posted

➤ My license capacity as specified by state regulations is: 12 children, ages 6 weeks to 12 years, and 4 additional school-aged children **(there must be one caregiver for every two children under the age of two years in attendance)**

I Am a Mandated Reporter

- I am a state-mandated reporter and am required to report any suspected cases of physical abuse, sexual abuse, and neglect.

Employees/Substitute Caregivers

Please Initial Stating you have read, understand and agree to the above. _____

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➤ All employees who work with the children at Fun Times with Titi have completed a background check and meets all state licensing regulations, including first aid and CPR training.

Privacy policy

➤ I will keep all records and information about your child and your family private and confidential unless I have your written permission to reveal specific information. I also ask that you respect the privacy of my family by not sharing any information you learn about my family without my written permission.

- I will do all that I can to protect your family's privacy and will abide by the state privacy law.

➤ You may contact me during the hours that my business is open, Monday through Friday from 7:00 AM 5:00 PM

I Do Not Discriminate

➤ I do not discriminate based on race, color, sex, disability, national origin, sexual orientation, or financial status

The Rules of My Home

Please Initial Stating you have read, understand and agree to the above. _____

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- Please remove your shoes when entering my home.

- Clients are responsible for their child(ren) while Clients are present on my property. Both inside and outside.

- My home is a smoke-free environment. No one is permitted to smoke in my home or on my property, either during or after child care hours.

- Clients are forbidden to use alcohol or drugs while on my property.

- I do not drink alcohol during business hours.

- My employees are forbidden to use alcohol or drugs during working hours.

- Please do not litter, feel free to utilize any of the garbage or recycling cans.

- Please refrain from using profanity.

- Treat everyone with respect and dignity.

Payments

- Payments are accepted via cash, Zelle, check, and PayPal.

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- Payments are due the Friday the week before care.

- Clients receiving childcare grant and or subsidies:
 - **Clients are required to pay for child care in the event that the subsidies don't pay for child care for any reason on the date of the month subsidies generally payout.**

 - Clients receiving child care subsidies are responsible for keeping all documents up to date with the subsidy agency and recertify whenever required.

 - Subsidies only pay for the days your child attends child care. If your child(ren) is enrolled as a full-time client and misses any scheduled days that were not approved by (Titi) Sachel Scott . Clients will be responsible for payment of the days missed.

 - Payment for missed days will be due on the Friday of the said week any day(s) were missed.

Dependent Care Plans

- I will participate in any dependent care plan that is offered by your employer. You must provide me with the required forms and instructions and keep me informed about the deadlines required by your plan.

- I will complete the documents required by your dependent care plan, prepare the necessary receipts, and return the documentation to you at pickup time.

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- If you haven't spent all the money that you have set aside under the dependent care plan by the end of the plan year, I will ask you to give the unspent money to my program, since otherwise, you will lose those funds, and this will help improve the quality of the childcare that you receive.

Attendance

- ***In order for your child to experience the full benefit of our program regular attendance is extremely important. This will also help your child adjust well and get acclimated to our daily routine.***
- Clients are required to sign children in and out upon arrival and departure.
- Clients will notify us at least three hours prior to scheduled drop off time if your child will not be attending a scheduled day of care.
- Clients are solely responsible for their child(ren) safety and behavior while they are present.

Children with Special Needs

- I have training in caring for children with the following special needs:
 - ADD (Attention Deficit Disorder)
 - ADHD (Attention Deficit Hyperactivity Disorder)
 - Autism
 - Medical monitor

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- Down's syndrome
 - Physical challenges
 - Allergies
 - Asthma
- I am willing to take special training to learn how to care for a child who has special needs.
- You must provide me with written instructions if your child requires special therapy, an individualized program of instruction, or behavior guidance. These instructions do need to be prepared by a physician or therapist.

