

Suffolk Kids Cottage Children's Learning Centers



Table of Contents

WYVca YÄ Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä ..Ä Ä Ä Ä Ä Ä ...	3
P\]cgcd\mÄ Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä ...Ä Ä Ä Ä Ä ...	4
Ci ff]W`i a Ä Ä Ä Ä Ä .Ä Ä Ä ...Ä Ä Ä Ä ..Ä Ä .ÄÄ Ä Ä ..	5
RY[]grfU]cbÄ Ä	6
Hci fg cZOdYfU]cbÄ Ä Ä Ä Ä Ä Ä Ä Ä ...Ä Ä .Ä Ä Ä Ä Ä ...	7
F]bUbw]U OV]U]cb Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä .Ä Ä Ä	8-9
HYU\h Pc`]mÄ Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä	10-11
MYX]M]hcb Ä .	12
AW]Y]bh& lb↑fmPc`]mÄ Ä Ä Ä Ä Ä Ä ...Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä	13
AVci hñY SHUZA Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä ...	14
SYdUfU]cb Abl]ymÄ Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä ..Ä ..	15
SdY]U NYXg C\]XfYbÄ Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä ...Ä Ä .	16
Ni h]hcb/B]fñXUngÄ ...Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä .	17
RYghDfYgg...Ä ...	18
CcbZfYbWgÄ Ä	19
Fund-RU]g]b[]Tcng Ffca Hca YSWcc` C`cg]b[Ä Ä Ä Ä Ä ..	20
NchYg FcfPUfYbngÄ Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä ...Ä Ä ..	21
DU]mSWYXi `YgÄ Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä	22-24
M]dg ZcfCUa di gÄ Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä .	25-26
PU[Y Fcf Qi Ygr]cbgÄ Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä Ä ...	27

Welcome

WYVca Yhc H.Y C\]XfYbD LYUfb]b[CYbYfg UhSi Zc`_Cci blm
Community College. Our mission is to provide convenient, high
ei U]m, UZc fXUVY W]XfYbD dfc[fUa g]b UgUZY, gja i `Uh]b[, Wf]b[
environment with flexible scheduling to meet the needs of each
family. This handbook was designed to help parents become famil-
iar with our philosophy, policies and the organization of our centers.

The Centers are not-for-profit and licensed by the Department of
Social Services under the auspices of the Suffolk Cou083T(e2)5E7034610W7(E4

Our teachers are always nearby to lend support, answer questions, offer challenging statements, and make suggestions in keeping with YUM WJXg WffYbhYj Y`cZUMjYj Ya Ybh jbhYfYgh UMj]mUbX bYYX. We recognize tha.9e

Registration

The centers will accept children of Suffolk County Community College students, faculty, staff, alumni, and community residents. The centers do not discriminate on the basis of race, color, religion, sex, age, marital status, sexual orientation, national origin, or handicap. Children must be toilet trained upon entering the three year-old or pre-school room. Children may finish their kindergarten school year while attending the center.

The centers offer both a full day and a flexible scheduling option so that parents may select hours that best suit their needs. Note, however, that there is a three-hour daily minimum requirement, a weekly minimum of nine hours, and a two day weekly minimum. The hours between 9:00 a.m. to 1:30 p.m. are considered peak hours. The schedule will continue in effect until the end of the semester. Parents may not drop hours after the first 3 weeks. No credit is given for absences or illnesses. You may request extra time in advance. We will try to honor your request. A change of schedule must be approved in advance by the director. Drop-in care is not available.

Registration continues year round until enrollment has reached capacity. Since the centers are filled on a first-come, first-served basis, it is strongly suggested that you register your child as soon as you have registered for classes. Returning children will be given priority at pre-registration. Children of students are given priority during registration. We are sensitive to the fact that special situations may arise. We try to consider requests on a case-by-case basis.

