



¡Bienvenidos to Little Spanish Garden (LSG)!

Childcare used to entail nothing more than that: Someone to look after and care for your children. The world though, has changed, changing childcare right along with it. Childcare is no longer a simple proposition, and high-quality childcare resembles effective education more than anything else. At LSG we just know how well young children respond to play-based learning situations, which is why we emphasize play as a tool and open a whole new world of language development potential by introducing Spanish for fun!

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Philosophy

Our slogan, Early Education. Diversity. Our Future. Building relationships, providing curriculum, teaching, assessment of child progress, health, teachers, families, community relationships, physical environment lastly leadership and management. At LSG Diversity in an early childhood program must be embraced. Assist children with recognizing differences, as well as similarities among all people. Encourage cooperative social skills. Children learn best in environments that maintain secure relationships with caring and responsive adults.

Mission

At LSG childcare is never just childcare. It is an opportunity for growth. Our mission is to continue providing early child education that is different than the norm. By crafting a unique approach that emphasizes results. To make a greater impact on children's lives than others believe possible. We know that a global perspective is key to long-term success, which is why we make it a cornerstone at Little Spanish Garden.

History

While LSG is a new concept within the city of Buffalo; it is one into which we have poured our hearts and soul already. Defining what it looks like when implemented successfully and setting ourselves up for a bright future with it by our side. This is a concept that is going to lead the way forward to early childhood education everywhere, a fact of which we are very proud!

From the Executive Directors desk/ LSG Educators

Hola my name is Elizabeth Brooks; the role of our teachers is passive and serves as a guide for the children, by building an atmosphere of calm and order that encourages children with praise towards all their efforts. We focus primarily on equipping your child with the developmental skills and education they need to set themselves up for success. Through a well-rounded educational approach, we can ensure your child reaches the appropriate milestones, and achieves a solid learning foundation. Recognizing the advantages of being bi-lingual in a diverse country, we provide Spanish language immersion during the early stages of childhood development, when it is easiest for children to master these skills while having fun. Understanding languages and cultures beyond their own provides an array of benefits that will help your child get ahead later in life. Through our multi-faceted approach, your child can take their first steps on the path to successful development. With each classroom equipped with quality learning centers and materials for art, science, math and manipulatives, music, sensory, fine and gross motor activities including dramatic play with a daily curriculum. Team LSG ensures that our program will continue to implement a welcoming learning community in the ways that families and staff interact with respect and openness. Thank you for taking the time to read about LSG's philosophy, mission, objectives, and goals. We look forward to working with you!

This handbook references general policies along with the additional policies included in your registration packet. Please read this handbook thoroughly and sign and date it at the end.

Hours of Operation

Days and hours of care are Monday – Friday 7:30 AM to 5:30 PM

Admission

At Little Spanish Garden (“LSG”), you are paying for a specific slot; not per hour or per day, so no discounts are given if your child doesn’t come to care. This includes parent vacation and exclusion due to sickness/illness. Payment is to be made prior to a vacation. If for any reason your payment is not made by any third-party agency for example Department of Social Services (DSS), Workforce Development Institute. Info here <https://wdiny.org>

The parents will be held responsible for any days unpaid and occurred late fees. This policy is standard with most reputable early childhood centers in the area and reflects the centers ongoing operating expenses and enables LSG to pay teachers a stable salary every week, all year.

A non-refundable fee of \$100.00 is charged upon registration for each child as well as an annually administration fee of \$50.00 is charged to renew enrollment for every child. If your child’s or children’s start date is two or more weeks later than your contract date, you are also required in advance a fee equal to one week’s childcare services to secure your slot. This fee is non- refundable, and it ensures that slot can’t be filled by another family. At the time of registration, a tuition deposit equal to two weeks of care is required. This deposit is applied to the last two weeks of care provided a two-week written notice is given. If the two-week notice is not given when a child has withdrawn from LSG, the family will be billed for two weeks of care, which may come out of the deposit. It is parent’s sole responsibility to update the emergency contact information, yearly physical and immunization records for each child and review the financial agreement. Please notify us immediately of any changes concerning health, allergies, home address, employment change, pick up authorizations. LSG has the right to terminate any child’s enrollment immediately for falsifying any information.

