



Our Nest

Family Handbook

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Dear Parents,

Welcome to Our Nest Daycare! We hope you will find this packet informative and helpful. We urge you to thoroughly read the information before your child begins here at Our Nest Daycare. It will also be helpful to keep as a tool at home should any questions arise throughout the year.

It is our goal to make your child's time here as valuable as possible. Please feel free to contact us at any time with questions, concerns or comments. We look forward to working together with you to give you the comfort of knowing that your child is in good hands at Our Nest Daycare.

Sincerely,
Margaret Whittington

Philosophy

It is our desire to create a loving atmosphere that is conducive to learning educational concepts as well as life skills, and individuality. Our staff strive to teach the children the skill of discerning between right and wrong. We also demonstrate positive values and encourage our students to model those values.

Our Nest Daycare was created to nurture and educate your growing toddler. Our daycare was designed to connect our classroom to nature, in order to create calming, natural and real educational experiences. We believe that childhood should be simple, tranquil, and a time of great curiosity and growth. At Our Nest we nurture our young scientist's spirit by creating educational experiences that foster growth in the cognitive, emotional and physical sense. Every aspect of our daycare from the food your child eats, the toys available, to the paint on the walls, has been hand selected to be the developmental best for your child.

Goals for Our Children

- To learn about themselves and the world they live in.
- To maintain their natural sense of inquiry.
- To engage in a variety of creative activities.
- To develop motor skills and coordination.
- To build vocabulary and communication skills.
- To experience success.
- To develop a positive self-concept.
- To express feelings and needs in a positive manner.
- To develop an understanding of the needs of others.
- To develop a sense of responsibility.
- To practice the attributes of kindness, friendliness, cooperation and trust.

Margaret Whittington/ Our Nest is licensed by the New York State Department of Social Services. If you would like to see a copy of the regulations please let us know and we will hand you a copy for viewing.

Staff Requirements

Our staff are certified in CPR and First Aid for infants and small children. They are required to update these skills every two years. Each person is responsible for developing, directing, and supervising the daily activity program for the children. Each employee must complete a minimum of 30 hours of training every two years.

Training must address the following topics:

1. Principles of childhood development, including the appropriate supervision of children, meeting the needs of children enrolled in the program with physical or emotional challenges and behavior management and discipline.
2. Nutrition and Health needs of children.
3. Child day care program development.

4. Safety and security procedures, including communication between parents and staff.
5. Business record maintenance and management.
6. Child abuse and maltreatment identification and prevention.
7. Statutes and regulations pertaining to child care.
8. Statutes and regulations pertaining to child abuse and maltreatment.
9. Shaken baby syndrome.

All staff are fingerprinted, screened through NYS Central Register, and signs a conviction policy. Staff are also required to have three letters of qualified references.

Hours of Operation

Our Nest Daycare is open Monday – Friday from 6:30am until 7 pm.

Holidays

Our Nest Daycare will be closed on the following holidays:

Labor Day, Columbus Day, Veteran’s Day, Election Day, Thanksgiving Break (Thursday and Friday) Christmas (Christmas Eve and Christmas Day), New Years Eve and New Years Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, July Fourth and **Parents are expected to pay for these holidays.**

Weather Emergency

Our Nest Daycare will follow the guidance of the Hicksville Public Elementary Schools. Please watch Channel 12 News for closings updates. If the school is open and there is more than ½ an inch of snow on the ground, we will have a delayed opening until 10:00AM.

Enrollment Criteria

1. Complete registration packet
2. A signed acknowledgement of the Our Nest Family Guide
3. A deposit to be applied toward the last month of your child’s tuition

Schedule

Each day at Our Nest is full of educational experiences. These activities include: free play, morning meeting, learning activities, music, yoga, sensory stations, sign language and Spanish, show and tell, table toys, outside play, story time, art projects, gross motor practice, group games, nature, dance, care time, reading, movies, etc. please see the Agenda attached.

Daily Information Sheet

Each day we will fill out a daily report on our Daily Connect App. that the parents can access remotely. This information sheet will inform you of what your child ate that day,

bathroom usage, nap time, time outside the days activities and any other comments and reminders that the providers feel is necessary.

Tuition

Registration fee of \$100 will be used toward last month's tuition (when given at least one month notice)

Registration is ongoing. To ensure a place for your child, please register as soon as possible. We require a \$100.00 nonrefundable deposit to place your child on the waiting list. This \$100.00 will be subtracted from the last month of daycare provided we are given at least one month's notice. As soon as all the paperwork has been completed and the deposit has been paid, your child will be registered. You will be notified as soon as a spot opens for your child.

