



Robin Wright's Family Childcare

Parent's Handbook

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Welcome to Robin Wright's Family Child Care

We're so happy that you've chosen us to provide your child a clean, safe, and comfortable environment where they can play and learn with guidance and loving care. In order to make our relationship as enjoyable as possible, the following is information that will give you insight to our day as well as an understanding of expectations. There is a lot of information here, and reading all of it will benefit you. If you have any questions, please ask.

These policies and accompanying contracts become effective upon acceptance by the parent/guardian and the childcare provider.

Registration Checklist Any child ages 6 weeks through 12 years of age may be enrolled. We cannot guarantee a space will be available for enrolled children who are also attending a full time (more than 5 hours a day) educational program through the school, including but not limited to pre-kindergarten, kindergarten, primary school, summer program, etc.

Some of the following forms are required by the state of New York and need to be read, completed and/or signed prior to enrollment or your child will not be able to attend:

- Parent Handbook (read)
- Parent-Provider Contract (complete/sign/date)
- 2 Blue cards (complete/sign/date)
- Medical Statement of Child in Child Care and Immunizations must be up-to-date at time of enrollment (complete/supply)
- Registration and Health Form
- Parental Consents sheet (complete/sign/date)
- Child's Personal Information Record (complete)

Some forms will have to be periodically validated or updated when information changes.

Learning and Fun: Our Day

For ages 24 months and younger Throughout each day we practice on large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. We use baby sign language to communicate with infants, and have found it very successful in the past. Infants and toddlers learn through play by utilizing books, finding shapes and colors in their environment, the alphabet, stacking blocks, age-appropriate toys, and much more. We encourage participation, but the child will not be forced to participate. Our goal is to make learning for all ages fun, and non-intimidating.

For ages two through five, we offer a structured schedule that encourages child led learning. Your child will enjoy activities such as art and craft projects, games, songs, finger plays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more throughout our day. Some of these projects will be taken home to share with you, and others will be group activities that you can ask about. We know that children learn best by

"doing". Therefore, the activities the children participate in are developmentally appropriate, concrete, hands-on, and most of all fun, because learning is an exciting experience.

For ages five and up, we provide school-aged children with a quiet area where they can do their schoolwork, engage in group activities such as arts, crafts, and games, a reading corner, a music and dance area, outdoor area, hiking, and much more. This age group will be asked to participate in helping with the younger children, reinforcing responsibility, self-awareness, and independence.

We will encourage the children to do everyday activities they would see at home, including clean up time, helping each other, preparing meals, and collecting fruits and vegetables from our gardens. Children are encouraged but not forced to do any of these activities, as they are integral to keeping with the "at home" atmosphere we have here.

Activities Children learn best through play; because of this, we do not underestimate its importance on a growing child's mind, body and spirit. Children under our care receive free-play and structured-play throughout each day. During structured-play, we primarily have only one group of toys or activity out at a time in order to allow the children to concentrate fully on each thing they do.

Age appropriate activities will be scheduled with the flexibility allowed to respond to the needs and interests of each individual child and their various ages. As you know, children play hard and will get some bumps and bruises from time to time. We do our best to limit the amount of times this occurs, with constant supervision and watchful eyes. Any injuries will be reported on the Child Care App and sent to you in real time, including a photo if necessary. With the safe environment/toys we have surrounded us with, we hope to prevent any injuries before they can happen. Weather permitting, we play outdoors every day.

TV Viewing Television viewing is no more than a half an hour at a time and is limited to streaming educational shows or age appropriate video. Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities.

Nap Time We are required to provide all children a quiet resting time. No child will be forced to sleep or denied sleep, even if you ask us. We will only wake children if they are leaving. Infants and toddlers have their own quiet area to sleep. The infants sleep in provider pack and plays/cribs, and the toddlers sleep on provider cots. Children 6 months and younger nap whenever they show signs of needing it. Typically, children 18 months and younger will take a morning and afternoon nap, moving toward a one nap a day between 12 and 18 months. Nap time for children 18 months and older is between 1:00pm and 3:00pm each day. However, we follow the needs of every individual child and watch for signs of needing rest. A child often stops napping at home before they do here. Our schedule keeps them busy mentally and physically, and therefore rest is important. Once a child is developmentally done with napping, or can't sleep after 30 minutes, they are encouraged to participate in quiet, relaxing activities until everyone naturally wakes up.

