



# Parent Handbook

NURSEry Rhymes Child Care Center

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## Welcome to NURSEry Rhymes Child Care Center!

**Our Mission!** -The mission of NURSEry Rhymes Child Care Center is to provide warm, nurturing care in a supportive, safe environment to the children and families who subscribe to our services. The center will also strive to foster innovative play; as well as individualized growth and development. We will encourage manners and empathetic attitudes towards peers and staff. Our center will provide peace of mind to parents by providing educated, knowledgeable and experienced staff.

**Enrollment and Tuition-** Children may enroll in the center as early as 6 weeks and can attend the center until they are ready to enroll in Kindergarten. When a child begins kindergarten, they are then eligible for our before/after school program, as well as our summer camp program. The center is open from 7am-5pm and children may attend the center any time between those hours, Monday through Friday. All required documents must be completed before enrollment. There is a \$50 enrollment fee. Fee is due upon the assignment of a start date from the owner/director. Please understand that this is not only a security measure to secure your child's position in the center, but also security for the center. If for some reason your child does not begin care at the agreed upon start date, but wishes to enroll in the center at a later date, the \$50 fee will need to be repaid.

Tuition may be paid monthly or weekly. Tuition paid monthly must be paid on the 1<sup>st</sup> of the month and will be considered late after the 7<sup>th</sup> day. (Tuition x 50 weeks / 12 months = rate). Weekly payment is due on Thursdays of each week, considered late on Monday. A \$15 late fee will be charged, unless special payment arrangements have been made with the owner. Tuition may be paid in the form of a check and made out directly to the facility, place your check in a sealed envelope with your child's first and last name and the date on the envelope and put it in the provided mailbox at the front desk. Also, the Brightwheel application used to check your child in and out and monitor your child through the day, also offers credit card and automatic checking account transfers to be set up through the application for no hassle payments and easy monitoring of payments and tax deductions at the end of the year. Weekly/monthly amount to be paid is on the Agreement form and any overage charges, such as late pick-up fees, payment fees, etc. will be in addition to the contracted amount.

Tuition is still expected for the days that your child will be absent. If your child is away for vacation, during family emergencies, hospitalizations, and over holidays regular tuition will be expected. Because our costs remain the same throughout the year, we rely on specific tuition to be paid each week in order to meet our expenses.

### **Possible Fees**

Late tuition, returned checks, extra hours requested outside of normal business hours.

**Withdrawal and Dismissal Policy-** A two-week notice is required before withdrawing a child from our center. Account must be paid in full before withdrawal.

The director/owner of NURSEry Rhymes Child Care Center reserves the right to cancel enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-Payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Child has special needs that our staff and center cannot adequately meet with our current staffing patterns or the capacity of our center.
- Physical and/or verbal abuse of staff or children by parent or child. Including, but not limited to: hitting, excessive biting, kicking, spitting, hair pulling, and cursing.
- Expired or non-immunizations and or health assessment.
- Refusal to return mandatory paperwork.

**Holidays-** The center will be closed on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following Thanksgiving Day, the week between Christmas & New Years Day and the first week in August of each year. If the holiday falls on a Saturday, our center will observe the holiday and be closed on Friday, if it falls on a Sunday, we will observe and be closed on Monday. Regular tuition is expected during holiday closures.

**In-Service Days-** It is important for staff to continue their training and education, as well as stay up to date on current certifications and attend conferences. To accomplish this, we will schedule 2 separate days within the calendar year . The center will be closed to children, regular tuition is due these days as well.

**Unexpected Closings-** The center may need to close in the event of unforeseen circumstances (e.g, electrical outage, no water service, or ice storm). We will be following the same inclement weather closings and delay policy as the Huntingdon Area School District, as we will be working closely with them. All parents will be notified by 5am on the day of the delay or closing, via Brighthouse, in the event of these emergencies.

