



**Welcome
to
Rosebud's Child Care
and Learning
Parent Handbook**

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INTRODUCTION

This plan has been developed so that there is a procedure for both the Staff and Families of Rosebud's Child Care and Learning to follow that will protect the health and safety of the children in care as well as encourage the growth and development of these children and so we all understand what is expected. The health and safety of all the children comes first at Rosebud's Child Care and Learning. This Plan is for children ages 6 weeks thru 12 years of age who attend Rosebud's Child Care and Learning, the Staff of Rosebud's Child Care and Learning and the family members living in the home located at 23 Jennifer Lane, Apalachin, New York.

A copy of the Group Family Day Care Homes Rules and Regulations (referred to in this Plan) is accessible on-line and a copy is available on the premises. The on-line address is http://ocfs.ny.gov/main/childcare/daycare_regs.asp

This Plan will be reviewed and, if necessary, revised, by Rose DeAngelis as needed.

Rose DeAngelis has been running a private day care for the past 22 plus years. She has a background in sales/marketing, communications and retail. Rose completed her Early Childhood Education Degree in May of 2009. Her experience and professionalism has led her to an extremely successful business because everything she does is with the children in mind. Passion breeds success, and professionalism and ethics brings respect. Rose believes that when her young students are successful, her program is successful. You can go to www.rosebudschildcare.com to see more information on Rosebud's Child Care.

NEW FAMILIES: Families who are new to Rosebud's will be asked to fill out forms before the start date and there will be other forms to sign in regard to different aspects of care. Rose DeAngelis will provide you with these forms and review them with you. More information on the specific forms can be found under Admission Requirements.

All families must sign their child in and out everyday. The sign-in sheet is located right at the entrance door and you will be reminded to sign in. Rose DeAngelis or one of her assistants will greet you and your child every morning. This is a time that a Daily Health Check will be discussed. Please let them know how your child is feeling, if they slept well, how the morning went and if there is any other information that should be noted (such as a new boo boo that happened at home).

Transitioning In: Parents are welcome to bring their children in before their official start date. There is no charge for these visits. Parent is expected to stay during this time. Separation anxiety is a normal part of development, and visiting before the first day may help alleviate this. It is up to the parent to determine how many times you visit before the start date to get your child acclimated to the new environment. You know your child best! If you want to leave your child for a short time without your presence, arrangements will have to be made and there will be a fee for this time. Some children transition very easy and do not need to stay before their start date ~ it is totally up to the family.

As mentioned earlier, Separation Anxiety is expected. Other ways to try to avoid this is by giving your child a family photo that they can look at during your absence, letting them bring something of yours that they can hold and sticking with the regular routine of drop off/pick up. Rose DeAngelis and her assistants are good at finding a favorite toy that they can play with or a favorite book. Remember, this is temporary. It is always best to drop off quickly and say goodbye, even if they are crying. Children usually stop fussing within a couple minutes of you leaving and Rose will text/call you to let you know that they are okay so you do not worry!

Each family has their own cubbie where they store their personal items including extra clothing (in the case of an accident), some artwork that goes home on a daily basis, slippers and any toys they may bring.

Children love to share some of their toys from home and we do our best to keep track of them. At times, we have temporarily lost a child's toy because it was put into something, but we always find the item! Any toys that would be considered a choking hazard should stay home. The child is allowed two appropriate sized toys (nothing huge) that they can carry in each hand. Items will be checked before they come into the day care to make sure they meet our guidelines.

Transitioning Out: Unfortunately, there are times when a family has to take their child out of Rosebud's before they start Kindergarten, whether it be due to a move, financial reasons or something else. In accordance with the Parent/Provider Agreement, a month's paid notice in writing is needed. Parents and Rose DeAngelis will discuss the best ways to transition the child into their new setting. Rose DeAngelis will support however the parent feels is best to handle this. Visiting their new environment is a good

start perhaps taking some pictures to look at while at home. Rose and Staff will discuss with the child how exciting this change will be to help them transition and encourage them to talk about it and show their pictures.

INFANT CARE: Rosebud's Child Care and Learning offers your family a quality program for your infant/toddler because we understand child development. The most important years are the first three years of a child's life. Infants and toddlers require an extensive amount of attention as they are learning all about the world around them. It is impossible to overstress the importance of the adults who provide care to infants and toddlers. Caregivers are the most important element of a quality program for babies. In a high quality infant and toddler setting, secure attachment between the caregiver and child provides a positive basis for the care giving experience. At Rosebud's Child Care and Learning, we also understand that very young children have individual temperaments and schedules. We follow the child's schedule. We give your infant/toddler lots of attention when they are awake. In addition to meeting their needs of feedings, peaceful naps and diaper changes, we talk to them, sing to them, look at books with them, play with them and cuddle with them. We hold your child when we are giving them a bottle and rock them if they are fussy. Your young child will grow and flourish at Rosebud's Child Care and Learning, and you will be content to know that your child is receiving the best care available!