Special Celebrations We happily celebrate birthdays and holidays! If your family has specific views about these celebrations or mythical characters (Santa, tooth fairy, etc.), let us know. Children will receive gifts and for birthdays, your child can choose the day's meals. If you would like to bring anything in, just let us know.

When planning holiday activities, our goal is for meaningful, interesting, and valuable use of our time. Holiday concepts underline valued traditions, culture, and offer an opportunity for learning experiences. We aim to connect children with other's daily lives, exploring different meanings and significance. We encourage your family to provide us with examples and share unique traditions.

Daily Schedule This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

Newborn (6 weeks to 6 months)

7:30am - 5:00pm with no arrivals after 11:00am for full time children. Cuddles, love and affection, eat, poop, play, and sleep. Their needs are met on demand. We watch and learn their cues to provide for them. This age group is held while eating.

Infant/Young Toddler (6-24 months)

For a younger child still taking three naps a day, a third nap can be incorporated into their late afternoon schedule.

7:30am-8:00am Drop-offs, welcome children, daily health check, snuggles, blocks, activity mat, etc.	10:00am-10:15am Snack, clean-up/wash-up.	nestle into cribs/pack and plays/cots.
8:00am-8:30am Breakfast, clean-up/wash-up. If arriving after 8:20, please have your child eat before arrival.	10:30am- 12:00pm Outside play-time, weather permitting. Gross motor free play, belly-time. Music. Yoga. Diaper changes.	1:00pm-3:00pm Nap-time
8:45am-10:00am Nap time (if necessary), Circle-Time and ask questions. We use this time to discover what the children may be interested in for the day. Diaper changes.	11:00am Arrival cutoff time for full time children.	3:00pm-3:30pm Afternoon snack, clean-up/wash-up, diaper changes
	12:00pm-12:30pm Lunch time	3:30pm-5:00pm Free-play and/or structured-play, puzzles, books, various learning toys.
	12:30pm-1:00pm Clean-up/wash-up, reading,	4:30pm-5:00pm Pick-ups, outside play (depending on season), blocks, puzzles, books, interactive games.

Older Toddler/Preschooler (24 months and older)

7:30am-8:00am Drop-offs, welcome children, daily health check, free-play and/or structured-play, independently accessible activities and toys.

8:00am-8:30am Breakfast, clean-up, personal hygiene.

8:45am-9:30am Circle-Time and ask questions. We use this time to discover what the children may be interested in for the day. Toileting.

9:30am-10:00am Science & math focused arts & crafts or activity. Various learning games.

10:00am-10:15am Snack, clean-up/wash-up.

10:30am-12:00pm Outside play-time, weather permitting. Gross motor free play, Music, song and dance, tumbling exercises, yoga. Toileting.

10:30am-12:00pm Kindergarten prep activities (scissors, manipulatives, file-folder activities).

11:00am Arrival cutoff time for full time children.

12:00pm-12:30pm Lunch time, clean-up/wash-up and rest time preparations.

12:30pm-1:00pm Story time, toileting.

1:00pm-3:00pm Rest-time and/or quiet-time

3:00pm-3:30pm Afternoon snack, clean-up/wash-up, toileting.

3:30pm-4:30pm Free-play and/or structured-play, puzzles, books, various learning toys, etc

4:30pm-5:00pm Pick-ups, outside play, coloring, play-dough, toys, story-time, etc.

School Aged (5-12 years)

Children in this age group are not our primary focus and spaces are limited. Their schedule is very similar to the older toddler /preschool group, with the activities altered for their age levels and abilities. A full day schedule is in place during your child's vacations and snow days. This age group may bring in personal electronics to be used for a limited period of time in a designated area and only during a full day schedule. Personal electronics are not to be shared, and any damages to electronics are not our responsibility.

