

POLICY STATEMENT

Dear Parents,

As a Registered Family Home Daycare Provider, I am to give each of you the following information regarding my policies:

Ann's House is a Daycare/Preschool, with a play-based curriculum. Research states that the first five years of a child's life are the most important for brain development. Research confirms children learn best through play. My schedule is structured and flexible based on the children's needs and interests. Appropriate activities are planned and implemented throughout the day to promote and enhance development in all domains; physical, cognitive, language, and social/emotional. My goal is to create an environment where the children feel safe and secure as they engage in meaningful play and form friendships with me and their peers. I also recognize the importance of working together with the children's families in achieving their goals.

Hours of operation

Weekdays 7:15 am - 4:30 pm

Daily Schedule

Arrival: 7:15 am (gathering)

Breakfast: 7:45 am to 8:15 am

Choose & Do

Table Top/Toddler Baby Circle 9:30 am to 10:00 am

Circle 10:00 am to 10:30 am

Outside/Downstairs/Project/Trip 10:30 am to Noon

Lunch Noon

Story/Rest 12:45 pm to 2:30 pm

Choose & Do Table Top

Snack: 2:45 - 3:00 pm

Outside/Nature Walk

Departure 4:00 to 4:30 pm

Celebrations

I celebrate birthdays, holidays, seasons changing, and accomplishments. I am aware that each family has their own beliefs regarding holiday celebrations. Please let me know if you are not comfortable with a holiday Ann's House is celebrating or would like to bring ideas for celebrations I have not had in the past. Treats for any or no specific occasion are always welcome, and homemade products are fine.

Our daily schedule is full of hands-on activities; the children acquire knowledge by actively exploring the world around them. My environment and program are based on that understanding, therefore, television viewing and computer games are limited. I request that electronic

games are not brought in. Toys from home are welcome with the understanding they are shared.

Meals

Meals are brought from home. Morning and afternoon healthy snacks are provided. Special dietary restrictions will be followed per instructions by the family and/or healthcare provider. Food is out of the norm, ie. Soy milk must be provided by the parent, in addition, families will provide formula or breast milk and baby food for children under the age of 1 year. Meals from home are encouraged and appreciated.

Regulations require that 1% or skim milk is served to children aged 2 years and older, Children aged 12 months to 24 months must be served whole milk. Only one serving of 100% fruit juice is allowed. Milk, 100% fruit juice, and water are the only beverages allowed to be served in daycare. If the child's family or the healthcare provider of the child disagrees with this regulation, they can request alternatives in writing.

FEE SCHEDULE Effective September 2023

Rate

My rate per child is \$40 a day.

Before & After School Care

This includes school holidays, half days, and snow days. Absences before and after school activities are not discounted from weekly fees. Anything over 4 hours will be considered a full day.

Absences

If your child will not be coming to daycare, please let me know as soon as possible so I can adequately prepare for the day.

Vacations

All federal holidays are paid holidays. In the event these holidays fall on a weekend day, the Friday or Monday surrounding that Holiday will be considered a paid holiday.

Families, please notify me in writing of vacations or days off at least two weeks before the absence. Unexpected days off and sick days will be charged. An extended illness or unexpected unemployment will be discussed on an individual basis.

Transportation

It is my policy that I am not responsible for transporting any of the children that come to daycare.

Health Policy

Ann's House Health Care policy is as follows:

- Children are not allowed to be brought to daycare if severely ill

○ Symptoms such as diarrhea, vomiting, fever, head lice, etc. are not considered mild and children with such symptoms should not be brought to daycare. ● If a child has special health care needs, it will be discussed on an individual basis. If your child is sick please keep them at home. Have backup care in place.

Clothing

Daycare regulations require daily outdoor activity, weather permitting. If possible, please include in your child's daycare, bag a swimsuit and sunscreen marked with his/her name for warm days and a snowsuit, warm boots, gloves, and a hat during the cold months. I do have some extra clothing if apparel is forgotten. There will be outdoor activities every day, please, dress your child accordingly. Extra articles of clothing are recommended, as clothes will get dirty from fun-filled days.

Toilet Training

Toilet training is initiated by the families. A plan will be devised between the families and me, after initiation. It is requested that plenty of extra clothing is packed during this transition! My preferred method is heavy underwear rather than pull-ups, so the child will experience the sensation of being wet. Consistency is also key, except for nap time the child will wear underwear. If the first week is unsuccessful, back to diapers may be in order. Each child and family is different; we will work together as a team! I do have a new small seat inserted inside of my regular toilet for the comfort of the children. I do not have separate potty chairs. The most ideal setting for toilet training is most likely at home for a week or two of 1 on 1 training with mom and/or dad. But for most of us, that ideal isn't feasible. Therefore, for practical and especially sanitary reasons, I have adopted the following policy/criteria:

I will help and encourage and take your child to the potty at reasonable intervals, however, I do not believe in the philosophy of taking a child to the bathroom excessively, it does not allow the child to learn bladder or bowel control.

