

# **BACK UP CARE PACKET**

## **Child Enrollment Checklist**

Parent Information
 Enrollment Agreement
Allergies and Treatment Form
Authorized Pick Up/Emergency Contact Form
Infant Feeding Schedule
Child History
Medical
Infant Feeding Statement
Non-Medication Consent Form
 Parent COVID Policies



# **Parent Information**

Child's Full Name:	
Child's Age:	Child's DOB:
Room Placement:	
1.) Parent/Guardian Name:	
Home Address:	
Home Phone Number:	Work Phone Number:
Cell Phone Number:	Email:
	•
2.) Parent/Guardian Name:	
Home Address:	
	Work Phone Number:
Cell Phone Number:	Email:
Back Up Care Request Dates:	
We need care for the following da	ates:(month)(days)
We need care for the following da	ays: M T W Th F
We need care for the following he	ours:am to pm



### **ENROLLMENT AGREEMENT**

Please initial each section listed below, then sign and date the last page.

#### AGENCY REIMBURSEMENT(DSS/BRIGHT HORIZON)

I understand that I am solely responsible for any tuition payment and late fees in excess of any agency or third-party reimbursement in accordance with the applicable contract. I am sole responsible for promptly communicating any changes in my status that would affect any agency reimbursement, and I am solely responsible for payment to Kids Campus of any tuition in excess of any agency or third-party reimbursement resulting from my failure to promptly communicate status changes.

#### **CHECKPOINT STATION/SIGNING IN & OUT**

To ensure the safety and security of your child, upon entrance to building, your child MUST, as required by NYS law, be signed in and out each day using the front touch screen computer. I agree to sign my child in/out and not hold the door open for any other people trying to access the school.

#### CHILD INFORMATION

I understand that it is my sole responsibility to inform Kids Campus of any changes in my personal information or my child's personal information including, but not limited to: address, home phone number, work phone number, cell phone number, days and hours of work, days and hours of school, transportation arrangements, child's medical conditions, medications, allergies, feeding schedules and any changes that may affect my child's enrollment. I understand that Kids Campus will not be responsible for errors or claims resulting from my failure to provide current personal information.

#### IMMUNIZATIONS/MEDICAL FORM

Baring medical exemption, I agree to vaccinate my child according to New York State Public Health Law.

I agree to provide an updated Child in Care Medical Statement form provided by Kids Campus for my child as well as an updated immunization record for each well visit.

#### INTERVIEWING CHILDREN AND INSPECTING RECORDS

NYS child care regulatory enforcement and administration agency and the local department of social services or child protective services has the authority to interview children or staff, inspect and audit child or facility records, to interview children privately, observe the physical condition of the children in the Center, to make provisions for the independent medical examination by a licensed Physician of any child, and to contact and instruct any other appropriate authority to do the same, without prior notice or consent by myself or by Kids Campus.

### **EMERGENCY CONTACTS**

I am required to provide and maintain at all times a minimum of two additional emergency contacts other than myself, including full names, phone numbers, and relationship to my child. In the event of any emergency for which I cannot be reached and the emergency contacts cannot be reached, that the School may contact the police or other local authorities for assistance.

#### **RELEASE OF CHILDREN**

My child will only be released to me, a parent or legal guardian (except where prohibited by state child care law or court order) and to those persons whose names I have listed on the Authorization of Student Pick-Up form. Kids Campus may require, at any time and without notice, satisfactory proof of identification and a valid driver's license from any person, including myself, who proposes to pick-up and transport my child. Kids Campus has the right to refuse to release a child to any person, including myself, who fails or refuses to follow Kids Campus Sign-In, Sign-Out child release policies, or to any person who appears, in the sole discretion of Kids Campus, unable to safely transport my child. No person under the age of 18, including family members but excluding emancipated minor parents, may pick up my child.



#### **CUSTODY/PARENTS**

It is Kids Campus policy to not interfere with the custody relationship of a child's parents. I agree to inform Kids Campus and provide any court documents and/or legally binding parental agreements to clarify the rights and responsibilities of the parents and/or guardians. I agree to keep the school, staff, and other children out of any legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in disenrollment.

#### **CENTER SAFETY**

Kids Campus has an open door policy for parents/legal guardians. Parents may enter at any time while their child is in attendance. Access to the Center may be restricted to custodial parents pursuant to state child care regulations, or may be further restricted by court order. I understand that, for any reason Kids Campus deems appropriate for the preservation of the safety, security, health or general well being of the Center, an individual maybe temporarily or permanently excluded from the Center, including a parent, whom Kids Campus finds at its sole discretion, poses or is likely to pose a risk to the Center or who fails or refuses to conduct him or herself in a manner befitting a child care environment. Prohibitions include but are not limited to: profanity, yelling, threatening, aggressive or violent behavior, being under the influence of drugs/alcohol or failure to follow Kids Campus policies and procedures.

#### CHILDREN WITH SPECIAL NEEDS/SERVICE PROVIDERS

Kids Campus will accept children with special needs if reasonable accommodation is possible. Kids Campus staff members will work with the child's physician, therapist and other professionals to accommodate the child or make referrals to more appropriate settings when necessary.

Kids Campus allows children receiving services to have their sessions at school. I agree to inform Kids Campus of any accommodations my child may need. I agree to complete the Parental Consent Form in conjunction with Directors and Service Providers. I will inform the directors and teachers of any changes to services or schedules.

#### **ILLNESS AND RE-ADMISSION**

I agree to abide by the Kids Campus Illness Policy in the Parent Handbook and will keep my child home if they show any symptoms of illness. I will be notified should my child become ill during the day, and that I will pick up my child promptly upon such notification. If my child is exposed to or contracts a contagious disease, I agree to notify the School immediately and understand that my child will be re-admitted according to the Kids Campus Illness & Re-admission Policy in the Parent handbook.

#### **ACCIDENTS AND INJURIES**

If your child incurs a minor injury, such as a skinned knee or slight cut (non-emergency), upon pickup you will be asked to sign and then will receive a copy of an Incident Report. If your child incurs an injury to the head or open wound you will be notified via phone as well as an Accident/Injury report upon pick up The report will describe what happened and the actions taken by staff. In the event of an emergency or accident requiring more than basic first aid, we will attempt to contact you or your named emergency contacts, however if we do not reach you or if in our sole judgment we need to take further emergency measures including ambulatory care, you authorize us to take any emergency measures we deem necessary for the medical care and protection of your child. Your health insurance is and remains the primary responsible party for reimbursement of your child's treatment and care. You are solely responsible for initiating a claim, requesting all appropriate forms and for tracking the status of your claim.

#### **MEDICATION & OVER THE COUNTER PRODUCTS**

I understand that Kids Campus is not required to administer any medication, and that I must administer all prescription and over-the-counter medication during non-school hours. If medication must be administered during the day, I agree to fill out the OCFS Written Medication Consent Form and/or Non Medication Consent Form and give the properly labeled medications and/or products in the original containers and all completed forms to the School's Director. I understand that I must strictly follow all Kids Campus policies related to the administration of medication, and that Kids Campus may refuse to administer any medication at any time, without notice, when at Kids Campus sole discretion, such action is in the best interest of my child or all required paperwork is not completed. All over the counter topical products must be labeled with child's first and last name and in original packaging.



#### WEATHER EMERGENCIES OR OTHER DISASTERS

It is Kids Campus' intention to be open every weekday of the year, excluding holidays, but that inclement weather, natural/national disaster or major building issues may disrupt service from time to time. I will contact the School, Receive an Alert via the Preschool2Me App, tune to News 12, Kids Campus Website, or Facebook to ensure that the School is open and/or experiencing a delayed opening during inclement weather/natural disaster. I acknowledge that I will not receive a refund, credit or make-up days in the event that the Center is closed and/or experiencing a delayed opening.

#### MODEL RELEASE PHOTOGRAPHS/VIDEOS/AUDIO

Kids Campus, its agents and affiliates can use photographs, reproductions, images or sound recordings of your child for advertising, publicity and other lawful purposes including posting on our Face Book page and/or website which is viewable by the general public.

May or May Not (circle one)\_\_\_\_\_

#### PRESCHOOL2ME

Preschool2me connects parents and Kids Campus through digital daily reports, photos, and messages. The Parent App allows you to receive pictures and daily reports via app and email, download and share photos of your children, send messages view menus, receive alerts, reminders and announcements and much more directly from the app. Part of the PreSchool2Me App involves the sharing of photos and videos of your child within our school community. Kids Campus can take photos/videos using our PreSchool2Me tablets.

