



Handbook

2020



Program Staff

Executive Director – Shawn Harnish

Email: shawncharnish@gmail.com

Program Director/Administration and Finance – Trisha Heap

Email: Fivelittlemonkeys14437@gmail.com

Contact Information

Main Office: Phone: 335-7890 6:00 am –6:30 pm (M-F)

Dansvillecommunitycenter.org Dansvillecommunitycenter@gmail.com

Hours of Operations:

Monday- Friday 6 AM to 6 PM

If a parent is late (after 6 PM) picking up their child(ren) there will be charge of **\$1.00 per minute** which will be paid directly to the childcare providers who have stayed late. If payment is not made at this time, any and all late charges will be applied to your next childcare bill.

Parents are responsible for calling their child(ren) in sick, late or absent by 9am.

Registration:

Registration fees are \$50.00 for 1 child and \$75.00 for a family of 2 or more children. Registration fees are non-refundable and does apply toward your first week's payment. The registration fee must be paid prior to being placed on the waiting list or enrolled into an available opening. If service is interrupted, a new enrollment fee must be paid prior to re-enrollment.

Tuition Policies:

Absolutely no refunds will be given for any reason.

Infant – 3 years = \$225 per week (day rate is \$48).

3 – 5 years = \$220 per week (day rate is \$45).

Please note: Financial hardship scholarships are being made available. If you want to apply, contact Trisha Heap. Income verification will be required. Scholarship awards will be dependent on available scholarship funds.

Tuition must be paid by Monday of each week for the current week in accordance with your fee agreement. A late payment fee of \$25.00 will apply to past due accounts. Payment must be received each week for service to continue the following week. Your child will not be allowed to attend the center if your account is not current and paid in full. There is a \$10.00 per family weekly discount (two or more children). Payments should be made each week on the first day of service for that week. Families may also pay bi-weekly or monthly, only if done so prior to each respective payment cycle.

Tuition fees are reviewed annually, and any adjustments occur in September. Tuition rates vary according to the age of your child and classroom assignment. Additional fees for special field trips, in-center activities, swimming lessons, dance classes, etc. may apply and are not included in the weekly tuition fee.

Payment Methods:

We accept: cash, check, PayPal, Visa, MasterCard, and money orders.

When you pay in person you will be given a receipt, please keep your receipts for proof of payment.

Any returned checks will result in a \$30.00 additional bank charge fee.

Holiday Closings:

Our centers are officially closed on the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving and day after
- Christmas Eve and Day

Emergency Daycare closings:

In the event of an emergency situation or severe weather that puts any risk to our families and staff, Five Little Monkeys closings will be posted on our website.

Dansvillecommunitycenter.com, our Facebook page @dansvillecommunitycenter, and through the remind app @5monkey.

Illness Policy:

Children will not be allowed to attend the center with a fever, vomiting, diarrhea, rash of unknown origin, or any other communicable disease until 24-48 hours on an antibiotic or a physician's note permitting them to return to daycare. The staff has been trained to observe for such illnesses and you will be contacted immediately if your child shows any symptoms of illness. Although your sick child will be kept in the director's office until your arrival, your promptness is appreciated in picking your little one up. There is no daily discount given, but we will give a 50% discount for children who are ill for an entire week, with a Doctor's note stating that your child was too ill to be in attendance.

*If the staff notices any of the following, the parent will be called and expected to pick up their child from the program:

- The child does not feel well enough to participate comfortably in the usual activities.
- The staff cannot care for the sick child without interfering with the care of the other children. The decision will be made at the discretion of the lead teacher and/or director.
- An auxiliary (armpit) temperature of 100 degrees or greater and behavior changes or other signs and symptoms.
- Uncontrolled diarrhea (accidents – child can't get to the toilet in time; or 3 or more bouts of diarrhea in one day).
- Vomiting in the previous 24 hours until the vomiting stops or a health professional determines that the child may be in childcare.
- Pink eye with white or yellow discharge, until 24 hours after treatment is started.
- Scabies, head lice, or other infestation until 24 hours after treatment is started and the child is nit-free.

Medications:

Medication will be administered only with written consent of a parent or legal guardian on a medication permission slip. Medications will be given by a caregiver who has completed medication administration training provided by OCFS/ Child Care Council. When possible, it is preferred that medication be given at home. BID (twice/day) medications most often preclude distribution at the center.

Medications must be taken home at the end of the authorization period. Any medication left in the center without a current consent permission slip will be disposed of.

Five Little Monkeys is Medication Administration Training (MAT) Certified.