Infants are given opportunities on a daily basis to move freely under adult supervision to explore indoor and outdoor environments, including tummy time when awake. Toys are placed near the infant to encourage head control while looking at the toys and encourage them to move toward the toys for development. While outdoors, an infant will be placed on a mat or in a large playpen, depending on their movement ability (an infant that is not moving yet can be in a playpen, whereas an older infant that is moving can be on a mat for more movement opportunity.) Infants are always under direct adult supervision.

The emotional bond that typically forms between infant and caregiver is the means by which the helpless infant gets primary needs met. It then becomes the engine of subsequent social, emotional, and cognitive development. The first secure attachment your infant forms is with you, their parents. Infants also form attachments with their day care providers. Children with secure attachments learn that their world is a safe place because the people are caring and these relationships feel good. This allows them to feel confident in exploring their environment, which allows them to learn. We will never take the parents place, but will be a close second! Rose and her staff take this very seriously and will always meet your child's needs so they can become successful in relationships and learning!

NUTRITION: Rosebud's Child Care is endorsed as a Breastfeeding Friendly Child Care. The New York State Department of Health's Obesity Prevention Program encourages new mothers to breastfeed their infants. The Department's Child and Adult Care Food Program encourages child care centers and family day care homes to support breastfeeding families and recognizes these providers with Breastfeeding Friendly certificates. Rose DeAngelis, as a past breastfeeding mother, is very familiar with all the facets of breastfeeding and can help you with any questions you may have.

For more information on breastfeeding:

www.womenshealth.gov

This website has A-Z health topics and extensive up-to-date information on breastfeeding including a breastfeeding helpline.

www.la lecheleague.org

LaLeche League International.

www.breastfeedingpartners.org

This site provides information for breastfeeding mothers and their families, pregnant women, peer counselors and the WIC program.

Rosebud's Child Care also is enrolled in the Child and Adult Care Food Program (CACFP). CACFP's mission is to ensure that nutritious and safely-prepared meals and snacks are available to children (and adults) in day care settings. CACFP provides reimbursements for qualifying meals and snacks served. Rosebud's serves nutritious child-friendly breakfast, lunch and snack everyday that meets CACFP guidelines. We do not serve sugary items, except occasionally for a special celebration. Any canned fruits served are made with 100% juice, not syrup. Vegetables are either fresh or frozen, avoiding added salt. Water is offered everyday, especially in the summertime when we are outside. This is for the health and well-being of the children who attend. You can read more about CACFP by going to www.health.ny.gov/prevention/nutrition/cacfp

Rosebud's Child Care also has adopted the Eat Well Play Hard in Day Care Homes Program (EWPH-DCH). This helps us improve the nutrition and physical activity practices and communicates positive messages about eating healthy food and being physically active. This program goes hand in hand with CACFP. Occasionally, you will receive parent newsletters from Rose about ways you can follow this program at home. You can read more about the EQPH-DCH Program by going to www.health.ny.gov/prevention/nutrition/cacfp/ewphdch.htm

LEARNING: In early childhood it is generally agreed upon that play is of key importance to the child's development. Play and exploration is the way in which children learn about their world, gaining the pre-academic skills that they will need later in life. Everything they do during playtime helps them develop these skills. Feel free to discuss what your child is learning during a particular activity ~ Rose and her staff can explain!

Rosebud's Child Care relies on Learninggames, which is an early childhood curriculum developed for children from birth to 36 months of age. This curriculum provides ideas and activities that are appropriate for your child. Under the "What I Practiced" section of your infant's daily paper, you will see the title and description of the game we are working on, so you can be aware and follow through at home if you have time. They are simple activities that can be easily incorporated into your child's daily care giving and help them reach their developmental milestones. Toddler/preschooler activities are described in their emailed daily sheet.

Rosebud's Child Care uses the Creative Curriculum for Family Child Care as a base for our preschool curriculums. Children are included in the preschool curriculum based on readiness usually around the age of 3. Children are taught through teacher directed and hands on activities everyday. The Creative Curriculum is the only research-based comprehensive curriculum that helps family child care providers design high-quality home-based programs that are responsive to the needs of children from birth to age 12. It also helps family child care educators to integrate learning into every moment of the day. Learninggames for infants is part of this program.