Tuition and fees

Tuition/fees are payable in advance and are due on Monday every week and will be considered late after 10:00am Monday. All new environments must pay two weeks in advance along with registration fee. This deposit is applied to the last two weeks of care provided a two- week notice is given. The tuition deposit and registration are non-refundable if you decide not to begin enrollment and or without a two week notice to terminate present enrolled childcare at LSG. Any payments made for future care are non- refundable. No exceptions are made for absences due to illness, vacations, or any other reasons including any third-party payment mishaps. You can always pay early, but payment is still due on every Monday of the week and is considered late if not paid by Monday at 10:00 am. Late payments can pose serious problems for LSG and as a result the business does not have the latitude to allow families to accrue a balance equal than one week of tuition. A fee of \$5.00 per day will be charged for late payments. Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date. Failure to pay childcare payments will result in childcare services being terminated. If the tuition payment becomes more than 30 days past due, LSG may attempt to recover payment in small claims court and or your account may be sent to a 3rd party

collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Sibling Discount - LSG provides a discount for siblings attending full time. The savings of 5% to the oldest sibling. We do not discount infant tuition.

Overtime Fees - We kindly request for all families to be mindful of the time it takes to exit LSG at pick up. Our Educators are scheduled to exit at 5:30pm and the goal is for everyone to be out of the facility by that time. If your child is part time and you would like to request additional time, please fill out the request form at least 24 hours in advance to your child's classroom leader. The director can confirm availability via email or on the parent connectivity app. A late fee of \$1.00 a minute per child shall be made for late pick-up or early drop off for all slots. If you are late picking up your child; you will be assessed a late fee due to the staff member caring for your child passed scheduled time that is obtained by the Centers time clock on the Kiosk. Please contact LSG in any emergency that would force you to be late, for example accident or weather- related situations. This will be strictly enforced, and more than 2 notices can result in termination of services.

Extra Fees - From time-to-time parents may be requested to pay extra fees for field trips and/or other projects and activities.

Automatic Ach Payments - For your convenience we accept payments from a Checking and Savings account. By enrolling in automated payment, you are agreeing to have your account automatically debited on a weekly basis. All payment and fee processing will be completed utilizing the parent connectivity app. If you have a question regarding a payment or fee, please contact via email to lsgkidsllc@gmail.com

Returned Check Fee - In the event of a "bounced" check you will be responsible for all bank charges. This will be strictly enforced and more than two notices, can result in alternative payment arrangements or termination of services notice.

Data Privacy

We respect the right of each family to privacy and confidentiality by keeping all records and information about your child and your family private unless I have your written permission to reveal specific information. This is also consistent with the NYS child regulations.

Parent Partnerships

We appreciate our parent's valuable input on the care of their children and encourage parent participation. We also invite grandparents to come visit and read a story to the class. We do ask parents who plan to visit their children to follow the classroom routine, to avoid disturbing classroom schedules and activities. If you are going to have a grandparent visit us, please let the classroom leader know so we can expect them. LSG is very involved with parents of children enrolled in the program. Daily communication on our parent connectivity app, monthly newsletters along with via email. Parents may address any issues or concerns related to care prior to enrollment and thereafter. Parents are encouraged to communicate with and address LSG concerning the care of children in the program, make or share artifacts, music, stories, or other appropriate information within the classroom. We discourage

our educators from providing any babysitting arrangement while employed at LSG. If you enter into such agreement with someone employed at LSG outside of our facility you must understand that such agreement becomes a private arrangement and LSG does not assume any responsibility for such agreement. This confirms that LSG is harmless from any actions which may result from such an arrangement.

What parents, volunteers, or family members can do at LSG:

- Share your skills, play an instrument, tell a story, share your cultural traditions.
- Communicate with the classroom leader or teacher assistant about any big changes in your child's life, changes of family circumstances, moving to a new house, death of a grandparent, etc.
- Donate any recycle materials for arts and crafts.
- Help with outings if you can.
- Try to attend celebrations, open evenings, and fundraisers etc.
- Be a part of our leadership team. Get involved in developing policies and procedures for your child-care services.
- Offer to volunteer – this is a great way to share experiences with your child at LSG.

Drop-off and pick-up times are not times to discuss problems. These times often become very busy. Parental communication is vital; LSG recognizes that it is the key to a successful childcare arrangement. If there are any problems, concerns for lengthy discussions concerning your child please contact the director. If you wish to meet the director or a classroom leader, please make an appointment so that arrangements can be made.

