

Nana's Angels Day School with Pre-K Parent Handbook

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Nana's Angels Daycare and Pre-K was established in 1999. We are a NYS licensed group daycare with a total capacity of 16 students. We are located in the hamlet of Glasco, in the town of Saugerties, NY. To date, we have cared for over 160 children in our community including infants, toddlers and school agers.

Nana's Angels Day School Policies and Procedures

Nana's Angels Day School Philosophy:

It is our philosophy that every minute of the day is an opportunity for learning. We believe that we have a unique opportunity for your child – a day care situation – safe, comfortable, stimulating, fun, educational, relaxed but structured and in our family home.

Positive parental and teacher role models are present each day. We have an open door to parents/guardians.

Structured/guided opportunities for learning include but are not limited to arts, crafts, table work, dramatic play, manipulatives, cooking, music and movement, outdoor discovery, water play (seasonal) and organized recreation. These activities are balanced with free play, individualized instruction and social (snack/meal) time.

We are licensed by the state of New York as a Group Family Day Care. We are connected with the local child care resource agency, Child Care Connections, and follow the NYS Office of Child and Family Services (OCFS) and the NYS Department of Health Child and Adult Care Food Program (CACFP) nutrition guidelines. All full-time staff maintain first aid and CPR/AED certifications as well as receive ongoing training in numerous topics specifically focused on enhancing the day to day lives of our young citizens.

It is our goal to create an environment in which each child feels excitement reaching his/her potential in all areas of development. We are proud of each child's accomplishments and look forward to reporting these milestones to you upon your arrival each afternoon. We want children to look forward to coming to day care, to see their friends, make new friends and share common experiences. We also want children to trust in their decision-making abilities and in the staff directives. Your child's safety is our #1 concern at all times.

CHILDREN LEARN BY DOING!

Children at Nana's Angels Day School will be provided multi-sensory experiences which will develop small and gross motor development, promote body awareness, stimulate creativity and encourage self-expression.

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Enrollment

Enrollment is on a first come, first served basis. A waiting list will be maintained by Nana's Angels. No child will be excluded from the program on the basis of race, religion, color, sex or national origin. Enrollment is ongoing.

Eligibility

Full Time: -Ages 6 weeks to 5 years (with exceptions based on enrollment)

-Yearly physical (NYS form) **with** documented immunizations, lead test and Mantoux as recommended in the NYS Department of Health standards.

Part Time: -Ages 5 years to 13 years

-Enrollment in the Saugerties Central School district (ensures medical compliance)

All: - Completed Parent/Provider Agreement/Sign off on Parent Policy Handbook

-Completed emergency information card (blue card) on or before first day of attendance

- Consensus between Provider and Parent/Guardian that Nana's Angels can meet the needs of each child

Tuition and Payment of Fees:

All fees are based on a five-day, Monday through Friday week and will not exceed NYS Department of Social Services rates. A deposit in the amount of one week of tuition will confirm your intention to attend and will be applied to the last week of care providing terms of the Parent/Provider Agreement are met. Tuition in the form of cash or check payable to "Nana's Angels" is due by 5:30 p.m. on the Friday prior to the week of service. **Tuition is due whether or not the child is present because you are paying for your child's place not attendance.** Tuition is tax deductible and annual receipts will be provided unless other receipts are requested (i.e.: monthly). A \$25.00 fee will be incurred in the event a personal check is returned for insufficient funds as well as other bank fees if applicable and future payments will be accepted in the form of cash, certified check or money order. If tuition is unpaid, services will not be provided.

Hours of Operation/Overtime/Late Fees:

Normal hours of operation are Monday-Friday, 7:30 a.m. to 5:30 p.m..

School opens promptly at 7:30 a.m.. Please do not enter program unless invited prior to that time as we are preparing for the day. Nana's Angels reserves the right to delay opening for weather related needs. Programming will conclude at 5:15 and evening cleaning/sanitizing will begin. Children will be supervised while playing independently or helping staff with day end chores if picked up between 5:15 and 5:30.

School closes at 5:30. This means your child is being supervised by you and the staff present may continue with the end of the day closing procedures. Unless prior arrangements have been made with the Provider and regardless of in-climate weather, an evening late fee of \$25.00 for each additional 15

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Hours of Operation/Overtime/Late Fees: continued from page 3

minutes and/or any portion thereof will be payable at pick-up or be added to tuition. Please ensure you have a back-up plan! Frequent lateness may result in termination of parent agreement.