**Health – Immunization and Physical forms. Medication permission forms,**

**(see separate forms)** – Your child will need to have an annual physical if he or she is over the age of 24 months and biannual physicals for children under 24 months. A health assessment form will need to be completed by your health care provider and submitted to the center and placed in their file in order to stay in compliance with the center and the state of Pennsylvania, this includes up to date immunizations. Infants and toddlers will have a more current up to date schedule for immunizations, that must stay on file. All medication administration forms must be completed and on file in order for any over the counter or prescribed medications to be administered in the center.

**Wellness Policy** -You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if while in our care your child becomes ill, displays an unknown rash, or acts out-of-character your child's teacher will consult the owner and you may be called to come take your child home. When called, you (or an alternate emergency person) are expected to come within the hour. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated.

The following criteria will be considered in determining if your child must go home:

- Unknown rash will need to be seen by a physician and the child can return to school by the written recommendation made by the doctor. A doctor note is required.
- Fever of 100.4° or higher. For a mild fever, muscle aches, toothache, or headache Tylenol (supplied from home) may be administered. \*See **Medication Policy**. The child must be fever-free for 24 hours *without the aid of Tylenol, or other fever reducing medications*.
- Diarrhea (more than two loose, watery stools), or vomiting. Consideration will be taken if your child is allergic to certain food/drink products or on medication. The child may return when bowel movements are normal, and no other symptoms of illness are present. The child may return 24 hours after the last time he/she vomited, and no other symptoms of illness are present.
- Persistent cough or runny nose for an extended period of time (cough suppressants and/or allergy medications are not recommended unless pre- scribed by a doctor). Child may return 24 hours cough free without the aid of cough suppressant, or allergy medication.
- Crying and irritable for a long time, or not eating or drinking normally. Anytime a child is not themselves, cannot be soothed by a teacher, requires one-on-one care, complaining about discomfort, or not interacting with the class is reason to take a Wellness Day and spend time in the comfort of their own parent(s) arms.
- Highly contagious condition such as: Head lice: suggested treatments available upon request. Child must be nit free to return to school. Chicken pox and Hand Food Mouth: Child must be fever free and sores scabbed over. Strep throat: Child must have 24 hours of anti- biotics in his/her system. Mumps, pin worm, impetigo, conjunctivitis (pink eye), etc: Follow doctor's recommendations of treatment.

***If your child is too ill to play outside with his or her class, or participate in regular classroom activities, then your child is too ill to attend the center.***

**\*If questions arise to the appropriateness of a child's return to the center, the final decision will be that of the Center Owner or Director.**

### **Medicine**

Non-prescriptive medication (Tylenol, nose drops, etc.) as well as prescription medication will only be administered after a parent signs, and dates a form entitled, *Medication Permission*. The parent must provide all medications.

**Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dose under their supervision; never the center staff. We will not administer cold medications to any child.**

Staff cannot administer medication (prescription or over the counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight, and the dosage recommended, must be provided.

Medication will be stored per the manufacturer's recommendations. We have locked cupboards, and containers for the refrigerator, for the storage of medication.

A *Non-Prescription Release* form for other applications such as diaper wipes, sun block, soap, etc. will be signed upon enrollment.

**Pandemics** -Our Preparedness and Response Plan (available upon request) will be followed during any pandemic period. Center for Disease Control, Department of Health and/or State Child Care Licensing Rules will be followed. Response will include, but is not limited to, monitoring symptoms in staff and students, practicing social distancing, following proper hygiene protocol, implementing any/new safety equipment, isolating staff and/or students infected, decreasing class sizes, and transparent communication with families and regulating agencies.

**Injuries and Accidents-** Although accidents happen, every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, it will be assessed by the nursing staff and treated appropriately, an incident report will be completed by that nurse and the staff member accompanying the child during the incident. The report will be signed by the nurse / the staff member, and the director and a copy will be available for the parent. A parent or guardian will be notified of any injury that occurs while the child is in our care, there are additional forms for specific contact scenarios.

In the event of a major medical emergency or accident, the staff will call 911 first. The child will be transported to the nearest hospital. The parent/guardian will be called immediately.