Celebrations - We are joyed to celebrate your child's birthday. Parents of the birthday child are welcome to bring any special food treat for their child's special day. Please consult with the classroom leader for any allergies and or peanut restrictions. Our program staff may include traditional holidays as well as those holidays that are unique to the culturally diverse children and families. LSG welcomes any assistance with these days.

Referrals- Referrals from a current family is one of the biggest and best compliments we can receive. As a special thank you, LSG waives 40% of the referred family registration fee (savings of \$20.00) We also have a Share and Save Incentive for active parents for helping us build a strong community of future leaders. Ask us how you can save tuition by sharing the amor (love) for LSG.

Inclusion

We welcome diversity of family lifestyles and work directly with all families. We encourage children, parents, and caregivers to contribute stories of their life to the setting. For the families who speak languages other than English, we develop means to ensure their full inclusion. At LSG we strive to find ways to remove barriers and include all our children to actively participate in all areas of learning therefore we provide assessments upon enrollment in a culturally linguistic way which backgrounds all children including "Special Needs" children have the right to be cared for in their own environment within their community. Children with special needs require daycare for the same reasons; to develop, grow, learn, build friendships, social play, cognitive and gross motor development. Whatever their ability age, gender, ethnic/origin, religion, impairment, status, or economic background; all children

need to be included into everyday learning situations. Our goal is to provide a secure environment in which all our children at Little Spanish Garden can flourish.

- Include and value the contributions of all families to our understanding of equality and diversity.
- Provide positive non-stereotyping information about gender roles, diverse ethnic and cultural groups, and people with disabilities.
- Improve our knowledge and understanding of issues of anti-discriminatory practices, promoting equality and valuing diversity.
- We will continue to maintain respectful relationships between children, staff, families, and the community to help support a positive outcome for our future, all children.

Transitions

Children are to arrive clean and fed (if arriving after 9:00am). It is normal for children to get hesitant and sometimes even cry when dropping them off, especially if it's their first day. Please be very brief (no more than few minutes is sufficient) during drop-off times. The longer you prolong the drop-off, the harder it gets. A smile, cheerful goodbye kiss, and a reassuring word that you will be back is all you need to do. Please be brief during pick-up times also. This is the time of testing when two different authority figures are present (parent and teacher), and typically children will test and see if the rules still apply. It is important that you back up LSG's rules at this time but if you do not, we will remind your child of inappropriate behaviors being displayed and will take action to correct them if needed. Please be in control of your child during pick-up times. Do not allow your child to run outside of childcare while you are inside or while you are in the side or rear of property. The safety rule is "No one goes outside without a parent." For brief periods of time, in morning or pickup certain age groups may be combined. Please ask the center director for specific information on which classroom your child should be dropped or picked up from. Your child must be escorted in and out of the building every day, signed in and taken to the appropriate location/classroom. Please hang up your child's jacket and remove his/her boots when entering the classroom. When leaving, please sign out your child and take his/her belongings home (art, projects, notes etc.)

Attendance

Please call or inform us directly on the Parent Connectivity app if your child will be late or absent. Activities, staff along with the overall program is based upon the children scheduled for each day. If we do not receive such connection from guardian or parent by 9:00am, your child will be marked absent for the day and will not be able to attend. Therefore, it is imperative to inform the director.

Adding or Changing Days - If your child is contracted part time if there is space available in their appropriate classroom. Please review our Hoppingin.com platform for availability or inform the director in advance for accommodations. Refunds will not be given should your child not attend on added days for any reason. Please ask the leader of your child's classroom to provide the necessary document for your request.

- Schedule Change
- Extra time Request
- With drawl Notice
- Flex Program Info

Mandatory Notification - There is a change in the registration paperwork on file, any communicable disease, and or other than parent/guardian picking up your child, your child is absent by 9:00am the latest or arriving late than scheduled contract, changes notified in advance with the director as well as changes to your child's previous permanent schedule will require a two week in advance written notification although the schedule changes may not be granted in instances when the new schedule conflicts with enrollment, waiting list, and typical enrollment patterns.

Meets - Individual Conferences with your child's teacher are always available upon request and can be made by speaking with the director. "Tea with the Director" is held with LSG staff once a month and parents two times a year as a group meeting.