Due to the continuance of enhanced health care screenings, **arrival and departure times must be pre-determined**. You will request a time when you start program and are asked to inform Provider of any need to change from that norm. Only one family may enter the daycare at a time and note others may choose the same or similar time for arrival/departure. Please only one parent entering the daycare. Older children may enter without a parent but parent must remain on site until health check screening is completed. Adults must wear face coverings at all times.

When public school is in session, an arrival time between 8:00 a.m. and 8:15 a.m. must be approved by the provider. This is departure time for elementary school bus students and ratios must be maintained. If the number of children is greater than 6, younger children may accompany staff to the bus. In the case of an unexpected arrival between 8:00 a.m. and 8:15 a.m., parent must wait until staff returns from the bus (approximately 8:15 a.m.) to sign in.

Face Coverings:

All adults must wear face coverings whenever school is in session. Children ages 2 and older should wear face coverings until their health check is completed and they have been accepted into program for that day. Older children may wear face coverings throughout the day or store them in their cubby space. Parents will inform staff if they want their child(ren) to wear their own personally provided face covering and staff will do their best to ensure this request is followed. If a child over the age of two displays symptoms listed in the sick policy during the course of the day, that child will be asked to wear his/her face covering.

Sign In-Out and Health Check:

Until further notice, due to COVID19 precautions, staff will complete the attendance log at arrival and departure. Upon arrival, a health check survey will be completed by staff by visually observing each child, completing a temperature check and a brief verbal exchange. If confidential information needs to be exchanged, parent should request private space or preferably call/text prior to arrival. When school is in session, school aged children will be signed out and back in by staff. A child with a temperature of 100.4 or above will not be admitted.

Holidays:

Nana's Angels is closed on most national holidays. 3-5 additional days (floaters) will be added to the schedule to be used at the Provider's discretion. These are paid days off. A listing of these days will be provided in late December 1st of January for the upcoming year and is posted on the entry way bulletin board.

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Snow Days:

We are open on school snow days. There will be an additional per day charge payable with weekly tuition for school age attendance. Parents with school age children that "share" slots will need to confirm space availability within program capacity on the same day before arrival. Phone messages will be responded to after 6:15 a.m. or as soon as Provider is aware space is available that day. If there is a "state of emergency" issued for Saugerties at opening time, we will be closed for the day. It is at the Provider's discretion to open on a delayed schedule in order to clear parking space for the safety of all. Notification will be made by group phone message.

State of Emergency:

If we are open and Ulster County government declares a "State of Emergency", we will close. Once notified, children should be picked up within 1 hour. If we have not opened for the day and a "State of Emergency" has been declared, we will not open.

Other State or National Emergencies including "Pandemic":

In the event of a state or national emergency when the Department of Health or other government entity mandates the day school to temporarily close or there is a reduction in attendance making operations impractical, full tuition will be required to hold each daycare spot. If unable to maintain tuition payments, a two week notice is requested. Alternative payment options may be extended on a case by case basis by making this request to Provider.

Vacations:

The Provider will do everything possible to secure certified coverage for personal leave/vacation time. When certified staff is available, Nana's Angels will remain open and tuition is due whether or not your child(ren) attend. This coverage may not be possible and/or cannot be guaranteed when the holiday schedule is set in January so parents/guardians are responsible for making alternative arrangements for the care of your children if notified the school will be closed. Nana's Angels reserves the option of closing without pay for two weeks each year. (In the past we have closed for 1 week in July or August).

NO TUITION IS DUE WHEN DAYCARE IS CLOSED FOR VACATION

TUITION IS DUE WHEN CHILD IS ABSENT FOR PERSONAL FAMILY VACATION.

Personal Development Days:

We reserve the right to schedule 2-3 days per year when Nana's Angels is closed so staff may attend conferences and/or classes. These days are working days for staff and ultimately will enrich your child's learning experience and therefore are paid days off. In order not to inconvenience parents/guardians, most staff training occurs at night and on weekends and do not impact the whole day. This may cause us to close 15 minutes early in order to be on time. Notice will be given your cooperation is needed and appreciated.

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Bereavement Days:

Bereavement days (up to 3 consecutive) will be taken in the event of the death of an immediate family member of staff. Every attempt will be made to cover staffing to remain open but given the circumstance is unlikely. These are paid days that we hope never to use.

Sick Policy:

Daily health checks will be completed each day upon arrival - the main purpose of which is to help prevent illness/disease from entering our facility. We will care for your mildly ill toddler or preschooler on a case by case basis providing none of the symptoms listed below are exhibited at drop off or develop during the day. If a child is sent home with an illness, he/she should not return to school for a period of 24-48 hours unless accompanied by a note from the doctor. Sick children will need to be picked up within 1 hour by parent or adult back-up. We will not care for your school age child if he/she is too ill to attend public school.