**\*\*Please be sure to complete all forms attached in order to complete the enrollment process and ensure proper communication.**

**Photography-** There may be a time that your child is in a photo taken at the center, this photo may appear in the newspaper, a brochure, a flyer, or on our web/social media page. By signing the release form provided to you, you are giving permission to use photographs of your child without compensation. We do use caution and tact. You have the right to refuse this at any time. If you are a parent that routinely posts to social media, please use caution, tact, and sensitivity to all of the members of the facility when posting, keeping in mind that not all members of the center may want to have photos of their children shared on social media. If you have a picture that may have another child in it, please do not share those photos. Please only share photos of your own children.

**Communication-** Proper communication between our parents and our staff is extremely important. Staff will send home information on a regular basis to keep parents up to date on the happenings of the center and pertinent information regarding individual children. Infants and ill children will receive a daily report. You are welcome to arrange a meeting with staff at any time. Please remember to communicate any and all changes in your child's schedule verbally to staff and in writing. We must be informed in writing of any changes being made regarding the person picking up your child, if it is anyone other than the designated authorized adults listed on the child information record, which can be changed at any time.

Please inform administration immediately of the following changes:

- Address, phone number, email
- Employment of parent/guardian
- Updates in health and/or immunizations
- All pertinent information pertaining to your child

**Communication continued - \*\*Brightwheel** – This application will be used on a daily basis, not only to check your child in and out of the center, but also as a form of communication. You will receive a separate packet of information regarding the process of downloading the Brightwheel application to your smartphone or computer. The center believes that staying up to date with your child's daily activities and communication with staff is extremely important and we have found that Brightwheel is the perfect way to do so. Through Brightwheel, staff will communicate daily reports of each individual child and also occasionally upload pictures of each child's daily activities. We encourage each parent to interact through Brightwheel to stay connected with the staff and the center to stay up to date on their child's day and also voice any concerns that they may have.

**Drop off and Pick Up (see separate policy)-** Parents are expected to accompany their child into the center, proceed to the hallway where a staff member will meet you and take over the care of the child. Parents are responsible for the child until they have made direct contact with a staff member. Drop off times will be between the hours of 7am and 9am and pick up times will be between 3pm and 5pm. In the event that your child has a scheduled appointment or obligation, please be sure to notify our center that a late drop off or early pick up will be necessary. Please make note that when your child has a change in their typical schedule it can affect things such as their eating, napping, and overall demeanor in a day, due to changes in their daily routine. Please be aware that it is expected that you follow the schedule that you originally provided to the center regarding pick up and drop off times. Our center provides adequate staff based upon the number of children in our care at specific times of the day. If you feel as though your schedule will be changing temporarily or permanently, it is important to notify administration immediately.

During pick up, only the individuals listed on the child information record, or a written permission note from the parent, will be allowed to leave with a child. If there is any concern, the staff of the center reserve the right to deny a person's request to pick up a child. The adult picking up the child will assume full responsibility of the child once they enter the center and are met by a staff member with their child. If a parent wishes to meet with an individual staff member or administration, this time should be scheduled in advance. Daily updates will be provided continuously throughout the child's day, regarding potty/diaper, meals, napping, and activities. A written daily sheet will not be provided, unless specifically requested by a parent.

***\*Your child has waited all day to see you, they are excited, to see you walk through the door! They are excited to tell you about their day! At pick up, please put down your cell phone and give your child your full attention.\****

Your child will be checked in and out of the facility via the Brightwheel app, by you as a parent.

**Custody Orders-** Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director. These files will be locked away and will only be shared with pertinent staff.

**Child Abuse/Neglect-** All staff members are required by law to report any suspected child abuse or neglect. All staff members are mandated reporters and have completed the mandatory training.

**Field Trips-** The center will occasionally take nature walks and journeys to various locations in walking distance of our center. The center will provide adequate responsible adult supervision. Your permission for your child to participate in walking excursions is part of this agreement.