Children Not Picked up as Scheduled - Late pick up is not a normal program option and will only be considered as an exceptional occurrence. If a child is not picked up as scheduled, an emergency contact on the family registration form will be notified to make alternative arrangements to pick up the child. Repeated late pick up may result in childcare services being terminated.

Closures

Holiday/Closures /Celebrations – Working with diverse children/families we embrace the opportunities to celebrate traditions, holidays, and other celebrations that are important to our peers.

LSG holiday fees for your child will be as follows: Good Friday and following Monday of Easter Sunday. Federal Holidays which include the day before Thanksgiving, Christmas Eve, New Year Eve in addition to the day after to ensure everyone has family time for the holiday season.

Staff Personal Development Day (provided in writing 3 months in advance)

Due to snow or other emergency conditions; the Center's Director will inform staff along with families via email and with a public post on our social network platform. On occasion, we may need to close due to circumstances beyond our control and without much warning. During these situations, we must strive to ensure the financial sustainability of our learning center, as well as work creatively as possible to provide care and support to our families and staff. Regular tuition charges will continue to apply for the days indicated, as the Child Care Center has ongoing expenses, even If and when federally observed holidays fall on an operable day of a child's attendance.

Transportation

LSG does not provide transportation services for children enrolled in the program at this time.

IT Policy

This is limited time; to twice a month when preschool children may watch interactive video or watch a short movie somewhat related to their lesson planning. All movies and computer games are monitored by staff, previewed, to ensure that they are developmentally appropriate, unbiased, and culturally acceptable.

Note: LSG is equipped with video surveilling all the time, at every entrance assessable. It is only for office use to maintain a safe environment. Parents cannot have access for such videos.

Curriculum

LSG provides a unique curriculum. Our program will extend from September through May. It consists of 38 objectives divided into nine areas of development and learning: Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies and the Arts which was originated by Teaching Strategies; titled as The Creative Curriculum. Because of the fun of learning, Little Spanish Garden included a tenth area, Spanish Language Acquisition. Outdoor play is an integral part of Early Childhood Education, contributing to your child's health and overall development. Children only remain inside when the weather is inclement (extreme cold or heat).

LSG educational approach is developmentally appropriate practice (DAP). Our teachers meet all children where they are, both as individuals and as part of a group, helping all children meet challenging and achievable learning goals. We believe in a positive approach when guiding children. Our goals in guidance are to encourage mastery, independence, and leadership by providing children with opportunities to do things for themselves. We support the feelings of every child and promote their individuality by following for choice throughout the curriculum. LSG strives to be inviting, warm, caring, nurturing, respectful and supportive caregivers by weekly tailoring instruction with lesson planning that is visual on our parent app every Monday morning of each week.

Assessments

Observations are recorded on a week to monthly basis and filed in your child's individual assessment portfolio. This information is kept in your child's classroom inside a locked teacher's station and is always available for your review. We also have a partnership with Help Me Grow WNY, upon enrollment parents are provided with Ages and Stages Questionnaires (ASQ) which provides necessary information regarding social, emotional, and gross motor movement for each child and following quarterly assessments utilizing the ASQ questionnaires, our educators can tailor instruction to address the ASQ assessment results by modification. More info here: more info here <https://brookespublishing.com>.

Health

Nutrition - All food is provided at no charge. This includes breakfast for children arriving before 8:30am, snack before lunch, lunch, and snack after lunch prior to pickups. Parents are responsible for feeding children if he/she will arrive to LSG after a mealtime. Infants are always fed on demand. LSG is a member of the Child Care Food Program which assures all meals provided are nutritious and well-rounded. We are a multicultural program; therefore, we can meet the needs of families requiring no pork, beef, or turkey products. Except for special occasions and when requested, please do not send any food, drink, or candy with your child. Infants, if enrolled in the Child Care Food Program, are provided with cereal, baby food, and juice at no additional cost to the parents. Written feeding instructions are required from parents of infants including type of food and or formula feeding times. Parents of infants must provide formula and appropriate baby food for their child if the child requires a modified diet. LSG will need physician's written instruction. Food allergies will be documented in your child's registration forms and posted in the classroom for staff only. Commitment to providing healthy meals prevents

childhood obesity. Additional information on daycare center menu guidelines can be found at <https://www.health.ny.gov/prevention/nutrition/cacfp/>.