After School Schedule

3:15pm-3:30pm Pick up from bus, afternoon snack, clean-up/wash-up.

3:30pm-5:00pm Homework help only if requested, free play, pick-ups, outside play

Business Hours & Policy Child care is available Monday-Friday, 7:30 am to 5:00 p.m. Please give 1 week's notice for any changes to your child's attendance schedule. There will be a charge of \$1 per minute outside these hours without at least 45-minute notification via text, phone call, or Child Care App message. If late, there may be a grace period of 15 minutes with 45-minute notice and if it isn't a consistent issue. Exceptions are if another time is contracted or special circumstances (ex. weather). There is a \$5.75 fixed rate for attendance before or after contract times. Fees are due before care can resume. Three late pickups with insufficient notification might result in dismissal.

11:00 am is the latest a child can be dropped off at the program (unless contracted otherwise), even if they are returning after leaving earlier in the day.

A daycare day for a child is limited to 10 hours unless we have agreed to other arrangements.

If a child is left here for an hour more than contracted and there is no communication between the parent and us, we will be forced to contact both the police and Child Protective Services.

Holding Fee A nonrefundable holding fee equal to 1 week of childcare costs is due at time of enrollment if you are reserving a space. Your child's spot is not secured until we have received both the fee and the signed Parent-Provider Contract.

Payment Policy/Attendance Please refer to your Rates and Positions sheet and your contract to determine payments. If you have any questions, please ask. Payments are due every Friday, 6:00 P.M. of the week **before** care will be given. Any payments received consistently late (2 unpaid weeks) may be charged a \$5 per day (including weekends) late fee. Care will not be resumed until all monies are paid in full, unless there is a payment plan agreed between you and Robin. Forms of payment that are accepted are cash, check (payable to **Robin Wright**), PayPal (robin@robinsnestcare.com), and credit card through the child care app. We accept New York State Child Care Assistance.

Fees not paid after attempts to claim will be filed in Small Claims Court. The case will include any fees owed for care, fees charged by court, and an additional \$25 for time spent.

Tuition is due every week (52 payments in 1 calendar year). We are not able to give partial or full refunds for contracted days if a child is ill or the daycare has to close due to an emergency situation such as weather or illness.

Robin Wright's Family Child Care will review our fees annually, and parents will receive at least one month's notice, in writing, of any payment adjustments.

Non-Sufficient Checks A \$20 fee will be charged for NSF checks, plus the \$5 per day late fee. Only Cash or credit cards will be accepted after two NSF check issues.

Termination Policy The first 2 weeks of childcare are to be an adjustment period. It is our responsibility to let the parent know if the child seems unhappy or the arrangement is unsatisfactory for any other reason. It is the parent's responsibility to let us know the same. Either a parent or we can terminate the contract anytime during the adjustment period in writing before the two-week period of child care ends.

If parent(s) would like to withdraw their child and cancel the contract after the initial trial period, a 2-week notice must be given in writing. Tuition and fees are due with the written notice. Failure to provide a written notice, withdrawal of the child before notice is given, or for any withdrawal during the 2-week period does not exempt a family from tuition. A termination

notice will NOT be accepted while provider or parents are on vacation. There is no refund for contracted days your child does not attend.

We will terminate our child care arrangement immediately for any of the following reasons (but not solely limited to):

- Failure to comply with the policies set forth in this book.
- Failure to comply with the contract.
- Destructive or hurtful behavior of a child that persists even with parent cooperation in stopping the behavior.
- Non-payment of childcare fees or late and/or recurring late payments of fees.
- Failure to show up for 5 days in a row without any communication.
- Failure to complete required forms.
- Inability to meet the child’s needs without additional staff.
- Disrespect towards provider or provider’s family.
- If parents knowingly bring their child in ill.

Tuition for unused days will not be refunded. You have 30 days to pick up your child’s items or they will be donated.