May or May Not (circle one)\_\_\_\_\_

#### FOOD AND PERSONAL PROPERTY FROM HOME

Certain foods that may present choking hazards or be difficult for a child to swallow may not be brought into school(i.e. uncut grapes, popcorn, uncut frankfurters, hard candies, uncooked vegetables). All foods/lunch bags/containers must be labeled with your child's first and last name. For safety purposes food may not be sent to school in gallon zip lock bags or glass containers/bottles. Kids Campus is a Nut Free environment. Please do not bring in any food containing nuts as well as any foods that have been processed on or in equipment used for nuts or products containing nuts. I agree to inform directors and teachers of any allergies or food restrictions my child may develop or grow out of after initial Allergies and Treatment form is submitted upon enrollment.

Kids Campus is not responsible for lost or damaged personal items. Please ensure that your child's clothing, backpacks and other personal items are clearly labeled with the child's first and last name. Please keep all items of personal value at home! I agree not to send my child to school with toys from home.

#### **Birthdays**

Birthdays are a special time at Kids Campus. Families are welcome to join in the celebration. If you would like to celebrate at school, we encourage you to bring a nutritious food or a non-food treat (with Director approval). All food must be purchased from a licensed food provider including a copy of ingredients-unfortunately no home baked goods can be brought in. Please make arrangements for birthday celebrations at least one week in advance with your child's teacher.

#### NAPPING AGREEMENT

Infants: All infants will be placed on their backs to sleep in their cribs which are kept two feet apart at all times. The children are supervised within ratio by their teachers at all times both by sight and sound. Parents will supply a fitted sheet and sleep sack for children under 1 year, over 1 year old can bring a lightweight blanket for their children to be taken home every Friday to be washed. Cribs will be sanitized daily and only occupied by one child at a time. I agree to provide a physician's note if I request that my child sleep in a position other than their back. I also agree to provide written permission and hands on instruction should I wish that my child is swaddled.

<u>Toddlers & Preschoolers:</u> All children will nap on cots which are kept two feet apart at all times. The children are supervised within ratio by their teachers at all times both by sight and sound. Parents will supply a fitted sheet and blanket for their children to be taken home every Friday to be washed. Cots will be sanitized daily and only occupied by one child at a time. Children who are unable to nap will be given a supervised quiet play activity

#### **Animals and Pets**

A therapy dog and/or a therapy dog in training will be on site at Kids Campus to have supervised visits with the children. The children will learn how to approach a dog and handle a dog. At a future date, Kids Campus will be incorporating, The Wagging Tales Program where children take turns "reading" a book to the dog seated next to them.

May or May Not (circle one)



#### **PARENT HANDBOOK**

I have received a copy of the Kids Campus Parent handbook. I have read and understand its contents and policies and agree to be bound by same.

#### **ALL KIDS CAMPUS POLICIES & STATE REGULATION**

I understand that the above policies are not an all-inclusive list of policies, and that my child, my family members, authorized agents and I are bound by NYS child care regulations, the Parent Handbook and all other Kids Campus policies, which may be modified at any time, without notice. I also understand that NYS child care regulations may prevail over Kids Campus policies when the state regulation is stricter. I further understand that my continued enrollment at Kids Campus constitutes my acknowledgment of, and agreement to abide by, all Kids Campus policies and state regulations.

I understand that the completion and execution of any forms and the payment of any tuition, timely or in advance, is not a guarantee of enrollment, continued enrollment or re-enrollment. My child may be refused enrollment or may be disenrolled at any time, with or without notice, when it is believed, at Kids Campus sole discretion, that discontinuing or refusing enrollment is in the best interest of my child, the School or the other children in Kids Campus' care. I further understand that enrollment at Kids Campus is not a guarantee of academic or other success, progression or promotion.

I have thoroughly read, fully understand and will comply with the policies included in this Enrollment Agreement. This contract will supersede all other previous documents.

No terms of this Agreement may be altered, revised, modified or deleted by any person except in cases of Kids Campus policy change or rate change. Any alterations, revisions, modifications or deletions of any term of this Agreement are null and void.

Parent/Guardian:						
(PRINT Name)	(SIGN Name)	(Date)				
Director:						
(PRINT Name)	(SIGN Name)	(Date)				

#### First Day Checklist:

What should I bring for my child?

(every item must be labeled with your child's full first and last name, no initials)

#### Infants

- Crib Sheets(2 sets)-Fitted sheet
- Sleep Sack for children under 1 yr/ Blanket for children over 1 yr
- Enough prepared and labeled formula or breast milk for one day (labeled with date and contents)
- Any food not on our menu such as jar food, cereal
- Bibs(5 at minimum)
- Pacifiers
- Changes of clothing(3 seasonally appropriate outfits)
- Diapers, wipes, ointments and creams, with completed Non Medication From
- Reusable Bags(2)-to transport soiled items daily and each Friday

#### Toddlers & Pre School

- Crib Sheets(2 set)-Fitted sheet and light blanket, no pillows
- Changes of clothing(3 seasonally appropriate outfits)
- · Diapers or Pull Ups, wipes, ointments and creams, with completed Non Medication From
- When applicable, covered Sippy cups with lids
- Reusable Bags(2)-to transport soiled items daily and each Friday
- 1 Mask (children over 2yrs)



# **Allergies/Food Restrictions and Treatments**

oods:	. ***
Other:	
————	
Any Breat	hing Problems:
-	hing Problems: is recommended treatment?
lf so, what	
lf so, what	is recommended treatment?
lf so, what	s is recommended treatment?  Supplied: YES NO



## **Authorization & Emergency Contact Student Pick-Up Form**

I understand that every effort will be made to contact me in the event of an emergency. However, if I cannot be reached, I hereby authorize Kids Campus to transport my child to the nearest hospital and to secure for my child the necessary medical treatment. I understand that the teachers and staff at Kids Campus are trained in the basics of CPR and First Aid and I authorize them to give my child these services when appropriate and necessary. Additionally, I hereby authorize Kids Campus to contact and/or release to the following persons (other than parents):

1.	Name:		
	Address:		
	Home #:		Cell #
	Work #:		Relationship#
	Authorized	Pick Up: YES / NO	_ Emergency Contact: <u>YES / NO</u>
2. I	Name:		
	Address:		
	Home #:		Cell #
			Relationship#
			Emergency Contact: YES / NO
3.	Name:		
	Address:		
	Home #:		Cell #
			Relationship#
			_ Emergency Contact: <u>YES / NO</u>
	4. Name:		
	Address:		
	Home #:		Cell #
	Work #:		Relationship#
	Authorized	Pick Up: YES / NO	Emergency Contact: YES / NO



# PERSONAL CHILDHOOD HISTORY

Name of Child:
Date of Birth:
What foods does your child especially like?
Especially dislike?
Favorite toy, games, activities:
Is your child toilet trained?What word(s) does your child use for toilet use?
Does your child nap at home?If yes, what is the normal nap schedule?
How does your child express anger or frustration?
Does your child have specific fears?
When your child is upset what helps to comfort him/her?
How do you discipline your child?
Is there a special toy or blanket for naptime?
What is your child's favorite outdoor activity?
Does your child have any health problems?
Special family situations?
Five words to describe your child's personality:
How does your child show anger?
Anticipated adjustment problems?
Any disorders/development diagnosed or suspected?
Previous Child Care Attended: Any concerns at previous day care?



# Infant Feeding/Sleeping Routines

Childs Name:	
	g Routine:
Please check any that apply:	
o Breast Milk	o Water
<ul> <li>Liquid Formula(Type)</li> </ul>	o Puree Foods
<ul> <li>Powder Formula(Type)</li> </ul>	o Table Foods
<ul> <li>Whole Milk</li> </ul>	o School Menu
Does your child take a pacifier: Yes No	<u> </u>
Does your child self feed: Yes No	
Does your child sit independently: Yes No_	
I would like my child fed according to the	e following schedule:
How many ounces per bottle?oz	
Quantity of solids per feeding:	
Ratio for mixing Oatmeal/Cereal:	
Please follow ahour feeding schedule	
Bottle at(am/pm)	Solid Foods at(am/pm)
<u>Sleepin</u>	g Routine:
Please follow the napping schedule below:	
How many naps per day? (Typical)	
Length of expected naps: (Typical)	
Nap #1:(AM/PM) Nap #2(AM/PM	I) Nap #3(AM/PM) Nap #4(AM/PM)
Special Instructions:	
Parent Signature:	Date:

#### **COVID POLICIES: Parents effective September 2020**

In efforts to keep our students, staff, and families as healthy as possible, Kids Campus has adopted the following policies. These policies can be modified as needed as time goes on with any updates to CDC, DOH, and OCFS Guidelines.