Programs

Extended Day **Weekly** Rate (6:30am – 7pm): 12.5 hrs

2 days: \$150

3 days: \$210

4 days: \$260

5 days: \$275

Any regular pick up after 5:30 pm will be considered Extended Hours.

Full Day **Weekly** Rate (8am – 5pm):

2 days: \$135

3 days: \$165

4 days: \$235

5 days: \$250

Half Day Morning (7am – 12pm) or Afternoon (1pm -6pm) Weekly Rate

2 days: \$75

3 days: \$105

4 days: \$130

5 days: \$140

Bills will be handed to you on the 20th of each month or the next business day after the 20th and will be due on the 1st Monday and each Monday thereafter unless other arrangements have been made. There is a 20% discount for each additional child. There is a \$10.00 fee for late payments.

Attendance

Most of our children are considered "full time". It is difficult to offer part time openings due to our limited space. We do accept children for part time care but if you are part time, your spot is considered "open." If someone calls about a full time spot, the part time parent will be given the option to go full time, or lose their spot. Parents are

required to pay for their child's care even if the child is not in attendance. However, we do offer two weeks vacation to each family per year. During those weeks, this is the only time parents are not expected to pay for care.

Sign in/Sign out

Each morning when dropping off your child, we sign your child in and this includes who drops off and also a visual health check (required by NYS). Each afternoon when your child is picked up we will also sign your child out and who picked them up. Both sign in and out times will be on the Daily Connect App. so we would like each parent to look at the times to verify they are correct.

Only adults authorized by the child's guardian on the "Pick Up Authorization Form", will be permitted to take the child from the premises. All adults picking up the child for the first time will need to show valid form of identification.

Legal Limitations

If there are any legal limitations regarding who may visit or pick up your child, we must have a copy of the court order on file. We will have the parent who enrolls the child(ren) as our main contact if parents do not live together. If you need someone to pick up your child other than the parents, it must be in writing who will be picking up your child, signed and dated. You may call and give permission for any person on the blue card to pick up your child, but it must be put in writing the next day. No one is allowed to pick up your child if they are not on the blue card unless it is in writing first; phone calls will not be accepted.

Late Pick Up

A late pick up should only be the product of an emergency and all attempts should be made to contact Our Nest Daycare and inform the staff of your situation. A late fee of \$15 will be charged each 15 minutes after the scheduled pick up time.

If we have not heard from a parent by 8:00pm we will begin calling the names on the Emergency Contact List. If we are unable to contact the previously mentioned adults, the police will be notified.

Confidentiality

All information you share with the staff, in order to better understand and serve your child, will be kept in confidence unless otherwise authorized in writing by the guardian.

Meals

Our Nest Daycare provides 3 meals and 2 snacks throughout the day. These meals include a breakfast, healthy AM snack, a balanced lunch and a healthy PM snack and dinner.

Children's Physicals and Immunizations

All children must have a physical in order to begin receiving care at Our Nest Daycare. Each year, an updated physical is required. You will be notified if your child is in need of a physical or immunizations. Your child will not be allowed to continue our program if his/her records are not kept up to date. Please inform us when your child has updated immunizations.

Staff Physicals and Tuberculin Test

All staff employed by Our Nest Daycare must have a physical every year, a one time whooping cough vaccination and a TB test every two years.

Sickness

In the event that your child becomes sick while in our care you will be immediately notified. We know that you will do everything possible to pick up your child at that time. In extreme emergencies we have the right to call an ambulance, via the Medical Emergency Form.

If your child vomits, has diarrhea, or has a temperature over 101, while in our care, the child will not be allowed back in our day care for 24 hours. If your child is diagnosed with something contagious we ask that you notify us so that we may take necessary precautions and that you follow your doctors directions as to the appropriate time your child can return to our care and please provide a note from the doctor with his/her instructions for returning. Please see the attached form for **Exclusions from Childcare** for a guideline for keeping your child home.

Medication

We will not administer any medication at this time, in the future we will but will be restricted to the policy of New York State Regulations and will make them perfectly clear at that time. Over-the-counter medication is also included in our policy of not administering at this time. This is a New York State Regulation and can not be broken. Please do not ask us to give your child any medications. If you feel your child needs medication you can come in during the day and give the medication yourself or have your emergency contact person administer the medication in your absence.