Sick/Personal Days We allot five (5) sick/personal days for staff per year. These days are for:

- Continuing education classes in order to keep our child care license in good standing.
- If we do not have the legal of adults/child ratio due to unforeseen circumstances such as employee illness, transportation issues, etc.
- Bereavement
- Appointments

We are a home based program and our staffing is limited. Lack of staff can be an issue. If we can, we may open later or close earlier rather than close the whole day, but closure is a possibility. You will be notified via text, phone call, or through the messaging system in the childcare app with as much of an advance notice as possible. No deductions are given to your rate when these days occur. Please have back up care in place.

HOLIDAY CLOSURES

New Year’s Eve Day	Easter Monday	July 4th	Columbus/ Indigenous peoples’ Day	Day After Thanksgiving	Christmas Day
New Year’s Day	Memorial Day	Labor Day	Thanksgiving	Christmas Eve Day	

A calendar of closures and events will be sent to families every January. Any additional days will be scheduled at least 60 days ahead.

If a holiday falls on a weekend, we will be closed either the Friday before or the Monday after.

For holidays that we are open, if there are 4 or fewer children in attendance, we reserve the right to close daycare for the day. We will give you as much of an advance notice as possible, and no deductions are given to your rate when these days occur. Please have back up care in place in case of these emergencies.

Vacations We will close for two (2) weeks in summer for rest, repairs, remodeling, and reorganizing. These weeks may not be in tandem. Vacation days taken by us will have at least 1 month's notification. Regular payment rates apply for our vacations, your vacations, and weeks with holidays.

Please provide two (2) weeks notice of any vacations taken by your family. Regular payments are due before you take your vacation. Late payments are subject to a late fee.

Extended Leave/Maternity Leave/Summer Leave If you request a leave of absence for more than two weeks, you will be required to pay a part-time rate of at least two days per week for up to 10 weeks for us to hold your spot. If you choose, your child may attend during this time any two consistent days (i.e. every Tuesday/Thursday during leave). If a holiday falls on one of your days, or if your child is sick, you will be required to pay for that day. You may pay for additional days at the part-time rate if space is available. After 10 weeks, full tuition is required.

Parents are responsible for finding back-up care for their children during provider vacations, holidays, and sick/personal days resulting in the daycare closing.

Supplies Needed at Daycare Parents are responsible for supplying the following items:

Diapers/pullups	SPF 15+ (labeled)	Swimsuit	Shoes with a heel.
2 full changes of clothing	Breastmilk (labeled with name & date)	Bug repellent (labeled)	Appropriate outdoor winter clothing to be provided by the end of October. (Boots, gloves, hat, winter coat and snow pants or a snowsuit.
Bottles or Sippy Cups (labeled)	Pacifier or comforting item (if needed)	Diaper cream (labeled)	

Please have children wear socks during the cool spring and autumn months. Children without proper foot attire will either stay inside or have limited outside access.

For the older children sleeping on a cot: a blanket and a pillow are needed. If necessary, a comfort object for rest-time, and anything else your child may need.

Your child will get dirty throughout the day because of food, paint, mud, etc., so please dress your child accordingly for play. We cannot wash the children's clothing and are not responsible for replacing stained, soiled, or lost clothing. We suggest that you write your child's name on the

tags of their clothing in order to prevent any clothing mix-ups.

Please periodically check your child's cubby to make sure they still have all of their necessary items needed at daycare. Remember, as the weather changes throughout the year, so should your child's items.

We do not go through diaper bags, backpacks, etc. that are in a cubby. Please hand us all items to be kept here. Medications, prescription or over the counter, in a cubby is prohibited.

Electronics Tablets, phones, and other personal electronics are prohibited for children 4 and under. For school age children, please ask first and we can set aside a limited time for them to use their items. These items cannot be shared with others. We are not responsible for items that are lost or damaged by your child or other children. Children cannot connect to wifi here unless for an educational reason and will be monitored. Photos are prohibited.

The outside of the daycare is monitored by security cameras. These images are for security and are not shared with anyone.