Hours of Operation

Ammerman Campus: 7:30 a.m.-4:00 p.m.
when day classes are in session* (all sessions)

Michael J. Grant Campus: 7:30 a.m.-4:00 p.m.
when day classes are in session* (all sessions)

*Hours are subject to change depending on student need.

Arrival and Departure Procedures

All children must be brought in to their classroom by their parent/guardian. The parent must sign the child in upon arrival and sign him or her out upon departure. This procedure is very important for attendance records and safety measures in emergencies. Although parents are often in a rush, please remember to let the teacher know you have arrived and to say good-bye to your child!

Parents are expected to adhere to the pre-arranged schedule approved by the director. If a child arrives early and/or is not picked up on time, a late charge will be assessed (\$10.00 for every 15 minutes or part thereof)! If a parent is habitually late, he/she will be asked to leave the center. In addition, if the parent is late and has not called the center, the teacher will contact the names on the emergency list (after one-half hour). If these contacts cannot be reached, and it is one-half hour past closing time the teacher will call Child Protective Services to report the situation and have the child picked up. The center assumes no responsibility for children on route to or from the center.

No child will be released to anyone other than an authorized parent or guardian designated in writing. A person unknown to the staff will be required to show picture identification. A written authorization for changes in
tor. If there is a court ordered custodial agreement or order of protection, please leave a copy on file. This will also be forwarded to security. If anyone is under the influence of any substance when picking a child, he or she will not be given the child.

Financial Obligation

A non-refundable fee is due at registration.

Registration Fees:

\$35.00 Fall Semester

\$35.00 Spring Semester

\$15.00 Summer Session

\$50.00 Supply Fee (Fall and Spring)

1. Tuition due for the semester is equal to the number of hours contracted per week, times the number of weeks in the semester.
2. Registration can only be done in blocks of one-half hour multiples. Scheduled arrival and departure time will be billed on the half hour or hour. You may pick up your child at any time.
3. Peak time hours are any three hours between 9:00 a.m. - 1:30 p.m. Anyone who arrives between the hours of 9:00 a.m. - 1:30 p.m. is attending during peak time.
4. Each semester is divided into three pay periods. The first payment is due at the time of registration for the first classes. Subsequent payments are due on the first of the following two months (October- November- for the fall semester and March-April for the spring semester).
5. There will be a \$15.00 late fee charged for any payment not made within one week of the due date.
6. There will be a \$15.00 fee charged for returned checks.

7. If a child is picked up later than the scheduled time, there is a \$10.00 late fee for every 15 minutes or any part thereof!
8. No refund or credit will be given for days missed or hours not in attendance or for withdrawal before the end of the semester. Parents are responsible for the entire sum contracted. There are no exceptions to this policy. There are no makeup days for illness or reduction in tuition for non-attendance. (The refund policy follows the College refund policy as stated in the College Catalog. There is no refund after the first three weeks of the semester).
9. Awarded financial aid over the amount requested for tuition and fees may be used to pay child care tuition. Only financial aid posted on the College system may be deferred. Excess financial aid awards may be used to pay for child care tuition after all college fees are paid. All paperwork must be on file the first day of the semester.

Health Policy

The goal of the centers is to maintain the health and safety of all children. A nurse visits once a month.

Each enrolled child is required to have a complete current physical examination prior to admission, with a complete list of immunizations. It must show that the child has been immunized, appropriate to age, as mandated by the Board of Health for school entrance and is free of communicable disease. The centers are not approved to administer medication. Parents must notify the center should their child be diagnosed with any communicable disease, rash or infestation. All parents will be informed in writing about any unusual type of communicable disease to which their child was exposed including symptoms, incubation periods and other information about the disease. Children who are under immunized will be given a schedule of immunizations is submitted. Parents must inform the center about any health care needs of their child and keep the center up to date. Written documentation may be required from the doctor. Health records will not be shared with any other agency, doctor or person without written consent from the parent. All health information is kept confidential under HIPPA regulations.

