



# CHILDREN'S SAFE STAY, INC.

DAYCARE/PRESCHOOL

P.O. Box 152, Sparrowbush, NY 12780  
Tel. (845) 858-4923 • Fax (845) 858-8686

## POLICY STATEMENT

CHILDREN'S SAFE STAY, INC admits children from the ages of six weeks to twelve years without regard to race, color, sex, religion, national origin or ancestry. When the parent or legal guardian identifies that a child has special needs, the Center Directors and the parent or legal guardian will meet to review the child's care requirements. Children's Safe Stay, Inc. will not discriminate on the basis of special needs. (At this time we are unable to provide one on one staffing.) The Center accepts children with special needs as long as they can provide a safe, supportive environment for the child without posing an undue burden on the Center's staff and program.

Prior to the child's attendance at the Center, a registration meeting or conference with the parent or legal guardian and the child is required to acquaint each new family with the environment, staff and schedule for child care. The following forms will be completed and submitted to the Center prior to the child's first day of attendance. The information in these forms will remain confidential and will be shared with other caregivers only when necessary to meet the child's needs. These forms must be completed and signed by the parents, guardian or doctor. These forms include:

- Day Care Registration Blue Card
- Application For Admission and Contract
- Registration Form
- Policy Statement (2 pages)
- Medical Report of Child in Day Care
- Emergency Contact/Parental Consent Form
- Financial Agreement
- Weekly Schedule
- Individuals Permitted to Pick Up children
- Information Record (2 pages)
- Peanut Butter Consent Form
- Health Insurance and Social Security Cards Form with copies
- Topical Ointment Consent Form
- CACFP Income Eligibility Application
- Babysitter Form for School Bus (if needed)

**\*\*NO CHILD WILL BE ADMITTED TO THE CENTER WITHOUT THE COMPLETION OF ALL THE FORMS LISTED ABOVE\*\***

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- The Center is open from 5:45am – 6:30pm. A child should be picked up promptly at the agreed upon time. There will be a late fee charged per 15 minutes for every quarter hour a parent is late in picking up his/her child past the closing time of the center. If there is more than one child in the family, this charge will be applied to each child.
  - If the Center is not notified that you will be late in picking up your child(ren) and no one can be reached to pick up your child after closing, the local police department will be notified.
  - If someone other than the parent or legal guardian is to pick up a child, the Center should be notified in writing, or if in an emergency, the Director must be notified in advance. The person to whom the child is released must be one of the persons listed on the emergency contact form. The Center will not release the child to someone not listed on the contact form. Make sure they bring picture ID, we will request to see it.
  - Please make sure that you provide us with a schedule of when your child will be dropped off and picked up. Remember to give us 24 hours notice for any changes to your normal schedule.
  - We are required to have annual physicals completed on all children in daycare. Please make sure that you provide us with updated medical forms when needed. Updated medical reports are required for admittance to Children's Safe Stay, Inc. If you fail to provide us with an updated medical report, your child will be suspended until you give us the updated form.
  - Any child who shows symptoms of sickness and/or infectious disease will not be admitted to the Center. If your child is sick, please do not bring him/her to the Center, as they will not be admitted that day. If you are called to pick up a sick child, you must do so as soon as possible, or have a designated adult on your pickup list, pick up your child. We need to keep sick children isolated from healthy children in order to avoid spreading of the germs. A physician's note must accompany any child coming back to day care after being sent home. If your child exhibits any of the following symptoms they will be sent home: severe pain or discomfort, diarrhea, vomiting, fever, sore throat or severe coughing, red eyes with discharge (pink eye), unidentified rash. Please note our policies on the following childhood illnesses.
    - Coxsachie – must go home immediately and may not attend day care for 5 days due to highly contagious nature
    - Thrush – must go home immediately and may not attend day care until on antibiotics for 48 hours
    - Pink Eye – must go home immediately and may not attend day care for 3 days due to highly contagious nature.
    - Head Lice – must go home immediately and child cannot be readmitted to program without a doctor's note and proof of treatment.
    - Fever, Diarrhea, Vomiting – child may not return to daycare for 2 days after exhibiting symptoms.