When a family requires special diets there will be additional charges and will be discussed prior to implementations. Our staff will happily prepare a healthy alternative if health, cultural or religious considerations preclude your children from eating a particular menu item. Please contact the director to arrange for these pre-planned menu substitutions. Staff members are required to sit with the children during all meal and snack times, whether they eat or not. This makes the children feel comfortable and provides an opportunity for staff to serve food and model some good table manners for the children. Mealtimes are an excellent time to engage the children in conversation allowing the children to develop social skills. It is also required for your baby items are labeled with their first and last name. No bottles are provided to babies while they are being put to sleep in their cribs or cots. No sippy cups or bottles are provided to toddlers while on their cots.

Nap/Rest time - Each child 5 years or younger is required to have a rest period. If your child no longer naps, he or she are provided with quiet opportunities to learn and play. Infants rest time is scheduled based on the child's needs and the parent's preferences. Infants are placed in their individualized crib, placed on their backs according to the New York State regulations of the Office of Children and Family Services (OCFS). A group nap is scheduled for all other classrooms such as toddlers, preschoolers beginning at 1pm. Teachers will provide a cot or mat and encourage parents to provide the comfort of a small pillow and or blanket. Teachers will also provide story time then soft music with dimming lights to comfort the children into the rest period. Some locations will utilize an OCFS approved waiver for toddler, preschool and pre-k classroom to allow one teacher to briefly leave the classroom while children are asleep. One responsible adult must and always will remain in a classroom.

Illness - Please DO NOT bring sick children to LSG!

No child will be accepted with fever, vomiting, diarrhea, runny crusty eyes, loose bowel movements, unidentifiable rash or irritation, unusual fatigue, or irritability when s/he has any of these symptoms within the last 24 hours. Parents will receive a phone call to pick up their child when the child becomes sick after arrival to LSG: Once the child is sent home, the child **WILL NOT** be allowed to return until we receive a note from the child's physician, or the child is symptom free for at least 24 hours. This will be left up to the discretion of the Director and monitored.

- Vomits more than twice.
- The child has a fever of over 100 F or 38 C: (checked with a digital thermometer).
- The child has diarrhea more than two times in a row (or loose motion).
- The child develops an unexplained rash.
- The child complains of a sore throat, earache, or an upset stomach.
- The child is lethargic.
- If there are any symptoms of contagious disease such as chicken pox, pink eye, lice etc.

In cases of colds, sore throats, coughs and any other sickness-related symptoms, a phone call to LSG is required to decide on acceptance for the day. Should the child become ill during his or her day in care, parents will be notified, and we will determine the best course of action concerning appropriate care, which may include the child being taken home. If the child is thought to have a communicable disease, parents will be notified and asked to pick him/her up. The child will be gently isolated from the other children and given special attention for comfort until the parents arrive. The child will be accepted back

when no longer contagious, and a release from the primary doctor will be required. All other parents will be confidentially notified of the possibility of a communicable disease and what symptoms to watch for.

All children are required to have a physical form annually and the form must be completed by their physician. It is parent's responsibility to keep their child's immunizations up to date. Please respect the welfare of all the children at the center and report to the director if your child has been exposed to a communicable disease such as chicken pox, head lice, pin worm, strep throat etc. For additional public health information please visit <https://www.cdc.gov>

Credit may be given for serious Illness/Injury – In the unfortunate event of extenuating circumstances such as your child being hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written note is required to receive a credit.

Medication - Only non-prescription ointments and creams may be given to your child while in care, so please medicate your child upon arrival if necessary. We do not give medication at LSG. This includes any over the counter cold/cough medications.

Health Plans - Health plans are to be provided to LSG to complete enrollment in the program. Please note, that the classroom staff is required to check for any type of marking like a bruise, cut or discoloration on every child's skin upon arrival each day. The staff will deal with this routine in a professional, friendly, and non-accusing manner. If we find any, we shall ask the parent about it so that we are properly informed, and we can administer treatment should it require any. If, however, the mark is noticed after the parent has left, the staff member shall ask another staff member for awareness purposes, thereby providing a witness. Teachers are required by NYS regulations to document any changes in the child's behavior, appearance of illness that may have occurred since the child was last at the center on a Daily Health Check attendance form.