Program Goals:

- ❖ Integrated subject areas that make learning meaningful and fun
- ❖ Developmentally appropriate activities which facilitate development of the whole child: social, intellectual, emotional and physical
- ❖ Flexibility which allows the teacher to adapt activities to meet the individual needs of each child
- ❖ Activities based on sound educational theories about how children learn and develop
- ❖ A parental communications element which encourages involvement and keeps parents informed of their child's development
- ❖ Creative, hands-on activities which allow children to learn through experimentation/exploration and encourage development of higher order thinking skills
- ❖ Activities which stimulate creativity and foster a positive self-image in each child
- ❖ Children who attend Rosebud's Child Care learn self-control, which is crucial to future learning -- children who wait their turn, listen to direction, and allow others to speak have a considerable advantage heading into a school setting!

THE IMPORTANCE OF PLAY: To repeat, in early childhood it is generally agreed upon that play is of key importance to the child's development. Play and exploration is the way in which children learn about their world, gaining the pre-academic skills that they will need later in life.

Think about the courses (the academics) that you were exposed to in middle school and high school ~ Algebra, Geometry, Computers, Civics, Biology, Chemistry, Literature, "Arts", etc. We can refer to these as the **House of Higher Learning**. As with any house, the strength of the house is only as good as the foundation on which it was built.

As early educators it is our job to help build this foundation.

HOW?

Each day children need opportunities to **CREATE**, not just with crayons and markers, but with blocks and words too. Is the final product the important part? No! The process is what we are encouraging.

Children must **MOVE**. Children are active people. They take in information through movement, and we give them the time to do so.

Understand the importance of songs to a child. **SING** to the children or just sing! Exposure to music is essential.

DISCUSS: let the children listen as you talk through problems and discover solutions. Encourage even the youngest kids to problem solve and work through tasks.

As with discussing, you need to encourage children to **OBSERVE**. Talk about what they see, provide opportunities to see exciting things happen. Have you ever seen a caterpillar transform into a butterfly? Or tadpoles into frogs?

READ READ READ. Every day!

Now where does the PLAY fit in? Well this is the structure of the foundation, Play is the cement that holds it all together. So what happens if there is no room for play in our programs? Or what happens structurally if one or more of the areas is missing? As with a house, it will be structurally unsound, and eventually cause problems.

We need to create the environments to encourage play and prepare children for the future in Kindergarten and later academics, as well as creating a love of life long learning.

by Lisa Murphy (www.ooeygoeey.com)

ROSEBUD'S CHILD CARE AND LEARNING INCORPORATES ALL THESE KEY FOUNDATION BUILDERS INTO OUR DAY ~ EVERYDAY!

DAILY PROGRAM

7:30 – 9:00	Breakfast served as children arrive and free play. Breakfast will not be served after 9 am but exceptions can be made occasionally. Free play for all when they are done eating.
9:30 – 10:15	Story time and songs for Preschool children. Separate story time and songs for toddlers and free play
10:15 – 11:30	Learning curriculum for Preschool children, teacher- directed play for toddlers
11:30 – 12:00	Cleanup, lunch preparation, diaper changes / free play
12:00 – 12:30	Lunch time
12:30 – 1:30	Free play / outside play
1:30 – 2:00	Quiet time (read books, puzzles, table toys). Older children use the bathroom, younger ones are changed.
2:00 – 4:00	Rest time
4:00 – 6:00	Snack time and diaper changes / free play

Diapers are changed as needed throughout the day and at these particular times if needed. This schedule does not apply to an infant, as we follow the infant's schedule.

All times are approximate. We are flexible and work around each child's schedule as best we can. Outside play is weather permitting.

Free play activities include free choice like playing with blocks, cars and trucks, dress up as well as active play such as tunnels, ribbon dancing, hop around steps, bilibo balancing, ball play, parachute play, beanbag toss, yoga for children and much more!

In the summertime, our Daily Program is much looser and allows for much more outside playtime and swimming. Learning curriculum runs from September through May.

There is no daily access to television/video. Occasionally, an educational show will be shown to the preschool aged children 2 – 5 years that supports our curriculum. Children under 2 years have no television/video ever.

Children who are potty trained use the bathroom as needed.

DEVELOPMENT: Rose DeAngelis and her staff use the Ages & Stages Questionnaires Third Edition (ASQ-3) to assess developmental progress in children between the ages of one month to 5 ½ years. These are done twice a year, in April and September. Your child's development based on this will be discussed with you. You can read some really great articles and find more information on activities to encourage your child's development at <http://agesandstages.com/products-services/learning-activities/> Rose DeAngelis recommends that all families access community resources that provide developmental screening services.