Health Plan Policies

Emergency Health Services:

In case of an injury or illness, Ms. Margaret/Ms. Wandannette will quickly and calmly evaluate the seriousness of the sickness or injury. If the injury or illness is serious;

- a. An ambulance will be called by a staff member.
- b. Ms. Margaret/Ms. Wandannette will call the parents; if they cannot be reached she will call the other responsible person(s) listed on the child's blue registration card. If no one can be reached, she will contact the child's physician.

- c. Ms. Margaret/Ms. Wandannette will go with the child in the ambulance to the hospital. In the event proper supervision is not available for the rest of the children, Ms. Margaret/Ms. Wandannette will immediately have the proper supervision in place and follow behind the ambulance as soon as possible.
- d. Ms. Margaret/Ms. Wandannette will be responsible for completing the accident report. This will be kept on file in the child's records.

Ouch Report

Since minor bumps and bruises are a part of life, we have developed the Ouch Report to inform you of any minor bruises or scrapes that happen throughout the day. Any bites that break the skin by a child as the result of another child must be reported to New York State as this is mandatory in the NYS Regulations. All accidents must be logged in the incident book. Injury reports are filled out and given to the parents to sign, indicating that they have been informed of any accidents and/or illnesses and also put in the Daily Connect App.

Outdoor Play

We like to take the children outside to play as often as possible. It is important that each child has weather appropriate clothes for these times. It is state mandatory for the children to go out everyday. Even in the winter, any temperature above freezing (32*). Please remember proper clothing for cold and rainy days. If your child has been ill and you prefer him/her stay inside, please let us know and we will accommodate your wishes. If your child wears a dress to school, please send shorts to wear under it for outside play; they also climb and run a lot. Please send sneakers for this active play. We do not recommend sandals. They are dangerous when running and climbing.

Supplies

1. Most supplies are given by Our Nest Daycare, however the following must be up kept by the child's family.
2. Change of clothes
3. Baby wipes
4. Boogie wipes
5. Nap time Children's Rest Mat (can be purchased at target) and comfortable blanket and/or pillow
6. Smock
7. Sleep slippers (if in our care for rest time)
8. Bottles
9. Plastic dishes, cups and utensils
10. Diapers (1st of month) we change diapers approximately every 2 hours.
11. For Infants only with a baby bag, you can have 10 diapers in the bag and replace missing ones everyday.

We will inform you when supplies are running low, on the Daily Connect App so you have ample time to replace them, if it is well before the end of the month.

All items kept here at the day care must be clearly marked with the child's name.

Potty Training

Our Nest Daycare will follow the home potty training routine you described on the Getting to Know You form. If already attending that please put in writing the steps you are taking at home so we can do the same here. We hope doing this will help the child when Home and Daycare are on the same page.

Birthdays

We love to celebrate your little one's birthday. Each child will have a party thrown by the staff on his/her birthday. If you would like to attend you are welcome! Also you may bring treats, decorations, or activities. We ask that you discuss all plans with the staff beforehand, as to fit the daily schedule and to become aware of any allergies.

Rest Time

All of our children rest each day. We provide rest mats for our older children and cribs for infants. We ask that you send a pillow and blanket for your child to keep at day care for his/her rest time. These items are sanitized weekly unless the child is sick or has an accident. If either happens then we will wash and sanitize them that day.

Walks

Children love to explore! We often take the children on walks around the neighborhood to allow them an opportunity to explore the world around them. Permission for the children to attend walks is given with this signed family handbook unless there is some reason that a child can not participate at which point we must be made aware of the reason. Please see a sample of the permission slip attached.

Notices

Will be put on the Daily Connect App. and will also be told to you at either pick up or drop off.

Infants

Parents must give written instructions for preparation and feeding schedule, keeping in mind that we can not use a microwave to heat formula or food. If you would like, you can send already prepared food and formula.

Fire Drills

Will be conducted monthly. Fire drills for both the primary and secondary exits will be administered during the hours of operation. We will conduct the fire drills at different times so the children will not be alarmed if it happens when not expected. Our evacuation plan is on the bulletin board by the front door for your review. We encourage you to practice fire drills at home on a regular basis as well.