#### **Operating Changes**

Meals Provided: Breakfast & Afternoon Snack (Lunch eliminated)

#### Guardian Drop Off/Pick Up Procedures

Allow 5-10 minutes for drop off in the morning so that we can follow the drop off protocols as follows:

- Face covering required for guardians to enter building
- Front Door/Sign In Station: Parents MUST use sanitizer(located directly above computer) prior/post signing their child in as well as on their way out before touching the door. All guardians MUST utilize the sign in station to trigger the door, if you do not have a fingerprint set up please reach out to the directors.
- Car Seats/Strollers can no longer be left in front vestibule and/or brought into the building until further notice
- Only ONE guardian is allowed in for drop off/pick up
- Guardians must stop outside the classroom door to drop off. No more than one family
  dropping off at classroom door/blue floor tile at a time. Follow social distancing markings
  on the ground. Please do not linger or visit other classrooms. Teachers will settle your
  child in after screening them.
- Guardian must wash children's hands as well as own if/when entering classroom.
- Children's and Guardian's temperature will be taken by teachers at drop off and pick up and logged in their health checklist(CDC Guidelines is a temperature above 100.4)
- Three Screening Questions will be asked to guardians and children by staff each day:
  - 1. Have you had any contact with a person confirmed or suspected to have COVID-19 in the past 14 days?
  - 2. Have you tested positive for COVID-19 in the past 14 days?
  - 3. Are you currently experiencing any symptoms of illness?
- If children are on the playground when you need to drop off or pick up, please DO NOT walk through the classroom. We are designating Room K as the passageway to enter the Toddler/Preschool(along New Street) playgrounds. The Infant/Toddler Playground(on the side of the building) can be accessed via the side exit door.

#### **Children's Food From Home**

Lunch bags for our toddlers/preschoolers/school age students will no longer be put in refrigerators due to space restrictions. All Food MUST be brought in inside of a lunch bag. It must have your child's full first and last name(no initials) as well as each of the contents must be labeled with first and last name. You must put a COLD PACK inside the lunch bag, also no milk, nut products or glass containers. Please avoid foods that need to be heated. Water will be served with lunch.

#### **Birthday Celebrations**

No candles, visitors or outside entertainers until further notice. All food must be store bought and include ingredients label.

#### Absence

Parents must call and report any planned absence to center directors. There are no credits or waived fees for absences. In the case that the DOH requires a child/family to quarantine or a parent chooses to quarantine on their own accord, *tuition will not be waived or discounted*. If you choose to disenroll without a two week notice, just as stated in your enrollment agreement, your escrow is forfeited.

#### Policy to Report Suspected/Confirmed case of COVID

Kids Campus will immediately call the Nassau County Department of Health and NYS OCFS licensor to receive guidance and follow through with their case specific recommendations. Kids Campus will inform all parents of a positive case, staff, child, or guardians in the school. We will follow all DOH protocols as required by each specific case which can range from a deep clean to a 14 day quarantine.

#### **Changes to Programming**

- Classroom group sizes are a maximum of 15
- Intensified cleaning and disinfection
- Implement social distancing strategies
- Napping children will be spread approximately 6 feet apart and head to toe
- Children's Bedding-must be brought home each week to be laundered and returned on Monday's
- Neighborhood walks, if taken, will require all children to wear masks
- Limited mixing of classrooms at start/end of the day
- Playground equipment sanitized between classroom usage
- Staff temperature checks at arrival and wear masks
- Provide 2 re-usable bags to transfer soiled clothing and bedding, labeled with first and last name
- Toys from home must NOT be brought in to school

#### Illness

It is essential for our school to reinforce to students, parents and staff the importance of students staying home when sick until at least 24 hours after they no longer have symptoms. Policies that encourage and support staying home when sick will help prevent the transmission of illnesses and help to keep our school open. We will require all children that experience symptoms of illness to be seen by their pediatrician with a note to return to care. If you take your child to get tested we ask that you provide us with that information as well as the results of that test. Children MUST be picked up within 1 hour if they are symptomatic. Secondary contacts will be contacted if an hour passes. Children will be removed from their classroom setting and brought to the front office "sick" bed. A child presenting symptoms such as cough/sneeze will be put in the mask provided by parents until they are picked up. People with COVID-19 have had a wide range of reported symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure. Symptoms can include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

I have received, read and agree to the most recent Kids Campus Parent COVID Policies effective <b>September 2020.</b>
Child's Name:
Parent's Name(print):
Parent's Name(sign):
Date:

en ad hair II		*
; .		
: :		

# NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES

### **CHILD IN CARE MEDICAL STATEMENT**

To Be Completed By Licensed Physician, Physician Assistant or Nurse Practitioner

Name of Child:				Date of Birth:		1 1
Immunizations requir	red for entry i	nto dav care			-	,
Medical Exemption T	he physical co	ondition of the nar				☐ Yes ☐ No
of the immunizations vecempt immunization(s		er life or health.	Attach certif	fication specify	ing the	_ 100 _ 110
Diphtheria, Tetanus and	1 <sup>st</sup> Date	2 <sup>nd</sup> Date	3 <sup>rd</sup> Date	4 <sup>th</sup> Dat	e	5 <sup>th</sup> Date
Pertussis (DPT) Diphtheria and Tetanus and acellular	/ /	1 1	/ /	/	1	1 1
Pertussis (DTaP)	1 <sup>st</sup> Date	2 <sup>nd</sup> Date	3 <sup>rd</sup> Date	4 <sup>th</sup> Dat	·e	
Polio (IPV or OPV)	1 1	1 1	1 1			
	1 <sup>st</sup> Date	2 <sup>nd</sup> Date	3 <sup>rd</sup> Date			ate (if given on or after
Haemophilus influenzae type B (Hib)	1 1	/ /	/ /	<b>I</b>	nths of age /	)
Pnuemococcal Conjugate	1 <sup>st</sup> Date	2 <sup>nd</sup> Date	3 <sup>rd</sup> Date	4 <sup>th</sup> Dat		
(PCV) for those born on or after 1/1/08)	/ /	/ /	/ /	/	1	
Hepatitis B	1 <sup>st</sup> Date / /	2 <sup>nd</sup> Date / /	3 <sup>rd</sup> Date / /			<u> </u>
Measles, Mumps and Rubella (MMR)	1 <sup>st</sup> Date	2 <sup>nd</sup> Date / /				
Varicella (also known as Chicken Pox)	1 <sup>st</sup> Date	2 <sup>nd</sup> Date				
Other Immunization	ทร may inclเ	ide the recomn	nended va	ccines of Ro	tavirus,	Influenza and
Hepatitis A						
		Date:	Type of Im	munization:		Date:
Type of Immunization:		Date:		munization:		Date:
Type of Immunization:  Type of Immunization:				munization:		
Type of Immunization:		/ / Date:	Type of Im			/ / Date:
Type of Immunization:  Type of Immunization:  Type of Immunization:		/ / Date: / / Date:	Type of Im	munization:	_	/ / Date: / / Date:
Type of Immunization:  Type of Immunization:	1 1	/ / Date: / / Date:	Type of Im	munization: munization:		/ / Date: / / Date:
Type of Immunization:  Type of Immunization:  Type of Immunization:  Tests		/ / Date: / / Date: / / Date: / /	Type of Im  Type of Im	munization: munization: ve \( \square\) Negative		Date: / / Date: / /
Type of Immunization: Type of Immunization: Type of Immunization:  Tests Tuberculin Test Date:	ician's discretio	Date: / / Date: / / Date: / / Mantoux Result n. Acceptable tests	Type of Im  Type of Im  Type of Im  Positive include Manta	munization: munization: ve  Negative toux or other fed	erally app	Date: / / Date: / /
Type of Immunization:  Type of Immunization:  Type of Immunization:  Tests  Tuberculin Test Date:  TB Tests are at the physical If positive, or if x-ray order	ician's discretion ered, attach phy	Date: / / Date: / / Date: / / Mantoux Result n. Acceptable tests	Type of Im  Type of Im  Type of Im  Positive include Manta	munization: munization: ve  Negative toux or other fed	erally app	Date: / / Date: / /
Type of Immunization: Type of Immunization: Type of Immunization:  Tests Tuberculin Test Date: TB Tests are at the physi If positive, or if x-ray orde Lead Screening Date:	ician's discretionered, attach phy	Date: / / Date: / / Date: / / Mantoux Result n. Acceptable tests	Type of Im  Type of Im  Type of Im  Positive include Manta	munization: munization: ve  Negative toux or other fed	erally app	Date: / / Date: / /
Type of Immunization:  Type of Immunization:  Type of Immunization:  Tests  Tuberculin Test Date:  TB Tests are at the physical If positive, or if x-ray order	ician's discretionered, attach phy	Date: // / Date: // / Date: // /  Mantoux Result n. Acceptable tests	Type of Im  Type of Im  Type of Im  Positive include Manta	munization: munization: ve  Negative toux or other fed	erally app	Date: / / Date: / /
Type of Immunization: Type of Immunization: Type of Immunization:  Tests  Tuberculin Test Date: TB Tests are at the physi If positive, or if x-ray orde Lead Screening Date: Attach lead level statement	ician's discretionered, attach phy  / / ent le All Dates and	Date: / / Date: / / Date: / / Mantoux Result n. Acceptable tests sician's statement of	Type of Im  Type of Im  Type of Im  Type of Im  Positive include Mantalocumenting for the second sec	munization: munization: ve  Negative toux or other fed	erally app	Date: / / Date: / / Date: / / mm roved test.
Type of Immunization: Type of Immunization: Type of Immunization:  Tests  Tuberculin Test Date: TB Tests are at the physi If positive, or if x-ray order Lead Screening Date: Attach lead level statemed Lead Screening (Included) 1 year / /	ician's discretionered, attach phy  / / ent le All Dates and Result:	Date: // / Date: // / Date: // /  Mantoux Result n. Acceptable tests sician's statement of	Type of Im  Type of Im  Type of Im  Positive include Mandocumenting to the commenting to the comment of the commen	munization: munization:  ve	erally app llow-up. ☐ Cap	Date: // Date: // Date: // mm roved test.
Type of Immunization:  Type of Immunization:  Type of Immunization:  Tests  Tuberculin Test Date: TB Tests are at the physical Information of	ician's discretionered, attach phy  / / ent le All Dates and Result: Result:	Date: / / Date: / / Date: / / Mantoux Result n. Acceptable tests sician's statement of	Type of Im  Type of Im  Type of Im  Type of Im  Positive include Mantalocumenting to the commenting of the comment of th	munization:  munization:  ve	erally app llow-up. ☐ Cap	Date: // Date: // Date: // mm roved test.
Type of Immunization:  Type of Immunization:  Type of Immunization:  Tests  Tuberculin Test Date: TB Tests are at the physil If positive, or if x-ray order Lead Screening Date: Attach lead level statemed Lead Screening (Included 1 year / / / / / / / / / / / / / / / / / / /	ician's discretionered, attach phy  / / ent le All Dates and Result: Result: discreening (if	Date: / / Date: / / Date: / / Mantoux Result n. Acceptable tests sician's statement of	Type of Im  Type of Im  Type of Im  Positive include Mantalocumenting to the commenting of the commental occurrence occurrence of the commental occurrence occurrence occurrence of the commental occurrence	munization:  we	erally app llow-up. ☐ Cap	Date: // Date: // Date: // mm roved test.
Type of Immunization:  Type of Immunization:  Type of Immunization:  Tests  Tuberculin Test Date: TB Tests are at the physi If positive, or if x-ray orde  Lead Screening Date: Attach lead level statemed Lead Screening (Included 1 year / / 2 years / / Most recent date of lead / / Per NYS law, a blood lead	ician's discretionered, attach phy  / / ent le All Dates and Result: Result: d screening (if Result:	Date: // / Date: // / Date: // /  Mantoux Result n. Acceptable tests sician's statement of d Results)  different from aboutered at 1 and 2 ye	Type of Im  Type of Im  Type of Im  S: Positive include Mand documenting to the commenting of the commentation of the commenting of the commentation of the commentati	munization:  we  Negative toux or other fed treatment and fo  Venous Venous Venous d whenever ris	erally app llow-up.  Cap Cap Cap	Date: / / Date: / / Date: / / mm roved test.  billary  billary  poisoning is likely.
Type of Immunization:  Type of Immunization:  Type of Immunization:  Tests  Tuberculin Test Date: TB Tests are at the physi If positive, or if x-ray order Lead Screening Date: Attach lead level statemed Lead Screening (Included 1 year / / 2 years / / Most recent date of lead	ician's discretionered, attach phy  / / ent le All Dates and Result: Result: d screening (if Result: ead test is requitested for lead	Date: // / Date: // / Date: // /  Mantoux Result n. Acceptable tests sician's statement of different from abouted at 1 and 2 yes, the day care provi	Type of Im  Type of Im  Type of Im  S: Positive include Mand documenting the commenting of the comment of the c	munization:  we  Negative toux or other fed treatment and fo  Venous Venous Venous cond whenever rise	erally app llow-up.  Cap Cap Cap from chil	Date: / / Date: / / Date: / / mm roved test.  billary  poisoning is likely. d day care, but must

(Continued on reverse side)

# CHILD IN CARE MEDICAL STATEMENT (continued)

Health Specifics				Commen	its
Are there allergies? (Specify)	☐ Yes ☐ No				
Is medication regularly taken? (Specify drug and condition)	☐ Yes ☐ No				
Is a special diet required? (Specify diet and condition)	☐ Yes ☐ No				
Are there any hearing, visual or dental conditions requiring special attention?	☐ Yes ☐ No				
Are there any medical or developmental conditions requiring special attention?	☐ Yes ☐ No				
Include special recommendations to child	day care providers				
On the basis of my findings as indicated a that: he/she is free from contagious and coday care.	above and on my k ommunicable disea	nowledge se and is	of the n	amed child, I participate in	find child ☐ Yes ☐ No
Signature of Examiner				Ac	ddress
Please Print Name		_		City,	State, Zip
		(	)	- Phone	/ / /
Title				⊬non <del>e</del>	Date

#### **NEW YORK STATE** OFFICE OF CHILDREN AND FAMILY SERVICES

### **NON-MEDICATION CONSENT FORM**

#### **Child Day Care Programs**

- This form may be used when a parent consents to having over-the-counter products administered to their child in a child day care program. These products include, but are not limited to: topical ointments, lotions and creams, sprays, sunscreen products and topically applied insect repellant.
- This form should NOT be used to meet the consent requirements for the administration of the following: prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays. OCFS Form 7002 would meet the consent requirements for medications.
- One form must be completed for each over-the-counter product. Multiple products cannot be listed on one form.
- This form must be completed in a language in which the staff is literate.
- If parent's instructions differ from the instructions on the product's packaging, permission must be received from a health care provider or licensed authorized prescriber.

PARENT TO COMPLETE THIS S		<u></u>	0.054.95.15		
Child's first and last name:	2. Date	of birth:	3. Chila's K	nown allergies:	
4. Name of product (including strength):	5	5. Amount to be add	ninistered:	6. Route of administration:	
7A. Frequency to be administered, include <i>OR</i>	times of day if approp	priate:			
7B. Identify the conditions that will necess administration):				nust be observable prior to	
8A. Possible side effects: See prod	uct label for complete	list of possible side	effects (parent i	must supply)	
8B: Additional side effects:					
9. What action should the child care provide	ler take if side effects	are noted:			
Contact parent					
Other (describe):					
10A. Special instructions: See packa AND/OR  10B. Additional special instructions:	age insert for complete				
11. Reason(s) for use (unless confidential	I I A.				
12. Parent name (please print):		13. Date auth	orized:		
14. Parent signature:					
х					
DAY CARE PROGRAM TO COM	PLETE THIS SEC	TION (#15 - #2	1)		
15. Program name:	16. Facility ID nu	mber:	per: 17. Program telephone number: 516-593-5900		
Kids Campus	645520				
18. I have verified that #1, -#14 are completo the child day care program.	ete. My signature indic	cates that all inform	ation needed to	administer this product has been given	
19. Staff's name (please print):		20.	Date received fr	om parent:	
21. Staff's signature:					
v					

unii ror≡					
				,	
:					
a					



### PARENT HANDBOOK 2020/2021

(Keep for your reference)

Kids Campus goal is to provide quality, educational loving care, without discrimination, to all families. This Parent Handbook defines our and your responsibilities while your child is in our care and strengthens our partnership with parents/guardians. Please read this document carefully and thoroughly. Communication between staff, parents and guardians is of upmost importance to providing quality care.