DAILY SHEET: Every day, Rose and Carrie work on a daily sheet for your viewing. It is so you know what activities occurred during the day, such as foods that were served, how many times your child was changed if not potty trained, how your child's day was, what books we read and songs we sang, the times that we were outside, naptime and any other pertinent information. Infant sheets are handwritten because they are on their own individual schedule. Parents of toddler and preschool children receive an email that includes this sheet everyday. You can go to www.rosebudschildcare.com to view a sample sheet that you will be receiving. These are a wonderful resource for you to extend learning at home and to know all about your child's day!

FAMILY PARTIES: Every year, Rosebud's Child Care has a Halloween party, Christmas party and sometimes a summertime pool party. These are announced in advance with an invitation. Additional family members, such as siblings, grandparents and aunt/uncles are always welcome to attend! The more the merrier!!! Please let us know if your religious beliefs do not allow this and adjustments can be made.

VISITORS: Family members who have time are welcome to come in anytime and volunteer or share a special talent with the children. Discuss a good time with Rose and we can make it happen! All family members are welcome to call or drop by unannounced anytime when their child is at Rosebud's Child Care and Learning.

Family members of children attending daycare are not considered visitors. All other people coming onto the premises who have direct contact with the children are considered a visitor. Visitors must sign in upon entry to the premises indicating the date, time and purpose of the visit, and sign out upon departure. Visitors are monitored to protect the health, safety and welfare of the children in care and are not left alone with the children at anytime.

Therapists who come in to work with a child use the "Therapist Log" to sign in and out. Parents/guardians of the individual child that the therapist is working with give Rosebud's permission for that therapist to work with the child upstairs without direct supervision of Rose or any of the assistants.

College students enrolled in Early Childhood Education do visit to observe children for educational purposes. None of the children's names are used in the college student's class work. These students are treated as visitors.

POTTY TRAINING: We are happy to help you potty train your child. We feel it is best to try when your child is showing signs of readiness. When they are waking up in the morning with a dry diaper is a sign. Also, when they can walk up the stairs without holding on and alternating legs is another. Most girls train between 2 ½ and 3. Most boys train between 3 and 3 ½, however, there are exceptions to the rule. Feel free to share your thoughts with Rose and we can come up with a plan that will help your child have a successful experience!

HEALTH REQUIREMENTS

Admission Requirements:

- Day Care Registration Card
- Medical Report of Child in Daycare filled out and signed by Child's physician (must include a copy of the lead screening if available).
- Written statement giving feeding schedule (for infants only).
- Parent's Consent Form for sunscreen, bug spray, diaper rash ointment application, procedure for naptime, use of a substitute and school-age supervision.
- Signed Parent Provider Agreement

Updating Records:

The Medical Report of Child in Day Care and the Day Care Registration Card must be updated when notified by Rose DeAngelis. All other information should be updated as changes occur. It is the responsibility of the Parent to inform Rosebud's Child Care and Learning of these updates.

Parent's Consent Forms must be updated when requested by Rose DeAngelis.

Daily Health Check:

The Staff of Rosebud's Child Care and Learning will maintain a daily sign in/out attendance sheet. Each morning when your child arrives it is the Parent's responsibility to sign their child in and communicate any symptoms (including any cuts or bruises known to you) your child may have that is not visible to the Staff. This information helps us during the day, especially if your child had a restless night's sleep or is coming down with a cold.

Child Abuse Reporting:

In accordance with Department of Family Assistance (also known as Department of Social Services) Law, Rosebud's Child Care and Learning must report any suspected incidents of child abuse or maltreatment concerning a child enrolled in day care to the State Central Register of Child Abuse and Maltreatment. All employees at Rosebud's are Mandated Reporters.

Discipline Policy:

Children who misbehave will be redirected to another interest. If this does not work, a caregiver will sit with the child and play or read a book. Redirection or one-on-one attention usually greatly helps the situation. Children who display a temper tantrum will be placed in an area where they cannot hurt themselves or others until the tantrum passes. Parent will be notified only in extreme cases of misbehavior to be determined by Staff at Rosebud's Child Care and Learning.

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Intimidation, hitting, corporal punishment, isolating a child, screaming at a child or withholding or using food or sleep as punishment is prohibited at Rosebud's Child Care and Learning.