Toys We have well organized, separate, age appropriate toys for the toddler and infant groups. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period, we encourage your child to bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, please do not bring your child's toys to daycare except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. We will not be responsible for lost or damaged toys brought to daycare. Never send your child to daycare with toy weapons.

Diaper Policy It is the parent's responsibility to provide diapers and diaper cream for your child. Each child has their own clearly labeled diaper bin. Diapers are checked frequently, and changed every three hours or more often if required. Diapers containing bowel movements are changed immediately. The diaper changing table is cleaned and disinfected between each diaper change, and handwashing of childcare provider and child is performed after each diaper change. Parents must sign the Authorization for Administration of Non-Prescription Topical Ointments for us to apply diaper cream.

Potty Training Potty training should be a positive experience for everyone involved. It can be done in a short period of time when your child is ready. Issues arise when adults do not pay attention to the child's lack of readiness. There is no right or wrong age to potty train. It is to be determined on an individual basis, much like learning to walk. No two children will potty train in the same time frame or even in the same manner. Therefore, it is encouraged that the first steps towards potty training begin at home during a time when you are able to devote the time to helping your child. Life should be stress-free with no big changes happening or coming up (moving, new baby, etc.). Keep a notebook of when you have to change their diaper in order to determine what their natural schedule is. A pattern will emerge, and that is what you will use

when helping them. When your child is successful (1 accident or less a day) for a full week, your child can come in underwear. Please notify us the morning that your child has underwear on and not a diaper or Pull-up, as to minimize any surprises. We will gently remind your child to go before and after going outside, meals, and naps as well as when we are changing other's diapers. Your child will have a choice of using the toilet with or without an insert, so let us know what you are using and what they prefer. We do not use potty chairs here.

Signs of Toilet Training Readiness:

- The child tells you, either verbally or physically, when they have wet their diaper or that they are wetting their diaper (recognizes they are wet or the sensation of urinating).
- The child tells you that they need to go to the bathroom
- Child stays dry for a long time or when diapers start to leak because it is full. This shows they are able to hold their urine or bowel movements
- Has bowel movements at regular times.
- An adult can recognize when the child is having a bowel movement.
- The child can undress and pull up their own clothing/pants.
- Your child initiates using the toilet and shows interest in using underwear. This is also a sign of wanting to be independent, which is very important.
- Emotionally ready and open to learning.
- Can follow three to four-step instructions. This is critical to learning to pee, wipe, flush, and wash hands.

Once Training Begins:

- Your child MUST wear loose fitting clothing that are easy for the child to pull up or down.
- No overalls, belts, t-shirts with snaps between the legs, or pants with snaps and zippers that the child cannot get in and out of.
- Bring us a few changes of clothing, underwear, socks, and extra shoes that are kept in your child's cubby in case of accidents. If we run out of changes of clothing, you will have to pick up your child.
- Children sit on the potty for no more than 5 minutes and we will never put a child on the potty unless they are willing.
- Use training pants (the thick 5 layer underwear) if available.
- If your child is male, inform us if your son will be sitting or standing. Determine this right from the beginning of the potty training process. We recommend that boys first learn to sit and pee in the potty and once they are consistent then can be taught to stand and go. This will also lessen problems with learning to put BM's in the toilet and will also avoid constipation issues.
- Keep a small supply of Pull-Ups available here until the child has shown nap time dryness for a week. Your child will be in a Pull-Up during nap time until he or she has shown that they can stay dry for that time.
- We do not wash soiled clothing. We will place soiled clothing in a plastic bag for you to take home and wash.
- After 2 accidents in a day, your child may be placed in a diaper or pull up.