Our program is designed for children from six weeks to five years of age. For children 5-12 years of age, we also provide care before and after school, during school vacation breaks and holidays and a full travel or in-house summer camp program. Kids Campus accepts all children on a first-come, first-served basis and does not discriminate on the basis of race, gender, religion or national origin. We are open Monday through Friday from 6:30 am to 6:30 pm.

We appreciate your cooperation with the Kids Campus Early Childhood Learning Center policies.

If you have any questions, comments, concerns or compliments, please contact our Directors, Nicole Ervolino and Tara Hadjoglou at 516 593-5900 or email them directly at <a href="mailto:nicole@kidscampusny.com">nicole@kidscampusny.com</a> and/or <a href="mailto:tara@kidscampusny.com">tara@kidscampusny.com</a>. The schools general inbox can be reached kidscampuslynbrook@gmail.com.

#### Student Confidentiality

Information pertaining to a child and his/her family is kept confidential at all times, Occasionally, records may be reviewed by regulatory agencies for information that may be pertinent to a child's well being or requested by a legal subpoena. Student files are otherwise confidential and monitored only by the administrative staff. If your child's involved in an incident involving another child, Kids Campus can not reveal the other child's identity without prior written consent from the other child's parent/guardian except where prohibited or required by law. Federal law prohibits us from requiring testing of children who bite for communicable diseases.

#### **Interviewing Children and Inspecting Records**

NYS child care regulatory enforcement and administration agency and the local department of social services or child protective services has the authority to interview children or staff, inspect and audit child or facility records, to interview children privately, observe the physical condition of the children in the Center, to make provisions for the independent medical examination by a licensed Physician of any child, and to contact and instruct any other appropriate authority to do the same, without prior notice or consent by parent/guardian or by Kids Campus.

#### **Child Information**

It is the sole responsibility of the parent/guardian to inform Kids Campus of any changes in personal information or child's personal information including, but not limited to: address, phone numbers, days and hours of work, days and hours of school, transportation arrangements, child's medical conditions, allergies, infant feeding schedules and any changes that may affect a child's enrollment. Kids Campus will not be responsible for errors or claims resulting from the parent/guardian's failure to provide current personal information.

#### **Emergency Contacts**

Parent's/Guardian's are required to provide and maintain at all times a minimum of two additional emergency contacts other than themselves, including full names, phone numbers, address, and relationship to the child. In the event of any emergency for which the parent/guardian cannot be reached and the emergency contacts cannot be reached, that the School may contact the police or other local authorities for assistance.

#### **Enrollment Specifics**

- Children must be at least six weeks of age.
- Prior to the start date, children must submit a medical record that includes a complete physical, a current immunization record, a TB screening and any other state requirements using the provide OCFS Child In Care Medical Statement Form
- All registration materials in the Enrollment Packet must be completed prior to the start date.
- A registration fee and a 2 week tuition deposit must be received prior to the start date

#### **Termination of Enrollment by Kids Campus**

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class and the well being of everyone at the school. Every effort will be made to correct a situation before a final decision is made (i.e., moving a child to another class, redirecting behaviors,



providing choices, separating children who are not getting along or other interventions). Termination of enrollment may be a result of the following:

- Abuse of other children, staff or property by child or parent/guardian
- Continued violation of Kids Campus policies by child or parent/guardian
- Disruptive or dangerous behavior by child or parent/guardian
- The Center's inability to meet the child's need or the parent's/guardian's expectations
- Non-payment of tuition

This is a partial list. Kids Campus reserves the right to end enrollment of a child at any time for any reason deemed appropriate, with or without prior notification to the parent.

#### **Tuition and Registration**

Tuition is pre-paid for the upcoming week/month and is due and payable, on the first scheduled day of attendance each week/month. Tuition/Fees are subject to change usually in but not restricted to the month of September. Additional tuition will be due at a rate of \$10 per hour for any unscheduled hours my child attends in addition to their registered program. Kids Campus offers a 10% tuition discount for each additional child in the immediate family enrolled full-time. This discount is applied to the lowest tuition rate. Discounts are not applicable to Registration Fees, Agency Co-Pays(DSS/ACS), and special program promotions or for any other fees or services and cannot be combined with any other discount or promotion. An annual, non-refundable, Registration Fee of \$100 per child/\$50 per sibling will be payable each year posted on September 1st. Kids Campus excepts payment in the form of cash/check/credit card/Tuition Express. If there are circumstances that would prevent you from paying tuition on time, please discuss this confidentially with the Director.

#### **Security Deposit**

A non-refundable security deposit equal to two week's tuition is required prior to start date. This will be used as my final tuition payment upon proper written notice of my child leaving the school. Written notice must be given a *minimum of two weeks in advance*. If this notification is not provided, my security deposit will be forfeited and/or I agree to pay all tuition and fees for two weeks, whether or not my child attends. Any outstanding balances upon disenrollment will be forwarded to a collections agency. I understand that when my child is withdrawn, he or she will only be eligible for re-admission based upon available space and all other enrollment criteria. If my child re-enrolls, I will be required to pay a new non-refundable Registration Fee. All outstanding balances will be required to be paid prior to completing a re-enrollment application.

#### Late Pick Up (After 6:30PM)

Kids Campus is open from 6:30 am to 6:30 pm, Monday through Friday. If parent/guardians fail to pick up their child by the scheduled closing time of 6:30pm, they will be charged a late-fee of \$2 per minute, per child, until the child(ren) are picked up. This charge will be billed to your account and must be paid in cash the following day. It is expected for parents/guardians to call the Center to notify the director of the pending late pick up. If the late pick up is more than 30 minutes past the Center closing time, police or local authorities may be contacted.

#### **Late Payment Fees**

For monthly tuition, a late payment fee of \$25.00 is incurred if tuition is not paid by the 5th of each month. For weekly tuition, a late payment fee of \$10.00 is incurred if tuition is not received by close of business Tuesday. If the account is delinquent for two weeks, parents/guardians will be asked to withdraw the child until the account is made current. The Center cannot guarantee a child's spot will be held when a child is withdrawn due to nonpayment of tuition. Upon the child's departure, the parent/guardian will still be responsible to pay unpaid tuition, late payment fees or any fees incurred in connection with collections and/or third party collection agencies.

#### **Returned Checks**

A \$35.00 fee will be charged for all checks which are returned for any reason. This fee is in addition to any charges that the parent/guardians personal bank or financial institution may charge them. Non-sufficient funds checks will be automatically resubmitted up to 2 times. Once a check has been processed electronically, the check is no longer negotiable and will not be returned. If more than 2 checks are returned within a calendar year, the parent/guardian will be required to pay by cash, money order, Tuition Express or credit card.



#### Agency Reimbursement (DSS/BRIGHT HORIZON)

Parent/Guardians are solely responsible for any tuition payment and late fees in excess of any agency or third-party reimbursement in accordance with the applicable contract. They are solely responsible for promptly communicating any changes in their status that would affect any agency reimbursement, and for payment to Kids Campus of any tuition in excess of any agency or third-party reimbursement resulting from their failure to promptly communicate status changes.

#### Absences/Vacations/Holidays

Kids Campus asks that parents/guardians inform the center via phone/email/app if their child will be absent on any day. The Center is closed on the days specified in the Holiday Schedule which is revised annually. If a holiday falls on a weekend, it may be observed on either the preceding Friday or the following Monday. There are no refunds, credit or make-up days for absences, vacations, or holidays.

#### Summer In House Programs & Summer School Age Travel Camp

A separate Summer Activity Fee for enrolled children age 18 months to 5 will be billed with the July Tuition. In instances of agency reimbursement, the Summer Activity Fee is NOT covered by agency reimbursement, it is the sole responsibility of parent/guardian to pay all fees in full. Kids Campus School Age (ages 5-12) Travel Camp operates during July and August and requires a separate Registration and Camp Tuition Fee.

#### Waiting Lists

Due to high demand for quality child care, we often maintain a waiting list secured by a registration fee. Admission is based on the date of application and the child's age. Before new families are accepted, priority is given to siblings of children currently enrolled.