Policies required by New York State Department of Social Services

Health

Policies

- As a registered provider, I have on file and renew every two years a medical statement signed by a physician that I am physically and mentally fit to provide care for children. I also received a TB test prior to becoming registered. 417.15 (c)(7)
- Each child in care must have a medical statement on file signed by a physician on file in the Day Care BEFORE BEGINNING CARE. The statement must include

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up to date immunizations, a signed statement clearing your child for care, and lead screening tests when possible. This form will be provided to you. It must be completed within 90 days prior to enrollment in a Day Care Home. When children receive additional immunizations, parents should be sure the information is recorded on the child's medical form at Fun Times With Titi. 417.15 (c) (6)

➤ Fun Times With Titi may refuse to accept a child for care, or the parent /guardian will be called to pick up the child if the following symptoms of illness are present: **FEVER, CONTAGIOUS DISEASE, OR ANY CONDITION WHICH MAKES THAT CHILD TOO UNCOMFORTABLE FOR A DAYCARE ATMOSPHERE.** 417.15 (c) (2) Health Care Plan. A list of examples are listed below:

- If your child is too ill to participate in program activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior could include lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or cough.
- Fever
- Diarrhea

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- Vomiting more than 2 times in the previous 24 hours.
- Head Lice until after the first treatment.
- Chicken Pox
- Streptococcal Pharyngitis (Strep Throat)
- Rubella
- Measles
- Mumps
- Pertussis

➤ When Fun Times With Titi calls a Parent / Guardian to pick up a child due to illness, the child shall be picked up within **90 minutes by the parent or another person authorized to pick up the child.** While awaiting the child's pick up, I will try to provide the child with a quiet place to rest separately from the other children but in view and under supervision.

It is imperative to follow a consistent health policy. The most important reason for strong health policy is that Fun Times With Titi is responsible for protecting the health and safety of all children in care.

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- Over the counter, topical medication may be administered by Fun Times With Titi only with the written permission of the Parent / Guardian. Includes diaper cream, sunscreen, and bug spray.
- All Medicine will be stored out of the reach of children and a medication log will be kept indicating the name of the child, dosage, and time administered. 417.11
- For Communicable diseases, a child must be on prescription medication for a full 24 hours before returning to Fun Times With Titi Child Care. (ex. If the first dose is at 1:00 PM Monday, the child should not return to care until Wednesday.) For recurring illness, a full 48 hours may be required before returning to care.

Health Care Plan (HCP)

- If a child is absent from Fun Times With Titi Child Care for more than 3 days due to illness, a physician's statement is required for the child's return.
- Clients will notify the provider of the child's illness or suspected illness as soon as possible. The provider will notify the clients if symptoms of illness are present during care at Fun Times With Titi Childcare.

Immunizations

- No child may be accepted for care in a child care program unless the program has been furnished with a written statement signed by a healthcare provider

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verifying that the child is able to participate in child care and currently appears to be free from contagious or communicable diseases. A child's medical statement must have been completed within the 12 months preceding the date of enrollment.

- The written medical statement from the health care provider must also state whether the child is a child with special health care needs and, if so, what special provisions, if any, will be necessary in order for the child to participate in child daycare. When the written statement from the health care provider advises the daycare program that the child being enrolled is a child with special health care needs, the daycare program must work together with the parent and the child's health care provider to develop a reasonable health care plan for the child while the child is in the child care program. The health care plan for the child must also address how the daycare program will obtain or develop any additional competencies that the caregivers will need to have in order to carry out the health care plan for the child.

- You are required to keep your child current with all immunizations. Each time your child is immunized, you are required to promptly give me an updated copy of your child's immunization record or notify me so that I can update my record of your child's immunizations in my files.

Emergency

Policy

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- To reduce the risk of fire, I follow the fire safety rules and state laws regarding smoke detectors and fire extinguishers.

- I teach the children that if there is ever a fire in the house, they should exit the home by the nearest exit and meet me at the end of my driveway. Once we are all together we will walk to the corner and wait for help to arrive.

- In case the power goes out, I keep a first aid kit, flashlights, and extra blankets on each floor.

- I teach children about household safety and about personal safety.

- I keep a list of emergency numbers (police, hospital, and ambulance) and the emergency contact numbers for all my clients. I bring these contact numbers with me whenever I take the children on a field trip or other excursion away from home.

- You must provide me with the names and phone numbers of at least one other person to call if I cannot reach you in an emergency.

- You must keep me informed at all times of how you can be reached in an emergency, and then check your work phone, voicemail, cell phone, and email often. If you leave work early, go to another location for the day, or vary your normal routine, you must let me know how I can contact you that day.

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- If your child is involved in a serious or life-threatening emergency, I will call 911 and get immediate medical care, and then I will call you as soon as possible.

- If your child is involved in an emergency that is not serious or life-threatening, I will call you as soon as possible.