Mandated Reporting - All faculty staff at LSG are actively trained in identifying and reporting child abuse and maltreatment therefor are Mandated Reporters.

In the event of suspected child abuse or maltreatment, Team LSG will share information regarding the child and family with the appropriate agencies. This is required by various federal and state regulatory rules. It shall be reported immediately by telephone to the New York State Central Register of Child Abuse at 1-800-342-3720. Calls can be received 24 hours a day, seven days a week. If you suspect a child has been abused by someone, please call for help. You may also call the local police or sheriff's department. Additional information can be found at <https://ocfs.ny.gov/main/cps/>

Safety

Cleaning - We thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. The highchairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities. Teeth Brushing beginning at 18 months old we have the children start to brush

their teeth every day after lunch time. This helps the children develop a life- long habit of oral hygiene. We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping LSG and the children as clean as possible, to help minimize and/or prevent the spread of germs.

Childcare Supervision - Supervision is one of the key requirements in the prevention of accidents and injury throughout the day in any childcare program. At LSG our classroom leaders along with teacher assistants require the necessary skills to assess the potential risks during supervision and to be able to implement changes to supervision to avoid accident or injury. New and relief staff will also be informed of potential supervisory risks to each individual child in a confidential and sensitive way. Children remain supervised according to their developmental needs, ages, and abilities.

Childcare Rules - The following rules are enforced for the safety and well-being of everyone. There is no running, hitting, pushing, biting, grabbing and or kicking other children. Obscene language is not allowed. Children are not allowed to walk around with cups or bottles. Respectable treatment of other children and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at cost to replace the item. All incidents are documented no matter how minor.

Biting - Although this behavior is common particularly for toddlers as a form of communication. It is unpleasant and unacceptable behavior. Teachers at LSG will strive to minimize biting incidents. When a biting incident occurs, a teacher will immediately aid to the child that has been bitten following an incident report, which is shared with each parent. We do maintain confidentiality in all biting incidents, the report cannot include the name of the child who was involved. If your child bites we will work to try to help your child move past this stage of development with more appropriate outlet when a child feels the need to bite. If the behavior does not improve in a reasonable amount of time, termination of enrollment may be necessary.

Guidance

Supplies - Parents are required to bring a complete change of seasonally appropriate clothing (including socks) for weather to be kept at childcare. During the winter months the children enjoy going outdoors please include hat, mittens, boots, snow pants and coat. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. Parents are required to provide wipes and diapers. We will notify you when your child needs more supplies. Parents must also supply rash ointment, creams, a small daily bag, or backpack. For infant's, please include bibs and two changes of clothes. We kindly request that children are dressed in comfortable clothing to provide the ease and safety in movement and encourage self-help. All items brought from home must be labeled with your child's name. LSG is not responsible for any items lost or missing.

Toys - No toys should be brought from home. If required, a small toy to sleep with such as an animal may be brought to LSG; it will be for naptime only. No electronic devices, examples cell phone, computer games, iPad etc. We are not responsible for any broken, stolen, or lost items.

Toilet Training - We will be more than happy to help with potty training if it is done before the age of 2.5 years and parents initiate the process first, whether it is over the weekend or during vacation. We expect parents to work with us in this process which means once potty training is initiated, the child is to be always in training pants or pull-ups. Putting a child in a diaper for your convenience because you are

going out will only confuse the child and delay the process. It is also required that all potty-training children wear clothing that they can handle successfully on their own – no onesies, overalls, belts or jeans with buttons or snaps. Elastic-waist pants are most appropriate. Parents will be asked to supply extra sets of clothing during the training period.

Discipline - LSG's philosophy is that you use discipline to teach a child. LSG achieves this through love, consistency, and firmness. The children are explained the rules frequently so that all know the guidelines. Once a child understands the rules and disobeys them, the following developmentally-appropriate guidance techniques that are used are redirection, removal of privilege. The last resort when a child's behavior is dangerous to LSG staff or administration, a conference will be called with the parents. At LSG we pride ourselves with providing our community with a high-quality learning environment; focused on building positive relationships, teaching empathy, social and emotional skills along with providing individualized supports when needed. We believe that every child has the potential to learn appropriate behavior. When challenging behaviors recur regularly and redirection seems ineffective; a parent, teacher and director conference will be scheduled to discuss and further develop strategies for success. If there is no to little improvement and a child becomes a detriment to the program, termination of childcare services will become necessary.