- fever higher than 100.4
- vomiting or diarrhea
- severe pain or discomfort
- suspicious rash
- glassy or oozy eyes (presumed conjunctivitis) or any other unusual body discharge
- significant wheezing/labored breathing -barking cough

If your child is COVID 19 symptomatic, if you or someone in your household is COVID19 symptomatic, or if you are required to quarantine because of COVID19 symptoms, your child cannot attend school.

Without a doctor's note, your child should not return to school until symptom free for a minimum of seven (7) calendar days. Tuition is due during this time because you are paying for your child's place not attendance.

Medication Policy:

Over-the-counter topical ointments, sunscreens and bug sprays will be applied with parental consent attached to the provider agreement and renewed yearly for ages 2+ and every 6 months for under age 2. Prescription medications and over the counter oral medications will be administered by only our MAT certified staff. Parents may request specific medications be administered by completing a written permission form and submitting directives from the child's health care provider on OCFS forms received from the Provider. If MAT staff will not be available on any given day, a minimum of 24-hour notice will be given. Information will be posted on the white board in the main room.

Hand Washing:

Everyone will thoroughly wash their hands with soap and running water, upon entry to the school, after toileting or diaper changes, after coming in contact with any bodily secretion or fluid, prior to meals or food handling, when coming in from outside, and whenever they are dirty. Hand sanitizer may be used to supplement handwashing with parent permission. Parents may provide individual bottles of hand sanitizer, labeled with their child(ren)'s name(s) to have solely for personal use.

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Behavior Management (formally discipline):

Corporal punishment is not accepted in our care. Nana's Angels staff will never physically punish or restrain your child. We will not force your child to participate in any activity he/she does not wish to partake in. On the other hand, we will request a child not disrupt the lesson in progress. Praise will be used to promote good behavior. The age/ability to understand personal actions of each child is taken into consideration when redirecting or offering constructive criticism. We practice the belief of removing the child from an upsetting situation and redirecting to a more fulfilling one. Sometimes this may mean some quiet time, alone, with a book, or with staff, until the child is ready to return to the group. We refer to this time as "thinking time". A child may be separated from the group with a staff member or short term physical contact may be needed if it is possible that he or she may hurt themselves, others, or damage property. Every effort will be made to give the child the power to be in control of his/her self but safety of the entire group is always priority. Tantrums are a normal part of self-expression. Parents will be informed of any behavior issues as necessary to ensure feelings of safety and security for each child. Persistent behavior issues will be addressed privately with parent/guardian.

Breakage Policy:

We understand and expect accidental breakage of school materials. In the event that a child purposely destroys or breaks Nana's Angels property, natural consequences can be expected (apology, payment or replacement of item, etc.) and will be decided upon jointly with the parent immediately following the event.

Rest/Nap Time:

Infants are on their own sleep schedules. Safe sleep practices are implemented. Infants will not be allowed to sleep in car seats or swings. Infants sleep placed on their backs in his/her personal portable crib (Graco) provided by the parent/guardian without pillows, toys, or wedges. Infant cribs are always open and line the far walls of the carpeted playroom.

Rest time for all children is after lunch (usually between 12:45 and 2:45 p.m.). Napping pre-k children will be provided with their own cot or mat. Children may bring a pillow, blanket or "lovey"

for rest time (these home items should remain permanently). Cots and mats are brought out at rest time and spaced on the carpeted playroom and dance floor for maximum comfort and space. Children will be asked to lay head to toe for maximum social distancing. Sheets and blankets will be laundered by Provider and will not be shared.

Competent/direct visual supervision will be provided during rest/nap time. If children are sleeping and staff is engaged in other duties in the table activity area or office, an electronic room monitor will be used to ensure supervision is maintained. Children unable/unwilling to sleep will be offered alternative quiet activities after a brief rest.

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Outside Play:

Children play outside every day that weather permits. Local weather is monitored for heat and cold extremes. Children must have weather appropriate clothing and be willing to wear it to participate. Pre-K children may bring their own personal scooters or tricycles. Bicycles w/training wheels may be allowed with permission of Provider. Children must have and wear their own protective gear. Children may share personal equipment but not safety gear. Nana's Angels is not responsible for sizing personal gear, maintaining personal property and does not lock up/store equipment.

Electronics/Screen Time:

We prefer that electronic devices do not come to school with any pre-k child. We do not want the responsibility of the items (which are usually very costly) or the temptation to share content of gaming devices we are not familiar with. If a school age child brings a game device or music device on a full-time day, volume must remain off (earphones may be used), it will be used at the table during free time, and the item may not be shared.