#### Sign In/Out

To ensure the safety and security of your child, upon entrance to building, your child MUST, as required by NYS law, be signed in and out each day using the front touch screen computer.

- Families are to use only the front door for entering and exiting the building.
- Families may not hold the door open for other people to enter the building.
- Children must always be walked into the building and into their classroom and placed with a classroom staff member before the parent/guardian leaves.
- Each day parents must complete any applicable permission slips-for field trips or authorization forms for administering medication. Medicine must be left at the front office with a Director.
- When picking up your child be certain that a Kids Campus staff member acknowledges your child is leaving.
- Please pick-up your child on time and before closing time. Staff members are not permitted to take your child
  home with them or work for a parent outside of school. If your children are not picked up by closing, we will try to
  contact you and/or your emergency contacts by phone. If we cannot reach you by 30 minutes past closing time,
  police or local authorities may be contacted.
- You must use an appropriate child safety seat/seat belts when transporting children. If we become aware of any
  person transporting a child without the proper child safety seat and/or seat belts we may refuse to release the
  child and/or notify the proper authorities. For your child's safety, an adult must accompany your child while
  in/around the school at all times.

#### Release of Children

My child will only be released to me, a parent or legal guardian (except where prohibited by state child care law or court order) and to those persons whose names I have listed on the Authorization of Student Pick-Up form. Photo identification will be requested for any designated person picking up your child. If previously unauthorized person must pick-up or drop off your child, you must fax a signed authorization to the school with the designated person's name or speak directly to a director to give verbal authorization. No one under the age of 18, including family members, may pick-up your child from the Center without written approval. Please advise us immediately if there are any changes to authorized pick-ups. Kids Campus has the right to refuse to release a child to any person, including myself, who fails or refuses to follow Kids Campus Sign-In, Sign-Out child release policies, or to any person who appears, in the sole discretion of Kids Campus, unable to safely transport my child. No person under the age of 18, including family members but excluding emancipated minor parents, may pick up my child.



#### Custody/Parents

It is Kids Campus policy to not interfere with the custody relationship of a child's parents. As such, we assume that both parents/guardians have equal rights to pick-up/drop-off, visit or request documents on a child. If that is not the case it is the parent's/guardian's responsibility to provide court documents and/or legally binding parental agreements to clarify the rights and responsibilities of the parents and/or guardians. Kids Campus will follow the last dated court documents without prejudice to either parent/guardian. Kids Campus asks that parents/guardians keep the school, staff, and other children out of any legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in disenrollment.

#### **Center Safety**

Kids Campus has an open door policy for parents/legal guardians. Parents may enter at any time while their child is in attendance. Access to the Center may be restricted to custodial parents pursuant to state child care regulations, or may be further restricted by court order. I understand that, *for any reason* Kids Campus deems appropriate for the preservation of the safety, security, health or general well being of the Center, an individual maybe temporarily or permanently excluded from the Center, including a parent, whom Kids Campus finds at its sole discretion, poses or is likely to pose a risk to the Center or who fails or refuses to conduct him or herself in a manner befitting a child care environment. Prohibitions include but are not limited to: profanity, yelling, threatening, aggressive or violent behavior, being under the influence of drugs/alcohol or failure to follow Kids Campus policies and procedures.

#### Children with Special Needs/Service Providers

Kids Campus will accept children with special needs if reasonable accommodation is possible. Kids Campus staff members will work with the child's physician, therapist and other professionals to accommodate the child or make referrals to more appropriate settings when necessary. Kids Campus allows children receiving services to have their sessions at school. Parents must complete the Parental Consent Form in conjunction with Directors and Service Providers. Parents are responsible for informing the directors and teachers of any changes to their child's services or schedules.

#### Model Release Photographs/Videos/Audio:

Kids Campus, its agents, affiliates, may use photographs, reproductions, images or sound recordings of my child for advertising, publicity and other lawful purposes including posting on our Face Book page and/or website which is viewable by the general public. They may be used in conjunction with your child's own name or a fictitious name.

#### Preschool2Me APP:

Preschool2me connects parents and Kids Campus through digital daily reports, photos, and messages. The Parent App allows you to receive pictures and daily reports via app and email, download and share photos of your children, send messages, view menus, receive alerts, reminders and announcements and much more directly from the app. Part of the PreSchool2Me App involves the sharing of photos and videos of your child within our school community.

#### **Health Precautions/Sick Policy**

Teaching staff must observe each child's health on a daily basis. A daily health checklist is completed for each child upon entering the classroom. If we observe your child developing symptoms of illness during the day we will isolate him or her from the other children if necessary and notify parents via phone call to come and pick up their child promptly. As per NYS Health regulations, and for the well-being of your child and others, a child must be kept home until <a href="mailto:symptom free for 24">symptom free for 24</a> hours or you must bring a <a href="mailto:doctor's note">doctor's note</a> stating that your may return to care. If your child has any communicable disease, please inform us immediately. A physician's written release stating the child is no longer contagious is required.

In the case of illness, accident or injury, we will attempt to reach you first. Be certain that the school or caregiver has a way to reach you at all times—make your phone numbers at home and work available, as well as your cell phone number. If we are unable to reach you, your listed emergency contacts will be called. In case of a perceived emergency, we will call 911. Until the arrival of a parent/guardian or medical professionals, a staff member in an administrative capacity will take charge of your child.

#### When to Keep Your Child Home from Child Care

To reduce the risk of becoming sick, your child, the child care providers, and all the children being cared for must be up-to-date with the immunizations recommended by the American Academy of Pediatrics (AAP) and the Centers for Disease Control and Prevention (CDC). The flu vaccine is recommended for everyone 6 months of age and older, including child care staff.



#### Common Sicknesses in Child Care:

The viruses responsible for colds or the flu cause the most common sicknesses in child care facilities. Even though your child has had immunizations, he or she can get still get viruses causing colds, sore throats, coughs, vomiting, and diarrhea. Children of any age will experience a lot of infection in their first year of group child care.

#### Child Care Recommendations for Exclusion:

The primary reasons for exclusion from child care or school are that the condition:

- Prevents the child from participating comfortably in activities
- Results in a need for care that is greater than staff members can provide without compromising the health and safety of other children
- Poses a risk of spread of harmful disease to others (see list of these conditions below)

Any child with respiratory symptoms (cough, runny nose, or sore throat) <u>and fever should be excluded from their child</u> care program. The child can return after the fever associated with these symptoms has resolved (without the use of fever-reducing medicine).

#### Conditions that require exclusion include:

- When the child appears to be severely ill, is not responsive, irritable, persistently crying, having difficulty breathing, or having a quickly spreading rash.
- Cough-Persistent
- Sore throat and/or trouble swallowing
- Fever (temperature above 100.4 by any method) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, or diarrhea).
- Diarrhea—Exclusion is required for all diapered children whose stool is not contained in the diaper and toilettrained children if the diarrhea is causing "accidents," and for children whose stool frequency exceeds 2 stools
  above normal per 24-hours for that child while the child is in the program or whose stool contains more than a
  drop of blood or mucus. Diarrhea is defined by stool which is occurring more frequently and/or is less formed in
  consistency than usual in the child, and not associated with changes of diet.
- Vomiting 2 or more times in the previous 24 hours, unless the vomiting is determined to be caused by a non-communicable/non-infectious condition and the child is not in danger of dehydration.
- Abdominal pain that continues for more than 2 hours or intermittent abdominal pain associated with fever or other signs or symptoms.
- Mouth sores with drooling that the child cannot control unless the child's primary health care provider or local health department authority states that the child is noninfectious.
- Rash with fever or behavioral changes, until a primary care provider has determined that the illness is not a communicable disease.
- Skin sores that are weeping fluid and are on an exposed body surface that cannot be covered with a waterproof
  dressing.