**See Daily Health Check Form for more information.**
  - To have any medication administered to your child while at day care, you must complete a medication authorization form and have your physician complete the same. This includes all prescription and non prescription medications. Any prescription medication must be clearly labeled and have a recent prescription date on the bottle. Forms must have clear instructions, no "as necessary" will be accepted. **See Medical Procedures Form for more information.**

- The Center participates in the CACFP (Child and Adult Food Program) and we provide all students with breakfast, lunch and an afternoon snack. A menu is provided each month and is posted in our lobby area. Breakfast is a bread product, fruit and milk. Lunch consists of a meat, bread product, vegetable, fruit and milk. Each afternoon snack includes food or drink from two of the above mentioned groups. Sweets may be included occasionally. ***SPECIAL DIETARY REQUIREMENTS*** indicating special restrictions and treatments must be written and signed by a physician. It is also very important that all known food allergies be reported to all staff and the Directors. CACFP requires that parents complete an enrollment form and income eligibility form annually.
- If you drop your child off early and would like your child to eat a morning snack you must provide us with their food items. Breakfast is served between 9am – 9:30am.
- A parent, legal guardian, or other caregiver will accompany all children coming into or out of Center. These adults will be required to sign the children in and out of the Center. This policy will be strictly enforced. I understand that I must walk into the building with my child each day and make certain the teacher knows he/she is there. Older siblings are not to bring or pick up children.
- If there are special situations (i.e. – someone else is picking up your child, child has been feeling ill, child is being picked up early or late, or child is not going to school), please put this in writing. Since, we have different staffing shifts, it is important that we have these items in writing so that we can pass the notes onto the appropriate staff.
- I give my consent for my child(ren) to ride on public transportation or the Center’s school bus to go on field trips and to participate in these field trips. Notification will be provided well in advance of these field trips.
- I give my consent for my child(ren)’s picture to be used in Center publications, local newspaper articles, and electronic media. I understand that CSSI uses in-house surveillance cameras and I give permission for taping to be done daily.
- Please keep in mind that we will make every attempt to stay open in inclement weather. If the Center must close due to severe weather, the Center’s message will be updated to inform you of our closing. If we must close early due to severe weather, we will contact you by phone. Please make sure that we always have updated phone numbers to contact you.
- Every possible attempt is made to provide a safe and healthy environment; however, children do have accidents. In case of an accident, our policy is to: 1) tend to the child; 2) notify the parent; 3) fill out an incident report which parent must sign.
- In the case of an emergency, our policy is to: 1) tend to the child; 2) call 911; 3) notify the parent; 4) fill out an incident report which the parent must sign.
- Children should leave at home their toys, electronic games, etc. They are not allowed to bring these items into the Center. The Center will not be responsible for any lost or stolen items that should not have been brought into the Center.
- Please provide your child(ren) with a plastic shoe box to store a change of clothes. All items should be labeled and be kept in the shoebox in their cubby. If your child wears diapers, please supply us with diapers and wipes.
- Children’s Safe Stay and its entire staff is a mandated reporter of suspected child abuse. While your child’s welfare will ALWAYS come first, we will consult with you, if possible, before taking any action. Please understand that there are few choices involved in such a situation.
- School-age children, who ride the bus to and from the Center, must behave in an appropriate manner. Parents of children who misbehave will be required to stay with their child in the morning until the bus arrives.
- The first ten days of care are probationary for Children’s Safe Stay, parents and child. This agreement may be terminated any time during that period.
- Any child who, after attempts have been made to meet the child’s individual needs, demonstrates an inability to benefit from the type of care we offer, or whose presence is detrimental to the group, shall be discharged.
- Just as you, the parent expect our program staff to be respectful to you and your child, we expect the same of our parents. While at the Center, please use professional tone and language. No yelling, name calling, racial slurs or profanity will be tolerated. Any misuse of this policy will result in us asking you to make other daycare arrangements.
- If, after a reasonable period of time, it is found that a child is unable to adjust to the Center, the Center reserves the right to request withdrawal of the child. This decision is left to the discretion of the Director(s).

Please feel free to discuss any situation that may be affecting your child with our staff at any time. Open communication is the key to a happy, long lasting relationship. Policies are subject to change as needed.

# POLICY STATEMENT

*In order to assure that new parents clearly understand the procedures and policies of Children's Safe Stay, Inc., we ask all parents to read this policy statement which outlines the responsibilities of the program and the parents. Please read the following policies and procedures and check off the following important item to confirm your understanding of them:*

- The Center is open from 5:45am – 6:30pm. A child should be picked up promptly at the agreed upon time. There will be a late fee charged per 15 minutes for every quarter hour a parent is late in picking up his/her child past the closing time of the center. If there is more than one child in the family, this charge will be applied to each child.
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By signing this agreement you agree to comply with all the terms herein. I understand all of the above policies.

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Parent/Guardian Signature

Date

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Child’s Name