SIGNS OF READINESS:

- Is able to follow simple directions
- Recognizes when wet or soiled is uncomfortable
- Remains dry or unsoiled for longer periods of time during the day
- Has regular and predictable bowel movements
- Can pull pants and underwear or pull-ups up and down
- Willing to use the potty.

If your child is not exhibiting these signs of readiness, I require that parents do not bring their child without pull-ups or diapers on, for sanitary and practical reasons.

Accidents

If your child is in training and showing signs of readiness in the home yet having frequent accidents at daycare I ask that a pull-up or diaper remain on. Until both I and the parents believe it is no longer necessary. This is subject differences for each child.

Behavior Management

Infants to Age 18 Months

Infancy is a time when an attachment is being made between the baby and caregiver. The baby needs to feel safe and secure in his environment. The best way to foster that attachment is with a timely response to the infant's needs. Infants will be encouraged with gentle guidance to use soft touches when playing with their peers and to "read" the emotions of the children they are engaged with.

Toddlers & Preschoolers

Time out will be used when a child exhibits unsafe behavior or if a child does not follow the caregiver's direction after further explanation. An individual plan will be developed with each family so consistency between home and daycare is followed. I will teach children what words to use while they are engaged in play. The concept of sharing is also taught throughout the day. Our favorite is "how many minutes until it is my turn?" There are exceptions to this rule on occasion. Trading is also encouraged.

School Aged

Children are encouraged to resolve their own disagreements, however, I am aware of their activities and will intervene when asked or if I feel it is necessary. Under no circumstances will corporal punishment be used.

Fire Safety/Shelter In Place

Fire drills will be conducted at least once a month. Alternate exit routes are practiced. In the event of a fire we will evacuate the premises. My relocation sites are as follows.

1. Herb and Rosemary Brodt, 2721 Webb rd, Lafayette New York, 13084
2. Nancy and John Mueller, Webb Road Lafayette New York, 13084

Parents will be notified as soon as possible.

Shelter in Place drills will be conducted twice a year and they will last approximately half an hour.

Regulations/Contact information for OCFS

The NYS Group Family regulations are available for review at Ann's House. The regulations are available online:

@ ocfs.ny.gov/main/childcare/daycare-regs.

Families may call Child Care Solutions: @ 315 446-1224 to obtain a copy OCFS

Telephone number is 315 423-5652

Address: The Atrium, 100 S. Salina St Suite 350, Syracuse, NY 13202

Ann's House Licensor is Britney Trumble.

Evacuations

If an evacuation is necessary there are two routes for evacuating the premise, they are as

follows:

1. Route one:

a. Exit the front door

a. Turn right

b. Walk across the driveway to the silver flag pole

2. Route two:

a. Exit the side sunroom door

b. Turn left

c. Walk across the driveway to the silver flagpole

Subsequently, Both evacuation routes lead directly to the silver flagpole where we will wait. A diagram of the emergency evacuation routes can be found by the front door, and again downstairs in the living area by the computer, feel free to review these diagrams.

Shelter in place

In the event of a severe storm or other events where a shelter in place is necessary. The area where we will seek shelter is the downstairs toy room away from windows, with the doors closed.

If there are any questions regarding any of this emergency information please do not hesitate to ask.

Child Abuse & Maltreatment

Families

Any abuse or maltreatment of a child receiving child care is prohibited. A group family day care home must prohibit an act of abuse or maltreatment. If there is reasonable cause to suspect a child is being abused or maltreated in a group family home the phone number to call is 800-343-3720.

Hours of operation

Child care will be provided between the hours of 7:15 am to 4:30 pm. Although unexpected circumstances may arise which could delay pick-up, staying within the hours of operation is greatly appreciated. Children will be ready for pick-up unless otherwise notified. Early arrival can be discussed occasionally.

Contact Information

Ann Schaefer

Address: 2713 Webb Road, Lafayette New York, 13084

Cell Phone: 315-395-6193

Home Phone: 315-677-8211

Email: annkatniss@gmail.com

If I am not available in person, call, text, or email at any time on or around the hours of operation and I will get back to you as soon as possible.