Miscellaneous Information To Know

- We do not transport any child by car or any moving vehicle without prior notification, unless a medical emergency requires us to do so.
- Children with strong scents (perfume, pets, smoke, etc.) will not be accepted for the day.
- Children may not wear hair accessories (beads, clips, bobby pins, ponytail holders with balls, etc.) or jewelry (earrings, bracelets, necklaces, etc.) that may pose a choking hazard. Items will be removed and handed back to you. We are not responsible for anything lost, stolen, or damaged.
- Your child may be included in evaluations by State Licensing officials, CACFP (Child and Adult Care Food Program) monitoring visits, and other parents observing their right to our open door policy.
- We are happy to work with early intervention specialists. We have an area that is used to provide services.
- We have access to Infant Toddler specialist and Infant Toddler Mental Health specialist. We are happy to provide resources to help you and your child for both here and at home.
- Your child may be included in pictures and videos connected with our daycare program, unless otherwise specified by you, the parent.

Open Door Policy We love to have family members come in and join us to help teach or create with the children. Connect with us to share your musical or artistic talent, read a book, talk about your job, or anything else you'd like to share. Parents may have a short visit with their child throughout the day without notifying us, just remember that visitors usually cause children to react in an excited manner that does not normally occur when we are alone with the children. We do ask that you do not arrive between the hours of 1:00 pm-3:00 pm because that is our nap time. We do not usually have children call or video chat with family except for unusual circumstances. Doing so does not help a homesick child; rather, it often makes them feel worse.

Keep in mind, there may be times when we do not have access to a phone. If the phone or a text goes unanswered, do not become alarmed; we will get back to you as soon as we are able.

Behavior Management & Discipline We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we set. We understand that our actions and reactions speak much louder than our words. The children are explained the boundaries of the daycare frequently, so they know what's expected of them. When an issue occurs, each child will be dealt with individually. Consequences will occur immediately after the behavior. We ask you NOT to punish your child at home for misbehavior shown while in our care. Please trust that we will handle the matter. Furthermore, we will not discipline your child for an incident which happened anywhere other than the daycare. Once a child is old enough to understand the expectations and disobeys them by exhibiting inappropriate behavior (hitting, aggression, etc), hurts others, or property, the following developmentally appropriate guidance techniques will be used.

- Positive Reinforcement: The child will be encouraged when they are demonstrating good choices.
- Discussion: Dependent on age, we will get down to the child's eye level, practice calm breathing, and listen to the problem in the child's own words. We will encourage the child to come up with their own solution for the issue.
- Redirection: The child is redirected to another activity and given an opportunity to try again at another time.
- Safe Space: The child is separated from the group to go to their safe space—a space in the childcare area where they are free to cry, sit, think, until they are calm and receptive to talking. At that time, we will sit and talk with the child, validate their feelings, coming up with solutions, and perhaps allowing them to stay in their safe space until they are ready to come back to the group. This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others, or equipment. When the child indicates that they are ready, they are encouraged to join the rest of the group to try again.
- Last Resort: If a child is having an exceptionally rough day, we may call you to come and get them and take them for the rest of the day. Please arrive within 60 minutes or an approved alternate will be contacted. If a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget or test the boundaries. Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply when you are around. We will also remind them of the rules and correct them if needed.

Please do not use us to blame or threaten your child. Making us look like the “bad guy” when disappointing your child sabotages the relationship and trust we work hard to form with them.. It also creates a power dynamic where the child does not see you as the one who has control over situations, and that may cause greater issues. If you need advice or support, talk with us and we are happy to help you.

Biting Infant and toddler biting is a very common occurrence in a daycare setting. There are many causes for biting, and if your child does have an instance of biting, we will try to pinpoint the issue. We will inform you of the incident, and talk with you about some techniques and try to problem-solve to keep it from happening again. However, if biting is consistent, does not resolve after exhausting resources, or becomes exceptionally violent, we reserve the right to terminate the contract immediately.

For families of the victim, we ask that you have patience while we all work through this phase. We understand how frightening it is for both you and your child. When a child is bitten, they are immediately given the care and attention they need. You will get a report with photos. Rest assured that we are working hard to remedy the situation, but it may take some time.

We do advise that parents talk with their doctor to see if medical treatment may be necessary,

especially if breaking the skin occurs.