We are able to serve children with special health care needs. Defined by NYS this is:
"A child who has a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more and who requires health and related services of a type or amount beyond that required by children generally"

We can accept and administer Asthma inhalers, Benadryl, EpiPens, and other child specific medications.

If you would like to take advantage of this service, please speak with the director or lead teacher in your child's room. The following steps will need to be completed:

1. Program Director will complete OCFS-LDSS-7006 *Individual Health Care Plan for a Child with Special Health Care Needs*, with your assistance.
2. Complete an OCFS-LDSS-7002 *Written Medication Consent Form* with your health care provider – return the complete form to the Program Director.
3. Deliver your child's medication to the Program Director or lead teacher. You will sign another form documenting the delivery of any medications.

All medications must be given to your child's teacher for safekeeping in a locked cabinet. Prescription medication must be supplied in the original container, complete with the pharmacy label including child's name, date, and name of medication, prescription number, required dosage and schedule for administration. **ALL** over the counter medications require a written physician's order. Physician documentation must include child's name, name of medication, required dosage and time to be given, time frame for treatment, and reason for the medication. We cannot dispense over-the-counter medication on an "as needed" basis.

Drop off and Pick up:

We require that children be brought into the center and personally escorted to the classroom teacher by an adult. We also require that the child be signed-in on the roster.

At the end of the day, we will release your child only to parents or guardians with legal custody or persons over the age of 18 who are designated by you on the sign-out information form. Under no circumstances will a child be released to any person who is a registered sex offender nor a person who appears to be under the influence of drugs, alcohol or mental distress. Under no circumstance will a child be released to a person who is not on the sign-out information form or for whom the parent has not written an authorization note, even if the child and a staff member are familiar with the person. This includes parents of other children enrolled in the center as well as staff members. Adults other than parents or guardians will be required to show picture identification. The child must be signed-out by the person to whom the child is released. If you are unable to arrive at the center prior to our closing time of 6:00 p.m., it is your responsibility to contact your emergency pick-up person to make arrangements for timely pick-up of your child.

The safety of your child is our highest priority. For that reason, we require that all children be signed in and out each day, be escorted to and from the classroom by an adult and be supervised at all times in the center, in the parking lot and on Five Little Monkeys Daycare property. Please make sure that you or your designee has contact with your child's teacher both at drop-off and pick-up times.

If your child will not attend on a given day, or arrive late, please notify the center no later than **10:00 AM**.

Personal Items:

Our center provides fun, educational toys, equipment and activities. Therefore, we ask you to keep your child's toys or special personal items at home to avoid loss or breakage. For

occasional sharing times planned by a teacher, your child may bring in an item as long as it is safe, appropriate and labeled with his/her name. If you are encouraging your child to bring games/toys/items from home, please know that it will be with understanding that that child will share with others. If you do not want others to have access, then please leave at home. Five Little Monkeys Daycare and staff are not responsible for any lost, stolen or damaged personal play items from home.

Diapering:

Families will provide diapers and wipes for children. All diapers will be changed at least every 2 hours or more frequently if necessary. Within daycare centers, the Department of Human Services recommends use of disposable diapers for health and sanitation reasons. However, Five Little Monkeys will partner with families preferring to use cloth diapers. In this case, Five Little Monkeys cannot accept the use of diapers with safety pins or closures that could injure any child. Soiled cloth diapers cannot be cleaned by Five Little Monkeys staff and must be put directly into a lined garment bag, provided by the family. Clean diapers and garment bag must be provided daily to ensure the continued use of cloth diapers.

Toilet Training:

Toilet training is usually initiated around the age of 2 years and ideally accomplished prior to a child's transition to the preschool classroom around the age of 3 years. Toilet training is approached in accordance with requests of the child's parents and in a manner that is consistent with the child's physical and emotional abilities. Once you start at home, we will make every effort to coordinate our program with yours. We ask that you supply us with at least two complete changes of clothing, and an ample supply of training pants or underwear for each day your child attends. If your child has just started toilet training, he or she may still wear a diaper at rest time. Children learning to be self-sufficient in the bathroom will have an easier time if they wear clothing that they can pull off and on by themselves. Your child's teacher will provide written communication daily regarding your child's toileting progress.

Meals and Snack:

All meals are prepared and provided by our staff in our Department of Health certified kitchen and consists of breakfasts and hot lunches daily that are low in fat and sodium. Our monthly menu is approved by a certified dietitian and is available to parents at any time. Healthy and fun afternoon snacks are also provided daily.

Holiday Celebrations:

Holiday themes will emphasize multi-cultural traditions. The children in our care represent a diverse group. The folklore and customs of each are an important part of our collective culture and are presented as such. We do not emphasize one particular tradition. Parents are encouraged to share their traditions and customs with other children and their families. Please offer your suggestions to the director or your child's teacher.