My emergency plan includes

- a fire escape plan posted in each room

 - an emergency meeting place away from the home

 - fire drills as required by state law

 - an emergency plan for transporting the children

 - a general emergency plan to respond to accidents

 - a backup caregiver who can care for the children in case I have a personal emergency
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- My home has all the smoke detectors and fire extinguishers necessary to comply with state fire safety laws.

Pets

- I have the following Pets: A small dog (Pomchi) named Alaya

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- ➤ My pet is usually confined during child care hours.

- I allow and encourage the children to interact with and care for my pets as a part of the child care program, when they are old enough and show interest.

Policies for Transporting Children

Transporting Children by

Car

- I will transport the children by car only with your written permission. My reasons for transporting the children may include but are not limited to field trips, the library, the park, the beach, or swimming pool trips to the doctor, dentist, medical appointments, errands.

- Transporting school-age children to and from school or a bus stop

- Transporting children in the event of an emergency

- You must leave a car seat with me to use when I transport your child.

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- When I transport children, I will secure them in an appropriate child seat or a carrier as required by state law.

Field

Trips

- I do offer field trips and will need written permission to transport your child. When I transport the children, I will secure them in an appropriate child seat or carrier as required by state law.
- We may walk or drive when we take field trips. We may use my car, public transportation (such as a bus), or other transportation.
- If I transport your child in my vehicle, I will follow state law by using an appropriate car seat or carrier.
- I may ask you to help me transport the children on a field trip in your car. When this need arises, I will request your help at least one week in advance.
- If someone else's car will be used to transport the children, I will make sure that the driver has a current driver's license and is insured as required by state law.
- On every field trip, I will carry a first aid kit and the emergency contact numbers for the parents of all the children. I also have a field trip emergency plan.

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**Persons Authorized to Pick Up and Drop Off Your
Child**

➤ You must call or text and notify me in advance by 6 PM previous night if a child will be dropped off earlier than the scheduled drop-off time or picked up later than the scheduled pickup time, whether by you or anyone else.

➤ You have authorized the following people to pick up your child from my program:

➤ You will provide me with a photo of each person on this list.

➤ You will notify me in advance verbally or in writing if an authorized person will be arriving at my program to drop off or pick up a child.

➤ Any authorized person who arrives at my program to drop off or pick up a child must bring a picture ID.

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- I reserve the right to remove anyone from the authorized pickup list for any reason.

- You will notify me immediately of any changes in the name, address, or phone numbers of the people who are authorized to remove a child from my care.

- You will update this list annually.

- If there is a court order (such as a divorce settlement or restraining order) that limits the rights of one of the child's biological parents, you must give me a copy of that court order.

Pickup and Drop-off policy

- My first responsibility is to protect the health and safety of the children in my care. When you drop off and pick up your child I need to make sure that the child is being transported safely. Transporting a child under the influence of alcohol or drugs or failing to use an appropriate car seat creates an unsafe situation.

- When you transport your child to and from my program, you must comply with state law regarding appropriate car seats and infant carriers.

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Transporting School-age

Children

- School-age children are not allowed to leave my program on their own; they must be picked up by a parent or other authorized person.
- You are responsible for picking up a school-age child from school due to illness.
- I am not willing to pick up a school-age child from school due to illness.
- You may not list me as a contact in case of illness or injury to the child during the school day.
- I am not willing to take the responsibility of accompanying your child to and from the nearest bus stop each day.

Child care programs Activities/Curriculum

- I will conduct the following activities with the children:
 - literacy and language development activities
 - expressive or sensory art activities
 - health, safety, or nutrition projects

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- puzzles, games, or manipulatives

 - outdoor play

 - large-muscle activities

 - free play

 - field trips

 - construction and blocks

 - computer time

 - Music

 - selected videos or television shows

 - individual quiet activities

 - dramatic play
-
- My program provides age-appropriate activities for infants, toddlers, preschoolers, and school-age children.

 - I will conduct activities that are within the abilities of each child.

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- I will conduct activities that challenge each child's creative talent and imagination.
- I will conduct activities that include teachable moments.
- The activities in my program are provided in a structured and informal format.
- I offer a curriculum that focuses on school readiness.
- Here is an outline of a typical daily schedule in my program:

****Rotating / Learning Activities**** includes Show and tell, Painting, art projects, Discussion of weekly topics learned, movie time, field trips possibly every other month, Outdoor Activities, Etc.....