You will receive a more detailed copy of our Discipline Policy for your review and you can access it by visiting our website at www.rosebudschildcare.com

ILLNESS

Parent Notifies Program of Illness:

It is the responsibility of the Parent to notify Rosebud's Child Care and Learning if their Child has been exposed to any illness that could be of a contagious nature. This notification includes if the Parent or other person such as a sibling, living in the home has any illness that could be of a contagious nature.

When Site Notifies Parent of Illness:

The Staff of Rosebud's Child Care and Learning will call parent if the Child becomes sick during childcare hours. If Child is vomiting or very ill, Parent is required to pick up Child within ½ hour of call. Child will be separated from other children and kept comfortable until the Child is picked up.

If necessary, an Incident Report for Child Day Care for the illness will be completed. Parent responses to this notification and outcome of this instance will be documented. Parent will receive a copy of this Incident Report.

Exposure to Illness:

Rosebud's Child Care and Learning is responsible to notify the Parent if any staff member or Child in day care has an illness or has been exposed to an illness of a contagious nature. An Information Page will be provided to the Parent regarding the contagious illness.

Child and Staff Exclusion from Program:

*Illness, or the Child's reaction to it, that requires more care than the Staff can provide or compromises the health and safety of other children is defined as follows:

- The Child has green mucus running from their nose WITH other sick symptoms (fever, lethargic)
- The Child has a rash of an unknown nature
- The Child has a temperature of 100 degrees Fahrenheit or more
- Vomiting in the previous 24-hour period or any vomiting with symptoms of dehydration or other signs of illness
- Contagious stages of Chicken Pox or Coxsockie Virus, until all sores have dried and crusted.
- Diarrhea, more than once especially when it comes out of the diaper or in the toilet for potty trained children and any diarrhea with symptoms of dehydration or blood in the stool with other sick symptoms (as above)
- Signs and symptoms of possible illness such as lethargy, uncontrolled coughing, persistent abdominal pain, discolored urine, refusal to eat or drink, irritability, persistent crying, difficult breathing, wheezing or other unusual signs
- Child has scabies or live lice
- The Child has been on an antibiotic less than 24 hours
- The Child has anything of a contagious nature

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- The Child cannot participate in the normal activities at Rosebud's Child Care and Learning
- Other illnesses or symptoms of illness as determined by Rose DeAngelis

*In all these instances, an approved medical evaluation with written return Consent from the doctor is required for inclusion back into the program. Repetitive illnesses must be addressed with a medical evaluation. The Staff of Rosebud's Child Care and Learning use an armpit thermometer to verify a child's temperature. The Staff must meet and follow the above criteria.

MEDICATIONS: Rosebud's Child Care & Learning cannot administer any kind of medicine. It is suggested that if your child requires a prescription, you request the type that needs to be given only two times per day (in the morning before you come and in the evening after you leave). If it needs to be given three times per day, a parent or approved relative can stop in to give the medication.

Over-the-counter topical ointments may be applied as needed for protection against the sun, bug bites and diaper rash with written parent permission. Saline nasal mist can be administered to the nostrils, also with parent permission. The permission form for these applications are provided by and kept on file at Rosebud's Child Care.

SAFETY

Rosebud's Child Care is equipped with a full security system. When a door is opened, a chime is heard to alert the staff that someone is arriving or leaving. The key pad is equipped with three buttons that have direct access to the Fire Department, Paramedics and the Police Department.

Emergencies:

In the case of an emergency with your Child, 911 will be contacted and the Parent will be notified by calling the phone number on your Day Care Registration Card. The assistant or alternate assistant will care for the other children. Rose DeAngelis or Carrie Gaston will attend to the child in need.

The Parent will be responsible upon notification of emergency concerning their child to notify their insurance carrier if necessary. Rose DeAngelis or Carrie Gaston will give her full attention to the child's needs while the parent takes care of any pre-certification for insurance purposes.

The Parent will be notified of any minor injuries that occur during child care hours. An Incident Report for Child Day Care for the injury will be completed. Parent responses to this notification and outcome of this instance will be documented. Parent will receive a copy of this Incident Report.

Evacuation:

If there is an emergency where we have to evacuate the day care, a Provider will press the smoke detector alarm. Since we use this during our practice drills, the children are aware that this is an emergency sound and that they need to get to the door. Our primary door is on the side of the house which is the normal entrance/exit to the day care. This is the quickest way out of the day care and the door the children are most familiar with. Our secondary exit is the door located on the front of the house. To access this exit, the children will go through the door into the house which immediately leads up the steps to the front door.