Children are checked daily upon arrival by the staff for health problems. Parents are asked to keep their child home if he or she shows symptoms of illness. If a child gets sick while in class, children will be separated, kept comfortable, while being supervised by staff. Children will be sent home if they are suffering from or develop any of the following symptoms:

1. Signs of possible illness or inability to function in a group setting.
2. A fever higher than 100 degrees F. The child must be fever free for 24 hours before returning to the center.

Any child sent home due to illness may not return to the center until he or she is well. If a physician designates that a child may return to school while on an antibiotic, the child must have completed a minimum of 24 hours on medication and must have a note from the physician stating when he or she may return to school and that he or she is no longer contagious.

Whenever a child has been exposed to a communicable disease (i.e., chicken pox, strep throat), parents are asked to report the situation to the director. This information is often vital to other chil-

Accident **and** Injury

Dental injuries will be given treated as an emergency. If emer-

say good-bye for the day. Sometimes it may require that the parents stay for a little while, so that both the child and the parent will feel comfortable. If the parent has a positive feeling about leaving, this is transmitted to the child. However, if the parent is overly anx-

or other children, or the teachers, or his or her behavior creates harm to others, we may ask the family to make other child care arrangements.

Nutrition

The centers are approved sites for the CACFP (Children and Adult Care Food Program). We serve breakfast, lunch and an afternoon snack to all our children. All children are provided meals. No food from home is permitted. Exceptions will be permitted only with a written request.

We fully comply with the CACFP regulations for balanced nutritious meals and snacks, and always encourage good nutrition at the center.

All foods and beverages brought from home must be labeled with the child's name. All perishable foods requiring refrigeration stays cold until served.

Birthdays **and** Celebrations

We celebrate special occasions during the snack period. Please let the teachers know in advance if your child would like to share his or her birthday with friends at the center. We would prefer that parents send muffins, donuts or cookies made with enriched flour since this will meet the CACFP requirement. Of course, any

Rest

Full-day children will rest for 45 minutes or more each day and may continue to rest for a longer period if they are asleep. Each full-day child may need to bring a small blanket to be kept in school. Please discuss this with the staff at your center. All infants will be placed to sleep on their back until such time they can turn over. No pillows, cushions or extraneous materials are allowed in the crib. Crib guidelines from the National Institutes of Health will be followed. Infants nap according to their own schedule. Please speak with the teacher if something happened the day before to change their regular schedule. Toddlers nap after lunch. Preschoolers may or may not nap according to their personal needs and schedules.

Dress

Active outdoor play is an important part of the day for the children. If your child is well enough to come to school, he or she is well enough to go outside. Children will go out in all but rainy or frigid weather. Children have the opportunity to play in the shade. When in the sun, they may wear sun-protective clothing, have sunscreen applied, or both.

Children will be working with paint, water and other messy materials and therefore, should wear comfortable clothing, suitable for a variety of activities, that can be easily laundered. Children are usually asked to participate in cleaning up after activities. Since it is important for children to use the toilet themselves and be able to dress themselves, we ask that they wear simple clothing free of complicated fastenings. We do not recommend one-piece outfits since they require a child to completely undress to use the bathroom.

When you dress your child, keep in mind that there may be potential changes in the weather. Even though the sun may be out at 9:00 a.m., it might be cold and cloudy at 10:00 a.m. Provide sweat-

a cj Y Ub i bk UbhYX jYa hUb hc di hcb gca Yh\j]b[mci XcbD\Uj Y.
It is the policy to always go out even in cold weather. Please dress your child appropriately.

Parents are asked to bring one extra set of seasonally appropriate clothing sized large enough to last the semester. Store clothing in a clearly marked shoe box and leave it at the center. If the child uses his or her clothing, please replace it with another set the following school day. Clogs, crocs , flip flops and sandals are not appropriate for wear at the center. Children must wear closed toed shoes.

In the winter children need a hat, two pairs of mittens, a warm coat (waterproof is best) and snow pants. Boots are necessary once snow begins to fall. If children do not need their boots to go to and from the center, please leave a pair in their cubby.