Time Activities

7:30 AM-7:40 AM Arrival/ Meditation

7:40 AM-8:00 AM Free Play

8:00 AM- 8:30 AM Exercise

8:30 AM-9:30 AM Breakfast/clean up

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9:30 AM-10:00 AM Learning Activity

10:00 AM-10:30 AM Independent Play

10:30 AM-11:00 AM Snack

11:00 AM-11:30 AM Group Activity

11:30 AM-12:00 PM Reading

12:00 PM-1:00 PM Lunch / Bathroom

1:00 PM-2:00 PM Nap / Clean up

2:00 PM- 2:30 PM Bathroom

2:30 PM- 2:45 PM Playtime

2:45 PM - 3:00 PM Snack

3:00 PM-4:00 PM Rotating Activities / Homework

4:00 PM- 5:00 PM Independent Play / Prepare for Pick
up

Clothing

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- You must leave an extra set of clothing for your child at my home that is appropriate for the season, including a shirt, pants, underwear, and socks.
- If a child is being toilet-trained, you will need to provide several sets of clothing each day. You must provide a sealable plastic bag for soiled clothes.
- During the winter, you will bring clothes for outdoor play, including a jacket, hat, scarf, mittens or gloves, a snowsuit or pants, and boots.
- All clothing left at my program must be labeled with your child's name.
- If your child requires a change of clothes and you have not left any clothing, I will use other clothing that I have on hand. (if I have anything available your child can fit).
- For an infant or toddler, you must provide me with several changes of clothing / disposable diapers/baby powder/diaper ointment.

Food and Nutrition

- I participate in the Child and Adult Care Food Program; you must sign a form to participate and must cooperate with any requests for information from my Food Program sponsor.
- **My program includes the following meal schedule:**

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- breakfast: 8:30 AM to 9:30 AM
 - morning snack: 10:30 AM to 11:00 AM
 - lunch: 12:00 PM to 1:00 PM
 - afternoon snack: 3:00 PM to 3:30 PM
- At mealtimes, I will offer the food to the children but will not require them to eat it. I will inform you if I notice any change in your child's eating habits.
- I will be able to accommodate the following special dietary requests: *vegetarian, nondairy, food allergies, etc.*
- If your child has an allergy to any food or beverage, you must notify me in writing.
- Please give us a list of any special dietary requests for your child.
- For an infant or toddler, you must provide me with bottles/formula/baby food.
- Children are not allowed to bring any food or treats from home.
- You are encouraged to visit my program during mealtimes.
- I will post copies of my menus on my bulletin board.

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- Copies of my menus are available upon request.

Naps and Quiet

Time

- All the children will lie down to take a nap or rest each day.
- At naptime, each child will have clean and separate bedding.
- You are required to bring a blanket for each child to use during naptime.
- Infants/toddlers/children will have morning and afternoon naps in regulation sleep spaces such as cribs, playpens, and mats.
- Special blankets, toys, and other items are only allowed during naptime.
- Pacifiers are only allowed during naptime.
- Infants under the age of 2 will be laid down to sleep on their backs, to reduce the chance of Sudden Infant Death Syndrome (SIDS).

Learning to Use the Toilet

- I will help a child learn to use the toilet once you and I agree that the child is physically ready. It is important to follow a consistent routine both at home and in my program. ***You must potty train 2 full consecutive weeks at home before we begin assisting with Potty Training here at Fun Times with Titi.***

 - I will use the following methods to help your child learn to use the toilet.
 - bringing the child to the toilet instead of asking if the child has to go.

 - I will use the following terms:
 - urine will be called Pee
 - a bowel movement will be called Poop

 - You will supply me with extra clothing and training pants while I am helping your child to use the toilet.

 - I will provide a “potty chair” while I am helping your child to use the toilet.
- I will charge an additional \$20.00 a week for any child who is 3 or older until a child has successfully used the toilet for two weeks including naptime.

Toys

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- Children may not bring toys from home.