TV is limited to 20 minutes prior to lunch time daily (during lunch prep and bathroom break) The television/video may be used for sing-alongs, music time, a special holiday treat, for a break needed because of severe weather (inability to go outside because of severe heat or cold) or as a diversion because one staff needs to direct more attention to a sick child or emergency. Any screen time will be rated "G" or a video selected from the library will be used.

Toilet Training (Learning):

We will assist you in training your child. When your child demonstrates readiness for training, we ask that training pull-ups with "Velcro" sides and easy on/off clothing be worn. Children receive verbal praise for any attempts made. Please do not send your child in underwear the first time they are successful at home. Children are usually slower to adapt to bathroom use at school for a variety of reasons including distraction, too busy playing and forgetting. Accidents happen but if they can be minimized it is less stressful for all. Soiled clothing will be bagged and sent home. Please replace clothing the next day.

Clothing:

Children should have jackets and footwear appropriate for weather and walking to/from the bus stop every day. The provider has limited outerwear and footwear to lend.

A full change of clothing should be left in your child's cubby or come in his/her day bag daily. This includes a sweatshirt or sweater, shirt, pants, socks and underwear. Children learning to use the toilet should have extra items!

Outside shoes/boots will no longer be permitted in the main daycare space. Please provide slippers, "scuffy" socks or "house shoes" to help keep the floors clean for playing and eliminate sliding on bare floors.

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Snow Play: jacket, snow pants, boots, gloves, and hat may be left during the week or brought daily. Wet clothing items will be bagged and sent home. Replacements needed the next day.

Summer Water Play: During the months of July and August - sun hat, bathing suit, swim shirt or t-shirt, water shoes or strapped crocs (no flip flops) and towel are required for sprinkler/water table play. These items will be returned in the bag they are brought in for replacement on a daily basis when wet. Water play is determined by a variety of factors including weather, students being prepared and willingness to participate. Water play usually takes place following lunch and may interfere with the usual nap schedule on any given day. Provider will not launder water gear.

Spring/Fall: Each child must have weather specific outside clothing including hat, gloves and boots when appropriate. This includes outerwear for infants that may arrive in car seats and shoes or foot coverings for children in walkers.

Nutrition/Food:

Breakfast/Lunch

It is the Parent/Guardian's responsibility to inform the provider of all food allergies on or before the start of program (or as soon as identified).

Nana's Angels has decided to discontinue monthly oversight from CACFP program.

Parents/guardians are responsible for providing breakfast and lunch meals for each child regardless of age. UNTIL FURTHER NOTICE: Food should be ready to eat and be packed in a labeled lunch box or bag. Utensils should be provided by parent. Staff will assist children with unpacking lunch and assist younger children with feeding themselves. Uneaten food will be returned at the end of each day. Provider will not heat or cook meals from scratch during summer months as it is our intention to eat outside "picnic" style as often as possible. Social distancing may also create a need for eating in shifts.

Snacks: Nana's Angels will provide age appropriate snacks for early feeders (through school ages using Office of Child and Family Services and Child and Adult Food Program guidelines).

Beverages:

Children should bring their own water beverage container or sippy cup labeled with his/her name. Water will be available at all times with a refill stations outside when weather necessitates. In accordance with NYS regulations, children will be offered only the following beverages: water, 100% juice, and unflavored milk. Furthermore, children under the age of 2 will be given whole milk and children over the age of two will be given skim milk.

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Infant Feeding:

Breast or bottle fed babies feed on demand unless Parent/Guardian requests differently. Provider will follow directions of parents regarding personal feeding schedule. Breast milk should be labeled with full name and date. It is requested that a one-day supply of breast milk (frozen) be at the daycare at all times. Two bottles should be supplied by parent to be used exclusively at daycare. Powdered formula containers should be labeled with child's name and will be prepared with tap water unless parent supplies bottled water.

Celebrations:

We celebrate birthdays! On these special occasion's parents may provide a treat for snack in celebration of these milestones. THIS DOES NOT TAKE THE PLACE of your family celebration. Holiday treats will be provided by the Provider and will include both sweet and no sugar options.

Pick Up Policy:

Adults must wear face coverings inside and outside to enhance social distancing. Only one parent may enter the school at a time. Children will not be released to anyone other than Parent/Guardian without prior approval from the same. Persons with on-going permission from parent will be documented on the blue card. Written permission is required for personal file if child will be released to a minor. Children will not be released to anyone that is suspected of being under the influence of alcohol or drugs. It is the parent's responsibility to add or delete authorized persons.