Physical Violence We reserve the right to immediately terminate a child who is exceptionally violent towards other children and adults or hurts a child or adult to the point that blood is drawn. There are no exceptions.

Damages We will repair or replace broken daycare equipment & toys due to normal wear and tear. However, should your child purposely damage or break equipment or toys, then the item will be repaired or replaced at the cost of the parents.

Cleanliness We take the well-being of your child very seriously and work hard to provide an environment that is as clean and healthy as possible in order to help minimize and/or prevent the spread of germs. We thoroughly clean surfaces that children come in close contact with using soap, an EPA certified cleaner, or water and bleach. The high chairs are cleaned between each use, and the diaper changing table is cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often. Handwashing 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 activities.

Pets & Service Animals This house does have family pets. All pets have required shots, medications, and veterinary visits. We try to keep animals out of the childcare area. Pets are removed quickly from the space if they do sneak in. We may have classroom pets that the children help care for according to their abilities.

Please do not bring your own family pets to the child care property unless arrangements have been made. Do not leave animals in your car while parked. Service animals are exempt as long as they are housebroken, leashed, tethered or under strict verbal command at all times. A service animal that fails to meet these requirements may be considered for removal from the premises.

Arrival and Departure Please send your child clean, dressed to play, fed (if arriving after 8:20am for breakfast or 10:10am for snack) and ready for the day. Please do not send food (i.e. half-eaten breakfasts, etc.), candy, or gum in with the children. Have them finish in your vehicle. Leave all toys in the vehicle. If you bring something in, you will have to take it back out. Please make your goodbye brief (no more than a couple of minutes). Never leave without telling your child goodbye.

Leaving keys in the ignition when another adult is not present is prohibited. Do not leave your vehicle running in the parking area.

Signing in and out is done by using a child care app and must be used when arriving and departing. If the app is not available to you at the time, we have a tablet for your use. You must sign your child in once they are in the building and sign them out when they are out, and not before. We have laminated QR Codes to help speed the process. Use the note option to inform us of any health concerns or issues we should be aware of. You must answer the health questionnaire in the app truthfully before leaving your child with us during the day. DSS participants will have a paper form to sign.

Once signed out, your child will be your responsibility. Please be in control of your child during drop-off and pick-up times and do not allow them to run into the driveway or surrounding property or leave them alone in your vehicle. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child.

**** Please be advised:** First time alternates will be required to show ID before leaving with the child.

Verification of Legal Custody and Custody Issues We must have a copy of the court order recognizing the parent who has legal custody of the child, as well as visitation schedules. Otherwise, we have no choice except to release the child to their parent. Please fill in both parent's names on the registration form. ID's will be checked and a copy made of someone who is claiming to be a parent and their name is not on the authorized pickup list. The primary parent will be notified of the situation.

This daycare is a safe haven for your child; please refrain from expressing your sadness or frustration about your child's other parent within their presence.

Develop a well-thought-out plan for pick-up and drop-off. If you need to do a "switch" where the child moves from one parent's care to another during the course of the week, please choose someplace more public to do so. The daycare is not an appropriate space.

Work out a plan for who is responsible to pay for your child's care, and do so as outlined by our contract. If parents share payments, it's between you on how one parent gets the tuition from the other. All payment and tax information will be given to whomever made payments. Lack of payment from one parent can result in care being denied for their time, daily late fees will accrue and small claims court action will begin.

Our aim is to keep your child's days as stable and consistent as possible. Adult issues will be kept between the affected adults.

Meals/Snacks We participate in the **Child and Adult Care Food Program (CACFP)** providing nutritious and well-balanced meals and snacks. We serve morning breakfast between 8:00- 8:30 am, morning snack at 10:00 am, lunch at 12:00pm, and afternoon snack at 3:00 pm. Children should be fed at home if they will arrive after a scheduled mealtime. Our lunches are substantial and mimic evening meals.

Milk, juice or water is served with all the meals and snacks, and water is offered throughout the day. The children are offered the food, but they will not be forced to eat. Children who choose not to eat will not be served additional food until the next meal time. Hands are washed before and after meals. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet.