An emergency supply bag is right by the door which includes diaper/wipes, formula, bottles, pacifiers, sweatshirts, water, copies of emergency contact cards, a whistle and our walking rope (used to keep all the children together). Our attendance sign in/out sheet, Day Care Registration information and all provider care keys are also right by the door for ease of access. Providers will also have their cell phones with them.

During an emergency, the children will be escorted out the door to the meeting place. The meeting place is the big brick mailbox at the end of the driveway (which is what we have practiced). Provider will grab the emergency bag, attendance list and car keys. Children will be directed to hold onto the walking rope, as we have practiced when taking walks through the neighborhood. If the weather is bad, we can all sit in the provider's cars.

Providers will remain calm. Attendance will be taken to make sure all the children have been evacuated. Rose DeAngelis and/or Carrie Gaston will call 911 and begin to make phone calls to all parents to arrange immediate pick up of

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the children. Children will be kept calm by singing songs. Babies can be fed & changed, if necessary.

If there is an instance where we have to evacuate the area, our relocation sites are: No. 1 ~ McDonald's, 7748 Route 434, Apalachin No. 2 ~ Apalachin Fire Department, 8924 Route 434, Apalachin No. 3 ~ Comfort Inn, 7666 Route 434, Apalachin. We will get to one of these relocation sites by walking. If the weather is extreme and it is an extreme emergency, we will load the children in the cars and go to one of these sites as instructed by OCFS.

Shelter in Place:

In the case of an emergency where we cannot leave the premises and parents cannot come to get the children, Rose DeAngelis has made arrangements for a shelter in place, accounting for all the needs of the children in care. Food, water, diapers, wipes and extra clothes are available for at least 24 hours of care as per the New York State Office of Children and Family Services Regulations. All children and Providers can fit in the downstairs bathroom (which has no windows) in the case of a severe weather emergency or other unforeseen emergency. All shades will be pulled down and doors locked if needed. Every effort will be made to keep the children comfortable and safe until parents can get them. We will have two shelter in place drills a year ~ parents will be notified ahead of time of these drills, as Rose DeAngelis will have to make practice phone calls/texts to the parents as part of the drill.

First Aid Kit:

A portable First Aid Kit is kept on the premises at Rosebud's Child Care and Learning and meets the requirements of the Department of Family Assistance's recommendation for contents. The Staff of Rosebud's Child Care and Learning will restock the First Aid Kit as needed.

Drills:

Fire drills will be conducted once a month. Shelter in place drills will be conducted twice a year. Documentation of these drills is available at Rosebud's Child Care and Learning. Fire extinguishers are located by the back door in the day care room, in the kitchen area upstairs and outside the area of the furnace. They are checked once a year to make sure they are fully charged. Smoke alarms are located in each room of the house. Batteries are changed every six months.

Transportation:

If your Child is ever transported anywhere by the Staff of Rosebud's Child Care and Learning, a Parental Consent Form will be provided and must be signed by the Parent before the Child can be transported. You will need to provide a certified car seat or booster seat for your child at that time. In the case of an Emergency Evacuation, this permission is assumed for the safety of the child/children.

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Program Requirement:

Children will receive instruction, consistent with their age, needs and circumstances, in techniques and procedures, which will enable them to protect themselves from abuse and maltreatment.

Pool Plan:

A Pool Plan outlining procedures followed during pool time is available for parent review and includes the following:

- Before going out to the pool
- How we get out to the pool
- Provider responsibilities
- Supervision
- Pool activities
- Pool rules for injury prevention
- Reacting to emergencies, injuries and other incidents
- How we get back into the house
- Pool maintenance
- Pool schedule

This pool plan has been submitted to the New York State Office of Children & Family Services and has been approved. This approval will be checked and renewed every year. The swimming pool is also in compliance with Allysya's Law. June of each year, parents will receive a copy of Pool Rules that will be reviewed with their children.

Outside Safety:

Properly fitted helmets for protection are provided as necessary. Children are instructed to run on the grass, walk on the pavement and stay away from the road. Rosebud's Child Care and Learning is not located on a busy street. The local police department and Fire Department have been notified that there is an in-home daycare located at this residence along with the hours of operation.

Photographs:

Occasionally, the children are photographed or videotaped during the course of the day during their various activities. These are used for training and marketing purposes and also for crafts. The children's names are never used in connection with these photographs and/or video tapes. Permission for this is included on the Parent/Provider Agreement.