Rest/Naptime:

For the health and well-being of every child, a rest time is provided every day. If you would prefer your child not nap, they will be directed towards a quiet-time activity of puzzles, games, or books. We provide a cot and sheet and ask that a blanket be provided by the parents. We ask that you bring this blanket home on Fridays to have it laundered and brought back with your child upon their return.

Outdoor play:

We consider children's outdoor experiences an important part of our curriculum. Our playgrounds include equipment and spaces designed for active play and discovery to provide children with exercise, fresh air, and extended learning activities. Daily outdoor activities will occur, weather permitting. Parents are responsible for sending children in adequate clothing and footwear to maintain good health during outdoor play in all suitable weather conditions, including normal winter temperatures. Please do not ask us to keep a child inside because of a cold or other illness, except for recuperation from bronchitis or pneumonia, as ordered by a physician. A child who is too sick to go outside is usually too sick to be in a social situation with other children. Parents must provide UV protection for each individual child labeled with their first and last name.

Behavior Management Policies:

Our goal is to provide an environment that provides the children with the opportunity to make choices, learn social skills through encouraging guidance, to teach them to function independently, to respect the needs of others and to adjust to routine and rules that govern the center. Through this environment we hope to provide an approach that teaches children positive behaviors rather than punishing for misbehaving. If needed, the following guidelines would be followed:

- redirecting a child to an alternative activity
- hurdles shall be met with gentle encouragement and positive reinforcement
- provide an example for the children by speaking and interacting with them in a positive manner
- show respect for the children at all times
- encourage the children to talk about their feelings

We also value the Three "R's" of Respect: **R**-espect the staff, **R**-espect yourself and others, **R**-espect all property.

All classrooms will hold a "Group Meeting" during the first day of Program and each day thereafter. The rules will be established and understood by the children and the staff and reviewed frequently. The rules will be posted and will be enforced as follows:

First Offense: Verbal Warning – Discussion between child and staff regarding appropriate behavior and why the child is being given the warning – assure that the child understands what behavior is expected.

Second Offense: A period of time separated from the activity and rest of the group to cool down and then discuss appropriate behavior. The time period should be up to 1 minute for year of age of the child but could be less. For example: if on the playground, the time out would be by an adult sitting on the bench; in the classroom, it would be a designated seat or location and an incident report will be given to the parent/guardian.

Third or Severe Offense: Consult with the Program Director - and a second incident report sent by mail to parent warning of 1-day suspension. A "severe offense" would be considered physical violence toward anyone or blatant disrespect of staff (this can result in a week off of program).

Fourth Offense: Parents are called, and the student will be excluded from program the following day or for an extended period of time, based on the severity of the offense. This is at the discretion of the Program Director and Executive Director.

The following acts of misbehavior are grounds for disciplinary action:

1. Running in the hallways
2. Making unreasonable noise
3. Inappropriate gestures, noises, behavior, or language
4. Engaging in any act that is disruptive to the center
5. Challenging an adult's authority
6. Failure to comply
7. Showing others disrespect
8. Committing an act of violence (i.e. hitting, kicking, punching, or scratching)
9. Displaying what appears to be a weapon
10. Threatening to inflict bodily harm
11. Damaging the property of a student, teacher, administrator, or other center employee
12. Lying to program personnel
13. Stealing
14. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner
15. Harassment

In **NO** situations will corporal punishment, verbal or physical abuse be used. The only time a child would be physically removed from a situation is if he or she endangers the safety of himself or others. All personnel are informed of these guidelines and failure to follow will result in their discharge.

Child Protection:

It is the policy of Five Little Monkeys Daycare that all staff are mandatory reporters and under NY state law, must report observed or suspected abuse or neglect against children or dependent adults to the Child Protective Services Agency.

Accidents/Injury to child:

We take every precaution to protect the safety of your child. This includes routine inspections and maintenance of our facilities, playgrounds and equipment, a safety awareness program, and monthly fire drills. We follow SIDS prevention practices in our nursery. All staff receives first aid training and are certified in CPR. Any accident or injury is reported to the supervisor and is documented. You will be informed of any injury, will be asked to sign an incident report and will receive a copy of the report when you pick up your child.

Because children will be children, accidents may happen. When they do occur, and we determine that medical attention is needed, we will call you or your designated emergency contact. If a child experiences a medical emergency, Five Little Monkeys staff will take the action that is in the best interest of your child, including calling emergency medical personnel if necessary.

Emergency Evacuation Procedures:

Five Little Monkeys Daycare practices monthly fire drills and safety inspections. Shelter in Place drills are exercised every 6 months.