**Special celebrations and Birthdays** – We encourage celebrating milestones and achievements, birthdays being one of the biggest of them all. We encourage you as the parent to bring something special for your child to share with the other children in their age range, this is something you can discuss with staff. Any food brought from home for celebrations will be in its original packaging, with a full list of ingredients. We also welcome parents to participate in celebrations at the center. We will send flyers home if we are having a celebration, other than a birthday, to allow parents the opportunity to attend. It is also enlightening to see your child interacting and bonding in outside environments. We will ask that you submit a volunteer clearance prior, this is something each parent may want to look in to having ahead.

\*We do ask, if you are having an outside party for your child and you are not inviting all of the children, please mail the invitations, rather than hand out the invitations at the center.

**Treasures and possessions from home** – We know that the transition from home to school can be difficult for little ones, but please know that our center has an abundance of developmentally appropriate toys for the children to play with. If your child must bring a toy from home, we will keep it in their cubby so that it does not become broken or lost. However, your child may bring their favorite blanket or stuffed animal to use for nap time. These items will be used to comfort your child during the transition in the morning, and then will be placed in the child's cubby until nap time. Blankets being carried along can become trip hazards, etc.....  
**\*\*TOY GUNS, MONEY, and CANDY are NOT ALLOWED as treasures.**

**Extra clothing, diapers, and bottles for infants and toddlers-** All children must have extra clothing! If your child is completely potty trained, one set of clothing is sufficient. If your child is working on potty training and is still in the process, they must have 3 sets of other clothing. All toddlers and infants must have 3 sets of extra clothing. Please place the clothing in a bag with the first and last name of your child and also at minimum put the initials of your child on the tags of the clothing. Diapers and pullups and wipes will need to be provided for each child wearing them. Extra bottles, pacifiers, and receiving blankets are good to send, in the event that something is forgotten at home, or lost along the way. All belongings must be labeled with the child's name. When weaning of any of those things begins at home, be sure to communicate this with staff, in order to keep everyone on the same page.

**Nap time blankets and comfort materials-** Nap time padding will be provided for toddlers and preschool aged children, infants will nap in cribs. Crib sheets will be provided, however a blanket/swaddle/sleep sack for the infants will need to be provided from home. Toddlers and preschool aged children will need to bring a blanket and may bring a comfort item (pillow, stuffed animal) if they choose). All items will be sent home weekly for cleaning. These items must be labeled with first and last name of your child and they will also need a cloth bag to store them in and transport them to and from home for cleaning, also with the first and last name of your child.

Infant Sleep Position DHS regulation 3270.119. Also, best practice specifies no blankets or soft materials in the cribs to reduce S.I.D.S.

1. Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS, however several sleeping practices have been linked to an increased risk for SIDS. Therefore, NURSEry Rhymes Child Care Center has a strict policy for infant sleep placement.

**All infants less than one year will be placed on their back to sleep.**

**Infants shall not be allowed to sleep in a car seat or swing for a period of longer than 15 minutes.**

Once a child has been placed in his or her crib for nap, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. NO heavy blankets, stuffed toys or pillows should ever be placed in a crib. A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request.

**Meals**

**Lunch-** You will provide your child with a healthy lunch, in a lunch box/bag well marked with their name on it. There will be a refrigerator and a microwave available, small quantities will be heated for your child.

**Snacks –** We will provide two small healthy snacks for your child, one in the morning and one in the afternoon. If you wish to bring your own snack for your child, that is your choice.

**Milk and Water-** We will encourage hydration through the day and with snacks these three beverages will be provided for the children, please bring one additional cup for your child to keep at the center, this cup will be sanitized daily and sent home on Friday's.

**Breakfast –** Breakfast is not provided, however if your child arrives to the center before 8am, staff will assist your child in eating their breakfast and they will have a designated area to do some, without other distractions.

Welcome to NURSEry Rhymes Child Care Center at Juniata College!!

Updated 4/5/2022



I \_\_\_\_\_ Parent/Legal guardian of \_\_\_\_\_ have received a copy of the NURSEry Rhymes Child Care Center parent handbook. I have reviewed the handbook, I understand and agree to the terms of the handbook.

\_\_\_\_\_ date \_\_\_\_\_