Choking Hazards:

The Staff at Rosebud's is very conscious of possible choking hazards. The carpeted side of the room is free of any toys that a child can choke on. As pretty as barrettes, small hair ties, necklaces, rings and bracelets are, we ask that you refrain from having these on your child. Most times, barrettes and rings end up on the floor, or a bracelet can break with beads all over the place, or a necklace can break or become a strangulation issue. Headbands are acceptable. We appreciate your cooperation in this matter.

Infection Control:

Universal blood precautions must be observed as per Section 416.9 of the Department of Family Assistance Rules and Regulations.

Infection Control will be followed as per Section 416.13 of the Department of Family Assistance Rules and Regulations. This includes Staff and Child hand washing, diapering procedure and cleaning procedure of all areas of the facility.

All children are taught and assisted in hand washing procedure. Children must wash hands upon arrival, after using the bathroom, after outside play, before and after eating and any other times that may be necessary. After diaper changes, the changing table is washed with soap and then wiped down with a non-toxic EPA registered solution acceptable to the Office of Children and Family Services. Diapers are disposed of in a separate, closed container. The sink and toilet are wiped down and sanitized on a daily basis. All garbage receptacles have covers.

ECO-HEALTHY DAY CARE

To benefit the health and well-being of the children in care, Rose DeAngelis has taken steps to be classified as an Eco-Healthy Child Care. You can access more information at www.cehn.org:

1. We use non-toxic techniques (usually vinegar) both inside and outside the facility to prevent and control pests (both insects and weeds). If a serious threat remains and pesticide application is the only viable option, parents and staff are notified in advance and a licensed professional applies the least toxic, effective product at a time when children are not in attendance and for at least 24 hours after the application.

2. We thoroughly wash all fruits/vegetables to avoid possible exposure to pesticides and take the opportunity to educate children about the importance of doing so.

3. We avoid conditions that lead to excess moisture, because moisture contributes to the growth of mold and mildew. We maintain adequate ventilation, repair water leaks and keep humidity within a desirable range. We have a humidity/temperature meter in the room to keep track of this.

4. We do not allow cars or other vehicles to idle on the property of Rosebud's Child Care.

5. We do not use scented or unscented candles or man-made air fresheners. We do not use aerosol sprays of any kind.

6. Smoking is not allowed on the premises at anytime.

7. We use biodegradable, non-toxic cleaning products (scented only with essential oils) and the least-toxic disinfecting and sanitizing products (Seventh Generation Disinfecting Multi-Surface Cleaner).

8. We use chlorine bleach only when and where it is required by state and local authorities. We use it prudently and never use more than necessary.

9. We use only low-VOC (Volatile Organic Compounds) household paints and do not paint when children are present.

10. There are no lead pipes located at the premises. Only filtered water is served to the children and used for cooking purposes.

11. Rosebud's Child Care located at 23 Jennifer Lane was built after 1978, so there is no lead paint at this location.

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12. We do not use imported, old or handmade pottery to cook, store or serve food or drinks. We do use stainless steel, glass and silicone.

13. To reduced possible exposure to lead-contaminated dirt, we are a shoe-free facility.

14. We do not use any mercury-containing thermometers or thermostats. Instead we use the digital options.

15. We securely store and recycle all used batteries and fluorescent/compact fluorescent light bulbs.

16. Area rugs are vacuumed daily using a Rainbow cleaner and cleaned at least twice a year and as needed using non-toxic, biodegradable cleaners.

17. We use only non-toxic art supplies.

18. When using a microwave, we never heat children's food in plastic containers, plastic wrap or plastic bags.

19. We never use baby bottles or sippy cups made with BPA (Bisphenol A). Instead, we use bottles made of glass, stainless steel or plastic that is labeled "BPA free".

20. The facility has been tested for Radon. There is no radon at this location.

21. A HEPA (High Efficiency Particulate Air) filter is run for two hours during naptime each day.

22. We recycle all paper, cardboard, glass, aluminum and plastic bottles. We teach the children about this also.

23. We keep our garbage covered at all times to avoid attracting pests and to minimize odors.

Confidentiality

Rosebud's Child Care Staff have a responsibility to maintain confidentiality regarding children, family information and other staff members. Rosebud's Child Care Staff will keep all records and information about families strictly confidential and private. Our program will abide by our state's privacy laws and release records or information about your family only when required by law. Otherwise, we will only release records or information with your written permission.

As stated in the signed Parent/Provider Agreement, Parent(s) give permission to Rosebud's Child Care to allow college students enrolled in Early Childhood Education to observe their child(ren) for learning purposes only. No names will be used in the college student's class work. These students will not be left alone with the children. These students must sign in and out on the Visitor's Log. Parents will be notified when a student starts.