In the event that Five Little Monkeys Daycare must evacuate the children from the building we evacuate to the middle school building, 31 Clara Barton St. They have allowed us to use their facility as an emergency evacuation location where parents may safely pick up their children. All teachers will grab hold of binders with emergency contact information cards to contact parents/guardians or the most readily available emergency contact pick up person.

Parent Resources:

Office of Children and Family Services: 585-238-8531

NYS OCFS Regulations may be accessed by visiting www.ocfs.ny.gov

OCFS COMPLAINT Line: 585-238-8546 If you have any concerns about any child's health and safety. You may also contact CPS at 1-800-342-3720

- Information on healthy food and beverage choices and the prevention of childhood obesity: www.health.ny.gov/prevention/nutrition/ and www.health.ny.gov/prevention/obesity/

Program Goals & Activities

The Dansville Community Center (DCC) Programs exist;

To be the premier provider of daycare and school age care, while meeting the needs of the children, students, parents, schools and community we serve.

We will provide our **4 pillars** of development; **Health & Wellness, Social & Recreation, Character & Community** and **Academic & STEAM** (Science, Technology, Engineering, Art & Math) learning opportunities that builds upon individual strengths and interests, necessary for lifelong success.

Health & Wellness – First and foremost children are at a safe place when they are at our programs. Children enjoy at least 60 minutes of moderate to vigorous physical activity daily through the coordinated activities and participation in sports and other high-energy activities. Children also enjoy breakfast, lunch and a healthy snack and learn the importance of good nutrition. Childhood obesity is a serious concern in the United States, we help combat this with exercise and education. We will also provide instruction on healthy eating through partner programs. We also infuse the 40 developmental assets into our daily activities.

Social & Recreation- Children need social and emotional skills to achieve success in school and in life. One of these skills is resilience, or the ability to “bounce back” from frustrations, challenges, and setbacks. Another of these core competencies is hopefulness: we define this as the ability of children to imagine and anticipate a positive future. DCC programs instill skills like empathy, resiliency, trust, and responsibility. Close relationships with dedicated and caring staff ensure that children can learn and have fun while they grow emotionally and intellectually. To implement genuine care, respect and courtesy for children, parents, the community, and each other.

Specific Program example - We will use Search Institutes “40 Developmental Assets”, integrated into our programming on a weekly basis. Search Institute released a framework of 40 Developmental Assets, which identifies a set of skills, experiences, relationships, and behaviors that enable young people to develop into successful and contributing adults. The Developmental Assets framework and approach to child development became the most frequently cited and widely utilized in the world, creating what Stanford University’s William Damon described as a “sea change” in adolescent development. Data collected from Search Institute surveys of more than 4 million children and youth from all backgrounds and situations has consistently demonstrated that the more Developmental Assets children acquire, the better their chances of succeeding in school and becoming happy, healthy, and contributing members of their communities and society.

Character & Community- Character is caught as well as taught. We place emphasis on living out good character with our staff so the children see it in action every day. We also employ various methods to teach character development with the children on a regular basis. Whether they are participating in a canned food drive or card for Veterans in the community, children in

our programs have the opportunity to “give back.” They participate in ongoing projects to create positive, lasting change. Children explore local community resources including occasional field trips to the local library, historical museum, and parks.

Specific Program example - We will use the “Character Counts” approach. The Josephson Institute, a 501(c)(3) nonprofit organization, administers the national office of CHARACTER COUNTS! (the Center for Youth Ethics). CHARACTER COUNTS! is the most widely implemented approach to character education, reaching millions of youth. CHARACTER COUNTS! Is a framework centered on basic values called the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring and citizenship. The program also covers the very important subjects of bullying, and violence prevention strategies and healthy coping mechanisms.

Academic and STEAM-

Experiential Based Learning - opportunities for children to explore, inquire, and discuss topics relating to a chosen inquiry are incorporated on a daily basis. The experiential-based learning opportunities promote a cohesive learning community fostering social-emotional competencies (e.g., self-management, peer social skills) as well as academic skill development. We will also be integrating Science, Technology, Engineering, Art and Math (STEM) into these activities.

***Parents and students will be made aware of field trips, special events, and various program activities by newsletter and/or verbally by the program staff.**

Our Philosophy and Core Values:

- DCC programs strive to provide a safe, secure and supportive environment that gives families peace of mind when you cannot be there yourself.
- We believe that a child’s experience is dependent on family life and community life – DCC programs strive to support the entire family with a variety of programming and character-based curriculum.
- We believe in focusing on your child’s strengths rather than their shortcomings.
- We believe that when youth are exposed to consistent displays of positive character traits, they will develop a healthy self-esteem and a willingness to help others.
- We believe that by supporting your local school and community, your child will experience success. Our programs offer a holistic approach to your child’s development

by offering activities that strengthen, expand and provide real life context to information learned in the classroom.