Cleaning the Daycare

Keeping our Daycare clean is a high priority. We have early mornings, afternoon and evening cleanings each day. The children's table and chairs are disinfected with bleach and water after each meal and project. We also work hard to disinfect the toys by separating the used toys from the non used toys and the children are not allowed to touch the used toys until they have been disinfected with hot water, soap and a bleach solution.

Health Habits

Proper health habits will be taught to the children. We will encourage the children to practice the habits they have been taught. The children will learn and practice;

- Washing their hands before eating, after using the bathroom, and after coming in from outside.
- Flushing the toilet after each use.
- Using tissues for runny noses and then washing hands when finished.
- Covering mouths while sneezing/coughing, then washing hands.
- Using his/her own belongings (brush, combs, hats).
- Putting only edible foods in their mouth.

Proper Dress

The activities of the daycare often include messy projects with the use of paint, clay, sand, and water. Your child will be more comfortable in washable play clothes that allow freedom to explore and learn. This is especially true in the summer. Sneakers allow your child to move about safely and easily. Sandals are a climbing and running hazard. Please help us keep your child safe by sending them with the proper attire for their feet. Seasonable clothes for outside play will also allow for more comfort when playing. Please consider the weather and dress your child accordingly.

Visitor Control Procedures

A visitor is anyone who is not employed by Our Nest Daycare. When parents are dropping off children or picking them up it is **not** necessary to sign in or out ; however, it is required at any other time of the day.

Visitors shall be seen as a benefit to the children such as a Fireman coming to visit from the firehouse around the corner. Visitors shall not jeopardize the safety, function or confidentiality of the child, classroom or the overall daycare.

All visitors are required to sign in upon entry to Our Nest Daycare. They must indicate in writing the date, time, and purpose of the visit. Visitors must sign out when they leave the premises.

Rules of our Daycare

1. Always walk inside the Daycare.
2. Use indoor voices when inside.
3. Use acceptable language.
4. Do not bring gum, candy or any toys from home.
5. Treat toys and learning materials with care.
6. Practice proper manners.
7. Wash hands after bathroom use and before eating.
8. Take care of toys and materials before using others.
9. Communicate with words, not actions.
10. Remain within the group when outside the of the Daycare.
11. Rest quietly during rest time.
12. Treat others kindly and with respect.

Our Discipline Policy

Every attempt will be made by our staff to maintain a positive atmosphere where discipline problems are minimal. However, when unacceptable behavior occurs, we will respond in the following manner:

1. Redirect to a different area and/or activity.
2. Verbal reminders about acceptable behavior.
3. A supervised short time for thinking away from the other children.

If unacceptable behavior is an ongoing problem, parents will be notified. In accordance with New York State laws, corporal punishment in any form will never be used at our day care.

Behavior Policy

When staff is handling a child that is having repeated behavior issues, the following steps will be followed:

1. Verbal contact with the parent about the child's behavior issues along with reports to be signed. Phone calls to the parent will be made as well.
2. A parent conference will be set up to talk about issues and ways that staff and the parents can work together to help the child.
3. The family will be asked to find alternate care. Two week notice will be given.

Child Abuse and Maltreatment

Our Nest Daycare is required by New York State to report incidents of suspected child abuse, maltreatment, or neglect. In the event that a staff member has any concern or suspicion, she/he is to notify Ms. Margaret/Ms. Wandannette immediately. The intent of this policy is to protect children served by Our Nest Daycare in compliance with New York State Regulations as well as Federal directives.

Parent-Teacher Communication

If you have any questions or concerns about your child's care, please feel free to contact Ms. Margaret/Ms. Wandannette at any time. If possible, please send a text instead of a phone call unless you need to have a conversation. If there is an emergency, then please do call the cell 646-541-0847 or home number 516-934-0813. Please be advised that drop-off and pick-up times are not a safe time for parents and care-takers to speak in depth. Each parent will be given a time to call Ms. Margaret/Ms. Wandannette and address any questions/concerns about their child's day if requested. Please feel free to call at any time but understand that if you call during the day you will be limited to a short conversation.

Withdrawal from Day Care

If for any reason you decide to leave Our Nest Daycare, please contact us immediately. Please remember you need one month's notice to receive the return of the \$100.00 registration fee.

I have received and reviewed a copy of the Our Nest Family Handbook with a member of the Our Nest staff. I agree to adhere to the guidelines set by Our Nest, as discussed in this Family Guide.

Child's Name: _____

Parent's Name: _____

Signature: _____

Date: _____

Staff Signature: _____