#### Other conditions with specific diagnoses as follows:

- Streptococcal pharyngitis (i.e., strep throat or other streptococcal infection), until the child has had two doses of a course of an appropriate antibiotic 12 hours apart.
- Conjunctivitis(i.e. pink eye), until the child has had two doses of a course of an appropriate antibiotic 12 hours apart
- Head lice, scabies, ringworm until after the first treatment (Exclusion is not necessary before the end of the
  program day.) Treatment may occur between the end of the program day and beginning of the next day—not
  requiring any exclusion.
- Chickenpox (varicella) until all lesions have dried or crusted (usually 6 days after onset of rash) and no new lesions have showed for at least 24 hours.
- Rubella, until 7 days after the rash appears
- Pertussis, until 5 days of appropriate antibiotic treatment (21 days if untreated)
- Mumps, until 5 days after onset of parotid gland swelling
- Measles, until 4 days after onset of rash
- Hepatitis A virus infection, until 1 week after onset of illness or jaundice or as directed by the health department



#### When It's OK to Stay in Child Care:

Except during outbreaks of influenza, as long as the first two criteria are met, children <u>do not</u> need to be excluded for:

- Common colds
- Runny noses (regardless of color or consistency of nasal discharge)
- Coughs
- Eye pain or eyelid redness
- Rash without fever and without behavioral changes
- Thrush
- Fifth disease
- All staphylococcal infections including Methicillin-resistant Staphylococcus aureus (MRSA) carriers or children with colonization of MRSA but without an illness that would otherwise require exclusion
- Molluscum contagiosum
- Cytomegalovirus infection
- Hepatitis B virus infection
- HIV infection
- Children who have no symptoms but are known to have a germ in their stools that causes disease—except when they have an infection with a Shiga toxin–producing Escherichia coli (STEC), Shigella, or Salmonella serotype Typhi. In these types of bowel infections, follow health department guidelines for return to care.

#### Clothing

- · Children should wear comfortable, casual clothing.
- Children who walk must wear closed-toe shoes. Sneakers are recommended.
- Appropriate seasonal clothing must be provided as children will go outside year round.
- All clothes must be marked with their child's first and last name in indelible ink.
- Small hair clips, bows, and/or beads are restricted due to choking hazard.
- Kids Campus is not responsible for lost clothing or possessions.

#### Smoke Free Environment

Kids Campus maintains a smoke-free environment. Smoking is not allowed anywhere on Kids Campus property.

#### Nap Time

There is a required rest period during the day for all children. Each child is assigned his/her own cot or crib to sleep on. Children that have outgrown nap will be allowed to rest or enjoy a quiet activity.

- Infants: All infants will be placed on their backs to sleep in their cribs which are kept two feet apart at all times. The children are supervised within ratio by their teachers at all times both by sight and sound. Parents will supply a fitted sheet and sleep sack for children under 1 year, over 1 year old can bring a lightweight blanket for their children to be taken home every Friday to be washed. Cribs will be sanitized daily and only occupied by one child at a time. I agree to provide a physician's note if I request that my child sleep in a position other than their back. I also agree to provide written permission and hands on instruction should I wish that my child is swaddled.
- <u>Toddlers & Preschoolers:</u> All children will nap on cots which are kept two feet apart at all times. The children are supervised within ratio by their teachers at all times both by sight and sound. Parents will supply a fitted sheet and blanket for their children to be taken home every Friday to be washed. Cots will be sanitized daily and only occupied by one child at a time. Children who are unable to nap will be given a supervised quiet play activity

#### **Birthdays**

Birthdays are a special time at Kids Campus. Families are welcome to join in the celebration. If you would like to celebrate at school, we encourage you to bring a nutritious food or a non-food treat (with Director approval). All food must be purchased from a licensed food provider -unfortunately no home baked goods can be brought in. Please make arrangements for birthday celebrations at least one week in advance with your child's teacher.

#### **Personal Property From Home**

It is the parent's responsibility to see that their child does not bring anything into the Center that is a danger to others. Kids Campus reserves the right to remove any item perceived as potentially harmful. Items such as gallon zip lock bags, plastic bags, glass containers, electronics, money, play guns and other pretend weapons are prohibited and should be left at



home. Toys from home are not allowed. Coins and other small objects are not to be brought in by your child as they are a choking hazard to themselves and younger children. *Kids Campus is not responsible for lost or damaged personal items.* Please ensure that your child's clothing, backpacks and other personal items are clearly labeled with the child's first and last name.

#### **Nut Free Environment**

Kids Campus has adopted a "peanut free' policy. We recognize that this policy can be inconvenient to parents who bring certain foods to school for special occasions and to children who love peanut butter. *Please check labels for peanuts or food manufactured in a facility along with peanuts before bringing food to school.* Please help us in preventing a child with an unknown or known allergy to peanuts from accidentally coming into contact with a product containing peanuts and possibly having a severe allergic reaction.

#### Meals and Foods from Home

For children able to eat table food, the Center will provide Breakfast, Lunch and Afternoon Snack in an 8-hour day. Any known food allergies and/or copies of any restricted diet approved by the child's physician must be brought in. Menus will be posted on the family bulletin board and APP noting substitutions, if applicable. Meals are served family style with children assisting in the setting, serving and clean up. We ask that families not send in foods unless required by a special diet. Certain foods which could represent choking hazards may never be brought from home. These foods include but are not limited to:

- · uncut grapes
- popcorn
- uncut frankfurters,
- hard candy
- · uncooked vegetables

Food may not be sent to school in gallon zip lock bags or glass containers.

#### Allergies

Before attending, a Medical Statement and Allergies and Treatment Form must be completed and signed by the child's health care provider and parent/guardian. Known allergies must be noted along with recommended treatment. This form must be updated as soon as any change or new allergy is discovered but at least annually. Each child with a food or other allergy requiring an epi pen must have a special care plan prepared by the child's parent/guardian and health care provider using the Medication Consent Form and Individual Healthcare Plan provided by directors. Any changes to a child's allergies should be communicated to the center director and teachers.

#### **Medications**

Kids Campus is a Medication Administration Trained Center (MAT) and can dispense Medicine under OCFS regulations. All medications including over-the-counter products must be labeled with the child's name, be in the original container and include an original label with an expiration date. A properly labeled medicine dispenser with the appropriate dosing measurements must also be given to the school. No medication, prescribed or over-the-counter, will be dispensed without the appropriate consent form, completed and signed by the child's parent/guardian and physician(OCFS Written Medication Consent Form). The signed form expires 6 months from the date prescribed. For prescription medications Verbal Consent is authorized for ONE DAY ONLY. Parents/Guardians must speak with the Director and will fill out the NYS OCFS Verbal Medication Consent Form and Log of Administration. After 24 hours a Written Medication Consent Form must be filled with us containing physician's signature and instructions in order to continue dispensing the medication. Please give all medications to the Center Director who will ensure proper storage and medication administration. Do not send any medication in your child's bag, coat pocket or leave any medication in your child's cubby or storage space.

Over-the-Counter *Topical* Products—The parent/guardian must fill out the NYS OCFS Non Medication Consent Form COMPLETELY! We cannot dispense without the signed authorizations. This form must be completed for each individual over the counter product that is supplied to us. Both the form and medication may be given to your child's teacher. Over-the-counter and topical products include but are not limited to: sunscreen, bug repellent, lotions, creams, sprays, and diaper ointment.



Kids Campus has the unilateral right to refuse or discontinue administration of any product if (a) an adverse reaction results, (b) the product expires, (c) the child is ill or injured, (d) the product can be administered before or after child care, (e) the consent and waiver form is incomplete or expired, or (f) for any other reason if, in Kids Campus sole opinion, it is in the best interest of the child.

#### Accidents and Injuries

If your child incurs a minor injury, such as a skinned knee or slight cut (non-emergency), an Accident/Injury Report will be prepared. Upon pickup you will be asked to sign and then will receive a copy of the report. The report will describe what happened and the actions taken by staff. If your child incurs an injury to the head or open wound you will be notified via phone as well as an Accident/Injury report upon pick up. In the event of an emergency or accident requiring more than basic first aid, we will attempt to contact you or your named emergency contacts, however if we do not reach you or if in our sole judgment we need to take further emergency measures including ambulatory care, you authorize us to take any emergency measures we deem necessary for the medical care and protection of your child. Your health insurance is and remains the primary responsible party for reimbursement of your child's treatment and care. You are solely responsible for initiating a claim, requesting all appropriate forms and for tracking the status of your claim.

#### Field Trips

Kids Campus may take children on field trips. Prior notice will be given on a posted room calendar or notification from the Teacher or Director. Details of the field trip will be included on the permission slip and your signature indicates your permission for your child to participate. For safety and security reasons, your child may not be dropped off or picked up from the field trip location without prior notification and consent from the Director. In some instances, the cost for transportation and trip fees will be paid by the parent. We do take the children on neighborhood walks on a regular basis - we do not provide advance notice of the walks and your permission to do so was indicated in the enrollment agreement.