Sunscreen and Insecticides

We are authorized to apply sunscreen and insecticide with your written permission. Parents must supply both or either of these items. Applied skin protection will be either sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher. When public health authorities recommend use of insect repellants due to a high risk of insect-borne disease, only repellants containing DEET are used, and these are applied only on children older than two months. Written parental permission is required.

Conferences

Throughout the year, the teacher will have the opportunity to meet jbzfa U`mk jh YUW dUFYbh UVci h \jg cf \Yf W\jXj dfc[fYgg]b school. While a formal conference will be held at least twice a year, meetings may be scheduled throughout the year, if desired.

Fundraising

Each semester, parents will be asked to participate in a fundraiser. These monies are used to purchase art supplies and educational materials for the children. Since these funds are built into the budget and help keep tuition costs down, please make every effort to participate.

Toys From Home

If you have a book that may be of interest to all of the children, we will appreciate this being shared with the class but ask that it be left for several days. We also appreciate special audio or TV media or materials for curriculum enrichment.

Miscellaneous Notes for Parents

If you are experiencing a problem that is school related or personal, please tell the director or staff. The staff has access to both campus services and community services that may be of assistance to you.

As you walk into the center, you will see our parent bulletin board with up-to-date information you might find helpful.

Please read the notes that we have sent home.

Please alert the staff whenever there are changes in your address or phone numbers, new additions to the family, etc. It is also helpful for the teacher to be made aware of any situation which may be disturbing your child.

Please keep us informed of cell phone changes. If you are leaving the campus please let us know how to find you or who to contact.

DAILY SCHEDULE FOR TODDLERS

7:30-9:00	Arrival, greetings, health check. Free play, self-directed activities including table toys, blocks, easels, coloring, dramatic play, stories
9:00-9:30	Teacher-directed activities; music, dance, finger play, flannel board, puppets Wash up, clean up, prepare for breakfast
9:30-10:00	Breakfast Clean up, diapering, toileting
10:00-11:00	Choice of child-centered activities/thematic lessons including art, music and movement, story, language activities, games, water play and tasting activities. Clean-up, wash-up, dress for outdoor play
11:00-12:00	Outdoor play (weather permitting), otherwise indoor games or movement activities Wash-up for lunch
12:00-12:30	Lunch
12:30-1:30	Clean-up, diapering, toileting, Nap time (for full day children), quiet indoor play Wash-up, clean up, cots put away
1:30-2:00	Snack
2:00-2:30	Wash-up, diapering, toileting Table activities, afternoon child-centered activity (lesson) including art, music and movement, story, language activities, games and outdoor play
2:30-3:00	Free play, stories, clean up
3:00-4:00	Outdoor play/quiet activities

DAILY SCHEDULE FOR THREE TO FIVE-YEAR OLDS

7:30-9:00	Arrival, greetings, health check. Choice of all learning centers/free play, self-directed activities including table toys, blocks, easels, coloring, dramatic play area
9:00-9:30	Good morning, month, day, weather, music, marching, creative dance, songs flannel board, finger play, puppets Wash up, clean up, set table for breakfast
9:30-10:00	Breakfast/Clean-up
10:00-10:30	Circle Time, unit activity (lesson) or choice of table-top toys (puzzles, games, etc.)
10:30-11:00	Choice of learning centers. At this time additional art, science, math, language art activities, etc. will be set up on a rotating basis. Clean-up and dress for outdoor play
11:00-12:00	Outdoor play (weather permitting), otherwise indoor activities or movement activities. Clean-up, prepare and wash-up for lunch
12:00-12:30	Lunch
12:30-1:30	Clean-up, Nap/Rest time or quiet play for arriving children
1:30-2:00	Snack
2:00-3:00	Choice of learning centers, free play, table toys, puzzles, easels, computer, water table, circle time
3:00-4:00	Outdoor play (weather permitting) or indoor games and movement activities.

Questions You May Have