Transportation:

911 will be called in the event of a medical emergency. Children will not be transported in our personal vehicles.

Transportation to and from Riccardi Elementary School is provided by the Saugerties School System. It is the parent/guardian's responsibility to notify the school of transportation needs to and from Nana's Angels each April. Likewise, it is the parent/guardian's responsibility to - notify Nana's Angels if child is not attending school or will not be on the scheduled bus return each day this occurs. Children walk to and from the bus stop on Josephs Drive across from Canterbury Drive. Whenever there are enrolled kindergarten students, staff will accompany and supervise. School age grades 1-6 may take the late bus and walk to the daycare on their own. Departure from daycare is approximately 8:05 and return 3:05.

School age children will not be picked up from the bus unless they are scheduled in advance to be at the day school. Some children are scheduled only for the a.m.. In the event of an early school dismissal for an emergency (weather, heating system etc.), it is the parent's responsibility to ensure pick-up at school, the bus stop or make arrangements with Nana's Angels to return to daycare if space allows.

Children remain on site for all activities except for walking to and from the bus. In the event of a field trip, special permission will be secured from Parent/Guardian in writing in advance.

Communication:

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Verbal communication between Provider and Parent/Guardian occurs on a daily basis at "drop-off" and "pick-up" times. A daily health check will be completed and documented at the beginning of each day. Notes will be made on back of attendance sheet or personal note to file if anything develops during the day. Parent/Guardian may request formal/private consultation at a mutually agreed upon time. Effective 6/2020, visits during school hours are suspended, until further notice. In exchange for our "open door" policy, you are welcome call your child(ren) on the school line (845 247-9212) or make arrangements with the Provider to facetime if you need to connect with your child during school hours. Parent may call or message to check child(ren) at any time. If we do not answer, please leave a message and we will return your call as soon as physically possible. Newsletters and memos are distributed as needed. Summary of this information is posted on the bulletin board or white board. Parent/Provider Agreements are signed at time of admission and renewed for September each year. Provider will answer phone inquiries during scheduled work hours. Other times depend on Provider availability.

Confidentiality:

Your privacy is important to us. Much is communicated by phone messaging. If conversations are sensitive and need to be face to face, we will request to speak to you in private (outside or in the office) and will try to notify you ahead of pick-up. If you have a private matter to discuss you may do the same. We will not give out personal information to other families. If you wish to communicate with other parents, the cubbies can be used as mail boxes to initiate out of day care communication.

Smoking:

There is no smoking in the house or on the property.

Firearms:

There are no firearms in or the property.

Emergency Evacuation:

A variety of drills are practiced throughout the year to prepare children for emergency situations. Fire drills are conducted monthly utilizing alternate exits. Sheltering in place drills were added bi-yearly in 2014. In the event of an emergency requiring us to leave the property (our metal barn is our first stop) we would proceed up Josephs Drive to the Riccardi School right of way on left, through the field, to shelter in the elementary school. If the school could not accommodate us, we would then proceed to the Glasco Fire House. Parents would be contacted by cell phone as soon as safety/supervision allows

Private Property:

The school is located on the lower level of our home. The children are our responsibility once you have left them in our care or return to the house from the school bus until you have greeted them at pick-up time.

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Child Abuse:

New York State Social Services Law Part 413 identifies a Provider of Group Family Daycare as a mandated reporter when reasonable cause exists to suspect that a child has been abused or maltreated. All staff at Nana's Angels receive training addressing the identification and prevention of child abuse and must report suspected findings to the appropriate authorities.

Visitors:

Visitors must sign in and out of program during regular hours. Visitors include anyone not associated with the school on a daily basis. Visitors are admitted for a specific purpose - interview, visit, safety inspection, medication review, general inspection, food program etc..

School Age additional time:

Current and former students with updated paperwork may substitute when ratios allow. Arrangements must be made in advance. All policies/procedures apply. **If you commit to additional time and change your mind, payment is expected unless the spot can be filled by someone else.**

Remote Learning:

Staff will do their best to accommodate and support remote learning schedules. School age students must bring their own tablets/laptops and be relatively self-sufficient. A semi-private and (hopefully) quiet space will be provided. WIFI connection and charging abilities will be for school work only.

Website:

www.nanasangelsdaycare.com is an ongoing work in progress. Basic information regarding our program is available online at the stated address and on our facebook page Nana's Angels Daycare w/Pre-K. Information such as holiday closings and vacancies found on the website can be confirmed by asking staff during program hours or emailing nanasangeslkids@gmail.com.