- We believe that building strong kids and strong families will strengthen the foundation of our community.

Continuous Improvement and Evaluation Vectors

40 Developmental Assets evaluations are conducted on every student

We conduct a full-scale 360-degree audit of our program to provide annual improvement goals.

Children's behavior will be monitored for social success.

Five Little Monkeys Daycare is a Registered Daycare Center Program and functions under Office of Children and Family Services regulations. The following relate to specific Child Day Care Regulations pertaining to:

Child Abuse and Maltreatment: (Section 414.10)

- A. Any abuse or maltreatment of a child either as an incident of discipline or otherwise will not be acceptable by the program. This will be grounds for immediate dismissal of the worker.
- B. All staff will be fingerprinted and put through the Statewide Central Registry of Child Abuse and Maltreatment as a requirement of employment.
- C. All volunteers will not be left alone with children at any times.
- D. All staff are mandated reporters and thus must report any suspected cases of child abuse.

Supervision of Children: Section 414.8

A) Our staffing qualifications are as follows:

Position	Qualifications
Executive Director: Shawn Harnish	<ul style="list-style-type: none">• Doctorate in Organizational Leadership• Masters in Strategic Leadership and BSB in youth work• 20 years non-profit and child/school age care
Program Director/ Financing: Trisha Heap	<ul style="list-style-type: none">• Associate's Degree in Business Administration• 19+ years of experience in child care.
Preschool Room Teacher: Rachel Halpenny	<ul style="list-style-type: none">• Bachelor's Degree in Early Childhood Education• Teaching Certificate

Toddler Room Teacher: Amber Malone	<ul style="list-style-type: none"> • Associates Degree in Early Childhood Education • Teaching Certificate
Infant Room Teacher: Judy Smith-Cronk	<ul style="list-style-type: none"> • Associates Degree in Human Services • Certificate in Early Childhood
Care Workers	<ul style="list-style-type: none"> • All of our childcare workers are passionate to work with children, they go through a rigorous interview and clearing process before they are hired.
Volunteers	<ul style="list-style-type: none"> • ADULT - A high school diploma or GED equivalency • STUDENT - A member in good standing from the National Honor Society or from the Academic Eligibility List (preferably a Junior or Senior)

Equal Opportunity

Our program provides equal opportunities for all. We do not discriminate based on gender, race, color, national origin, or religion.

Maximum Enrollment

The maximum enrollment for the Five Monkeys is **72** students. A maximum of **8 Infants (6 weeks to 18 months)**, **10 Toddlers (18 months to 3 years)**, **14 Preschoolers (3 years to 5 years old)**, and **40 School-Age (5 years to 12 years.)** All other registrations will be held on a waiting list to be notified when an opening is available. **all enrollment is at the discretion of Five Little Monkeys to determine capacity.*

FREE or REDUCED Program

How to see if you qualify for FREE and/or Reduced childcare.

Livingston County Dept. of Social Services states on its website the following:

“Day Care provides for reimbursement of Day Care expenses to Day Care Centers, Registered Providers, and approved Legally-Exempt Day Care Providers on behalf of those determined eligible for this subsidy. Temporary Assistance recipients receive full day care reimbursement while working, attending approved training, or otherwise participating in mandatory employment requirements. Other working families within specific income thresholds may qualify for the program, with some contributing a small family share toward their day care expense.”

Five Little Monkeys Daycare is a registered daycare center, we are licensed through NYS Office of Children and Family Services. Five Little Monkeys daycare qualifies for this DSS program.

To see if you are eligible please contact the Livingston County Department of Social Services at:

Livingston County Department of Social Services 1 Murray Hill Drive
Mt. Morris, NY 14510
Ph: 585-243-7300
Ph: 585-335-1748
Fx: 585-243-7364
Hours Monday - Friday 8 a.m. - 4 p.m.

How to apply for Free and/or reduced childcare w/ Livingston County Dept. of Social Services Steps to take

1. Call Department of Social Services (DSS) at 585-243-7300
2. Request childcare application
3. When you receive the application fill it out
4. Under Provider section fill in our information below
 - Five Little Monkeys License number 853120
5. Please mail copies of your paystubs (or other income) with the application (this will save time)
6. Once you have completed these steps let us know
7. Your child will be able to start (even before you hear back from DSS)
8. Finally, if you have any questions give us a call 585-335-7890