Behavior

Guidance

- I will use behavior guidance that is fair, reasonable, and suited to the age of the child.
- I will not use any corporal punishment (spanking) in my program.
- I will impose a “think about it / calm downtime” only if it is age-appropriate for the child, using a guideline of one minute per year of age.
- I will use a “time-out” when needed and appropriate to regroup and decide how to deal with misbehavior.
- I will remove a child from the playgroup in order to redirect his or her behavior.
- I will use natural and logical consequences for misbehavior.
- I will use distraction and redirection to guide the behavior of toddlers.
- I will identify the behavior that I wish to reward, rather than reinforcing negative behavior—for example: *(You may replace these with other examples.)*

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- “I like how you are using your walking feet in the house.”
 - “It was nice to ask Keesha if you could have the doll when she was done with it.”
- If a child persists in problem behavior (hitting, biting, breaking toys, etc.), I will ask you to come and pick up the child from my program.
- If I have to call you three times within 2 months to pick up your child because of behavior problems, I may terminate our contract.

Client Responsibilities

Our Partnership Agreement

- We will need to work together to ensure that each child has the opportunity to develop his or her full potential.
- We agree to communicate regularly about the child’s physical, emotional, social, and intellectual growth.
- You will keep me informed about any change in the child’s schedule, routine, or home environment. I will do the same for any changes in the child care business that affects the child.

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- You will notify me about any allergies or other health issues that the child is experiencing.

- You will provide me with any special written instructions for the child as needed; for example, about eating, napping, toilet-training, allergies, etc.

- You will provide any information about the child that will allow me to provide high-quality care, such as an I.E.P. (Individual Educational Plan) or other plans or assessments.

- You agree to participate in an annual evaluation of my child care program.

- You agree to follow the policies of my child care program.

My Records for Your Child

- I will keep the following records for your child; you are responsible for updating these records immediately when any of this information changes:

- your emergency contact information, including the name of a backup person in case I am unable to reach you, and the phone numbers of the child's doctor and dentist

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- a list of everyone who is authorized to drop off and pick up the child
 - a signed and completed enrollment form
 -
 - any special care or health requirements for your child
- a signed consent form to obtain emergency medical or dental care
- written permission to transport your child
- According to state law, you must provide me with updated immunization records every: 6 months for infants (birth - 2 years old), 12 months preschool (3-4 years old), 3 years ages 5 and above.

Backup Child Care

- You will be responsible for finding backup child care if I must close my business or am unable to care for your child for the day. This may include, but is not limited to, the following reasons:
 - I take a vacation day.
 - I have a sick day.
 - I take a personal day.

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- There is an emergency in my family (death, serious illness, accident, etc.).
 - I must close my business due to bad weather or other emergencies.
 - Your child is ill.
- You must make your own arrangements for backup child care.
- I can refer you to the local child care resource and referral agency as a resource for finding backup child care.
- You must provide me with a list of other caregivers to call when backup care is necessary.

Supplies for Your Child

- I will ask you to provide the following items, labeled with the child's name.
- plastic sealable bags (for soiled clothing)
 - sunscreen lotion
 - insect repellent
 - diaper ointment
 - teething gel

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- disposable diapers

- baby wipes

- baby bottles

- baby formula and baby food

- baby powder and ointment

- paper towels

- a pacifier, blanket, or other security item for naps

Bad Weather

Closings

- You are required to notify me as soon as possible if your place of employment is closing early or will be closed for the day due to inclement weather.

- You are required to notify me as soon as possible if you will not be bringing your child to my program due to inclement weather.

- I will notify you as soon as possible if my program will be closed because of inclement weather. I may provide this notice the night before or in the middle of the day.

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Natural Disasters / Pandemic's

If we need to close for any reason due to a Mandated closure by the state or Government you are still responsible to pay for the normal dates your child would have otherwise attended childcare.

Social Media/ advertising

Fun Times With Titi Reserves the right to utilize photos and or videos for marketing purposes including commercials, flyers. All social media platforms, tv, and wherever we feel would be beneficial to the business.

Grievance Procedure

If you have any concerns or complaints about my program, please discuss them with me as soon as possible. If you have a serious complaint that you feel that I am not addressing, you may contact my licensor, Susan Olesen, at 585-238-8122.

By signing below you acknowledge you have read and understand all of my Policies and agree to follow all of them. Failure to abide by my policies may result in termination.

Parent or legal guardian's signature Date of signature

Please Initial Stating you have read, understand and agree to the above. _____

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Parent or legal guardian's signature

Date of signature

Co-signer's signature
signature

Date of

A co-signer is required if the client is under the age of 18. The co-signer guarantees the contract and agrees to be responsible for all its financial terms if the client fails to pay the provider.

Provider's signature Date of signature