Center Emergency Procedures

LSG has developed an evacuation plan to be followed in the event that evacuation and relocation of staff and children becomes necessary. Events such as fire, chemical spills could necessitate an evacuation. Children will be escorted to our neighboring location and parents will be notified. When the program reopens, all required protocol mandated by our local licensing agency, and our Health Care Consultants will be initiated. Some examples of practices that may be implemented are: Temporary reduction of program hours.

Medical Emergencies - Minor bumps and scratches are inevitable, but LSG makes every effort to keep the children safe through supervision and child proofing. Minor injuries receive appropriate first aid and if an injury or illness occurs, you will be contacted with the telephone number provided on the family registration form as soon as possible. Parents may be required to sign an incident report whenever children receive First-Aid treatment at LSG. This report is completed after the child is comforted and kept on file. Accident reports are also used in the following circumstances:

- Any type of encounter with a parent.
- Any type of serious negative behavior by a child.
- If a child has bitten and been bitten.
- A child has spoken about any type of pain that they may feel on the body.

If critical incidents, it will be reported to our licensing office the same day and in writing within the next working day. Your child will be taken to the nearest hospital where you will be asked to meet us. Parents are responsible for all costs involved in emergency medical treatment including emergency transportation if required. LSG; its administration and staff will not be held liable for any sickness/injury of either parent or guardian or child while on these premises or while the child is in the company of the provider during field trips and or outings.

Facility Rules – Gentle Reminders: Parents are required to notify LSG a day prior or latest by 8:30am if their child will not be coming for the day.

- Someone other than guardian picking up your child.
- Child exposed to a communicable disease.
- No smoking is allowed anywhere on the premises.
- The childcare will have a fire drill once a month.
- Parent notified of a performed Shelter in Place drill two times a year.
- Parents are not to allow children to bring any toys.
- In accordance with New York law, LSG will promptly report to the proper authorities if any signs of neglect or abuse of the children in care.
- Provider maintains an open-door policy for parents during childcare hours.
- When entering the building, we ask that you do not hold the door open for anyone that you do not recognize. This will assist us obtaining a safe environment.
- Parents with children that move up to another classroom are required to complete a new enrollment contract that reflects tuition, schedule changes.
- Please dress your child appropriately for the weather, outdoor play such as sneakers or other sturdy rubber soled shoes or boots. No jeans for children in care along with infants; no pajamas or outfits with more than a few snaps.
- No jewelry. LSG is not responsible for loss of earrings, bracelets, necklaces etc.
- If any disagreements with parents and teachers it is expected for it to be handled in a respectful, calm manner or please ask to speak with the director.

Trial Period and Termination of Services

The first 14 calendar days from the child’s start day are a probationary period for the provider, child, and parent(s). This agreement may be terminated at any time during this period; however, if it is terminated before 14 days, the parent’s two-week payment is nonrefundable, even if the contract is canceled by LSG. After the probationary period, this agreement may be terminated by a parent by giving a 2- week written notice if the child or children are to be permanently withdrawn from childcare. Two week’s pay will be accepted in place of 2-week notice. Little Spanish Garden will also give the family a written notice of intent to cancel this agreement except in cases of family emergency (provider’s) or misconduct on the part of the parent or child. Failure to follow the agreement and rules in the contract may be cause for immediate termination with no additional notice. Little Spanish Garden will give families a minimum of two weeks written notice of any increases in fees or significant changes to this agreement. All additions/changes to this contract must be initialed by both the parent and provider to be valid.

Confidentiality

At LSG we respect the right of each family to privacy and confidentiality by keeping all records and information about your child and your family private unless I have your written permission to reveal specific information. This is also consistent with the NYS child regulations.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment. This handbook may be updated from time-to-time, and notice will be provided as updates

are implemented. Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Early Childhood Education Program Family Handbook**, and I have reviewed the family handbook with a member of the **Early Childhood Education Program** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Early Childhood Education Program Family Handbook** that I do not understand.

Recipient Name: _____ Signature: _____

Center Staff Signature: _____ Date: _____

WELCOME TO OUR HEARTS AT LITTLE SPANISH GARDEN

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