Parent(s) also give permission to Rose DeAngelis to use photos and/or video of their child(ren) for marketing and training purposes. No names will be attached with the photos. Photos will also be used in some crafts, which will eventually be sent home.

Rosebud's Child Care Staff will not give out your contact information to other parents (for purposes of planning play dates, parties etc.) unless they receive verbal permission from you.

Tuition

A Parent Provider Agreement will be signed by both Rose DeAngelis and you the parent. Within this document, there will be an agreed to weekly tuition. Tuition can be paid weekly, bi-weekly or monthly as verbally agreed. There is a payment basket on the wall behind the day care door where payments can be placed. Rose DeAngelis may terminate the agreement without giving any notice if the Parent does not make payments when due. Checks can be made out to Rose DeAngelis or Rosebud's Child Care. Cash is accepted. If necessary, Rose DeAngelis will file a lawsuit to collect unpaid tuition. Filing costs will be added to the lawsuit as well as a \$25 fee for the time needed to accomplish this task.

Days Closed

Rosebud's Child Care and Learning is closed for vacation two weeks each summer. Each year Rose DeAngelis will inform you of vacation time by March 1 of that year. The regular weekly payment is due for each week closed. Rosebud's Child Care and Learning is closed Good Friday, Easter Monday, Memorial Day, July 4th, Friday before and Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. Depending on when Christmas and New Year's Eve fall on any particular year, additional days will be added. Any additional days (at Christmas time or other) will be announced in writing at least two weeks in advance. Full payment is due for these holidays and/or closed days.

Rosebud's is open on snow days when schools are closed. If there is an instance where Rosebud's is closing, is going to delay opening or will be closing early, you will receive a text or phone call to advise you as soon as possible.

The Rosebud's Child Care must give the Parent(s) at least 12 hours notice in the event of a close down of the facility when they can . In the event of something sudden, the Staff will notify the Parent as soon as possible.

STAFF

The Staff at Rosebud's Child Care and Learning are required to participate in 30 hours of trainings every 2 years including CPR, AED and First Aid Certification. There must be one staff member that has CPR and First Aid Certification here at all times. New assistants must complete 15 hours of training within the first 6 months of employment at Rosebud's Child Care. Trainings must address principles of early childhood development, nutrition and health needs of infants and children, child day care program development, safety and security procedures, business record maintenance and management, child abuse and maltreatment identification and prevention and statutes and regulations pertaining to child day care and child abuse and maltreatment including Shaken Baby Syndrome. Training documents are on file at Rosebud's Child Care and Learning.

The Staff at Rosebud's Child Care and Learning agree to operate the group family day care home in conformity with applicable laws and regulations.

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The Staff, substitutes and family members of Rosebud's Child Care and Learning must provide one health statement including a negative TB test or confirmation from a doctor of a clean chest x-ray, and confirmation by a physician that the staff member is physically and mentally fit to provide child day care and free from communicable disease. Household members in the day care home must also be cleared by a physician to have no health conditions, which would endanger the health of the children receiving day care in the home.

All Staff members, substitutes and family members over 18 years of age have had a background check and have not been the subject of an indicated report of child abuse or maltreatment. Sworn statements have been signed indicating that they have not been convicted of a misdemeanor or a felony in New York State or any other jurisdiction. They have also been fingerprinted. Fingerprints have been submitted to the state.

The group family day care home meets all fire and building safety standards including wood burning fireplace, water supply and sanitation.

The Staff, substitutes and family members of Rosebud's Child Care and Learning will not consume any non-prescribed drugs (other than ibuprofen) including alcohol and tobacco while on the premises of Rosebud's Child Care and Learning.

It is important for family child care homes to maintain as much consistency among the adults who care for the children, so that providers can ensure the safety and well-being of children at all times and that children can feel safe and secure. Staff are as follows: Rose DeAngelis Owner/Director. Carrie Gaston, full-time assistant. Carrie Gaston's hours are Monday through Friday 8 am – 5 pm. Marsha Haynes and Jenna Luciani, Alternate Assistants. Marsha's set hours are Monday and Tuesday 9 am – 2 pm. Jenna's set hours are Wednesday, Thursday and Friday 9 am – 2 pm. Rosebud's does not use substitutes more than 20 per cent of the time and with three Assistants, substitutes are not needed. Parents will be notified if we are using a substitute. Assistants and Alternate Assistants have to meet the training requirements every two years, substitutes do not. Substitutes must be screened and approved by Office of Family and Children Services before that can start at Rosebud's Child Care. Meet the staff by checking out their qualifications at www.rosebudschildcare.com