#### Transportation of Children

Children and staff members are required to adhere to all safety standards such as seat belts while on the bus/van. To attend summer camp/offsite trips a child must be at least 5 years old and 40 pounds or more- unless a special arrangement is able to be made for booster seats. Kids Campus may not have the ability to place a booster seat in the van/bus and therefore may not be able to transport your child.

#### Animals and Pets

A therapy dog and/or a therapy dog in training will be on site at Kids Campus to have supervised visits with the children. The children will learn how to approach a dog and handle a dog. At a future date, Kids Campus will be incorporating, The Wagging Tales Program where children take turns "reading" a book to the dog seated next to them.

#### Outdoor Play

Outdoor play in the fresh air contributes to a child's good health and overall development. Kids Campus plans daily outdoor activities. It is our policy that a child must be well enough to participate in both indoor and outdoor activities. If there are medical reasons why your child cannot play outdoors but is well enough to be at the Center, we will make every attempt to comply with your request when presented with a physician's written instructions. Children remain inside when weather is inclement (raining, snowing, icy conditions) or in extreme cold or heat. Please make sure your children have seasonal and weather-appropriate clothing such as hats, mittens, coats and boots.

#### Educational Philosophy and Curriculum

Birth to age five is the most critical learning period in a child's life. Our early childhood curriculum targets all developmental areas: cognitive, physical, emotional and social. Our curriculum primarily focuses on Howard Gardner's Theory of Multiple intelligences. This theory emphasizes that all children learn at different paces, using different methods of learning styles. Each classroom provides age-appropriate organized centers such as math, science, writing, technology, reading, dramatic play, art, transportation and block play. We promote an exciting learning experience which entails experimentation, creativity, exploration, discovery and fun hands-on activities. All activities and materials in our curriculum are related to the essential learning goals of our center. We will always recognize your child's developmental milestones and encourage further learning.

#### Responsibility in Reporting Suspected Child Abuse and Neglect

As caring and concerned child care providers, we take our responsibilities seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life and in varying degrees. Kids Campus staff have been trained to recognize the signs and symptoms of abuse and neglect. The law requires us to report all suspected



cases of abuse and neglect. Parents may ask the Director for a confidential referral for outside intervention and suggested resources for prevention and assistance in dealing with this sensitive matter. To protect the children in our care, Kid's Campus takes the following measures:

- · Obtain all state required staff screening and background checks
- · Observe and evaluate the performance of staff
- Monitor classrooms, activities & staff members through our open classrooms, observation windows or closed circuit security cameras.

#### Child Guidance and Classroom Management

The ultimate goal of behavior guidance and classroom management is that children learn self-discipline and become good decision makers. At Kids Campus, we use positive approaches to guide children towards these goals. To minimize behavior problems, we structure our learning environments and engage in positive proactive methods that may include:

- · Having multiples of favorite toys.
- Making materials easily accessible to children.
- Providing a balance of child-directed choices & teacher-directed activities.
- Creating stimulating & developmentally appropriate classrooms that engage & challenge.
- Teachers moving around the room to be available to children, playing alongside them and modeling respectful and appropriate interaction strategies.

If misbehavior occurs, teachers use various techniques to positively guide a child such as:

- Distraction (Infants and Toddlers): Teachers ignore the behavior while involving the child in a more positive choice.
- Redirection: Teachers help a child understand that a behavior is not appropriate and focus his/her attention on a more acceptable alternative.
- Normal Social Consequences: Teachers allow normal consequences to occur and help children recognize how their behaviors lead to these consequences.
- Conflict Resolution: Teachers lead children in conversations with each other to solve social problems that arise & to help them understand how their behaviors impact others.
- Investigation: Through observation, discussions between family and staff and documentation, teachers will work together to determine and correct the root causes of disruptive behaviors.

Kids Campus works to treat each family with care and respect while guiding children towards self-discipline and positive decision making. Please support us in modeling positive behaviors and refrain from using developmentally inappropriate language or improper behavior while at school.

#### **Toilet Training Procedures**

It is best to start toilet training when your child recognizes their diaper needs to be changed; usually between two and three years of age. Beginning to toilet train too early will cause frustration for the child. Please note that a child must be completely potty trained before coming to school in underwear.

The following actions may indicate a child is ready:

- Verbal requests
- · Gestures such as pulling down pants, leading caregiver to the bathroom, pointing

We assist the child in training by doing the following:

- Asking the child if he or she needs to use the potty
- Assisting the child on scheduled visits to the bathroom
- Posting pictures of sequencing potty routines
- Communicating with families to establish consistency between school and home

Kids Campus has child-size toilets to use during this phase of development. While using the bathroom, all children will be supervised and assisted as needed. Children will be asked to flush the toilet and be assisted with washing their hands with soap and water. Please ensure at least three changes of underwear, pants, shirts and socks all labeled with the child's name are at the school at all times. All soiled clothing will be placed in a sealed plastic bag and sent home at the end of the day.



#### Weather Emergencies or Other Disasters

It is Kids Campus' intention to be open every weekday of the year, excluding holidays, however inclement weather, natural/national disaster or major building issues may disrupt service from time to time. Please tune into News 12 Long Island, Kids Campus Face book Page, Kids Campus Website, or Parent Alert via Preschool2Me for delays or closures. If unsure, please call ahead to make sure we are open and staff has arrived at school. If severe weather conditions make it necessary to close early, you will be notified via Preschool2Me Alert so you can make arrangements for pick up. Kids Campus will not refund, credit or make-up days in the event that the Center is closed and/or experiencing a delayed opening.

#### **Emergency Evacuation and Shelter in Place Procedures**

Evacuation and shelter in place drills are held regularly at Kids Campus. Should an emergency occur which requires evacuation of the building or shelter in place, you will be notified as soon as possible and asked to pick-up your child if the emergency is expected to last a significant length of time. If you are at the school at the time of a drill or an emergency, we ask you to follow our procedures and evacuate the building immediately along with the children or follow the emergency instructions of the Director or Person in Charge. Our designated evacuation centers are Lynbrook Public Library 56 Eldert Street Lynbrook, NY 11563 (516)599-8630 and/or Lynbrook High School 9 Union Avenue Lynbrook, NY 11563 (516)887-0200

#### **Baby-Sitting Policy**

Kids Campus discourages its employees from making any child care arrangements with our families. In the event you enter into an arrangement with a Kids Campus employee to work for your family outside of the employees work hours and/or outside of the school's hours, you do so with the full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Kids Campus employee. Kids Campus cannot be responsible for its employees outside their working hours and will not be liable for their act or omission when not on Kids Campus property. You may be required to sign an acknowledgment and waiver to this effect. If you enter into an independent agreement with a Kids Campus employee to care for your children and this engagement results in the person leaving Kids Campus employment, Kids Campus has the right to charge you a finder's fee of \$1,000.

#### Family Involvement and Communication

Kids Campus has an open door policy for our enrolled families. You may observe your child in the classroom through the observation windows or in the front office via closed circuit TV (cameras are located in every classroom). We know it is important for you to have an understanding of your child's activities and open communication with the school. Formal family/teacher conferences are scheduled two times a year. Informal conferences are held anytime by appointment. Parents/guardians will be notified of significant occurrences, communicable diseases and other issues that affect their children. The notifications will be done by postings, direct communication, a letter or a telephone call, and/or APP notification depending on the circumstances.

#### First Day Checklist:

What should I bring for my child?

(every item must be labeled with your child's full first and last name, no initials)

#### *Infants*

- Crib Sheets(2 sets)-Fitted sheet
- Sleep Sack for children under 1 yr/ Blanket for children over 1 yr
- Enough prepared and labeled formula or breast milk for one day (labeled with date and contents)
- Any food not on our menu such as jar food, cereal
- Bibs(5 at minimum)
- Pacifiers
- Changes of clothing(3 seasonally appropriate outfits)
- Diapers, wipes, ointments and creams, with completed Non Medication From
- · Reusable Bags(2)-to transport soiled items daily and each Friday

#### Toddlers & Pre School

- Crib Sheets(2 set)-Fitted sheet and light blanket, no pillows
- Changes of clothing(3 seasonally appropriate outfits)
- Diapers or Pull Ups, wipes, ointments and creams, with completed Non Medication From
- When applicable, covered Sippy cups with lids
- Reusable Bags(2)-to transport soiled items daily and each Friday
- 1 Mask (children over 2yrs)