For infants, you provide breastmilk, bottles, or special food requirements. We will provide puréed baby food, formula, and toddler snacks. For new solid food eaters, please fill out our meal

form and let us know when you introduce a new food. If all is well, we will add the food to their menu. Please update food lists for us often.

Special Diets If your child has any particular dietary needs resulting from being a vegetarian, having allergies, religious beliefs, etc., then we must be informed and if applicable, given a doctor's note stating the fact. At that time, it will be determined if your child can participate in the CACFP program. Certain meals and different types of foods can usually be substituted in place of, in order to still fulfill the dietary requirements of the CACFP Program. However, if a viable solution can not be reached between parent, provider, and the CACFP Program in regard to their rules and regulations, then all the child's meals and snacks will have to be provided by the parent.

Guidelines - What Is Asked Of Children

- All food and drinks must be kept in the dining area.
- The bathroom is for taking care of personal needs.
- Independent coloring is on paper only.
- Name-calling, foul language, or aggressive yelling is not allowed.
- Kicking, pushing, pinching, biting, spitting or pulling hair hurts and is not okay.
- Only pick plants, grass, trees, or flowers after asking.
- Only grown-ups pick up babies. It hurts the babies when they are pulled, poked, or squeezed. We are to be gentle and kind.
- Take turns and use your words to ask if you want something. If you want a toy someone else has, offer them a toy in trade.
- Help take care of our spaces.
- Respect others bodies. Ask before hugging, and step back if someone says no.
- Laugh, smile, play, and make good choices

Health Matters And Emergencies

Immunizations Children under the age of 5 must have an up-to-date copy of immunizations and a Child in Child care health form filled out by a physician. If your child is exempt from immunizations, a doctor's note must also be provided. Children 24 months and under may return 12 hours after immunizations so you can monitor for side effects. Over 24 months of age are a case-by-case decision. Children who have a fever or are not able to participate in our daily activities without needing to be comforted are to stay home until they are feeling back to normal. We will call you for pickup if they are not themselves.

Illnesses We care about the well-being of all of our children. We have methods to control the spread of illnesses, but a parent's judgement is the best defense. This handbook includes an appendix of when to keep your child at home. If you are not sure your child is well enough to attend child care, call and discuss it with me.

We are able to provide well care, not health care. We do not have the ability to diagnose a child, so we focus on symptoms. Your child can attend if they have very mild symptoms (inconsistent runny nose, slight cough) but are otherwise feeling and acting well. However, we will notify you

if your child is having a difficult time adjusting to the activities (whining, crying, repeatedly asking for you). Your child cannot attend if they are not feeling well enough to participate in our daily activities.

Please stay home if your child is sick. You will be turned away at the door and can return after 2 days. Masking your child's symptoms with over-the-counter medications and bringing them to daycare is not allowed and is cause for immediate termination. A sick child should be allowed to get well fully at home during and after an illness so they are comfortable and other children and the provider do not risk exposure. We will be here to love and care for your child, however ultimately their well-being and recovery is your responsibility.

If someone other than a parent/guardian picks up your child, they will only be told of immediate symptoms to look out for. Your child may return to care a full day AFTER symptoms of illness end without the aid of medications and your child is otherwise feeling well enough to participate in our daily schedule. If your child is sent home with a fever, diarrhea, or vomiting, they cannot return the next day. You may provide us with a doctor's written diagnosis stating the illness in question is not contagious; However, your child's attendance is subject to our discretion, even with a note.

If you bring your child to the emergency room or they have been to the hospital, they are to stay home for 1 full day for observation before returning. If your child has had a medical procedure done, they are to stay for at least 24 hours, and anything that requires anesthesia is a mandatory 2 days.

Guidelines For Children Requiring Exclusion

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">● Pain – any complaints of unexplained or undiagnosed pain● Discharge from eyes or ears● Stomach Ache combined with diarrhea, vomiting or headache● Lice-Child needs to be treated and all nits removed before returning.● Constant runny nose, | <ul style="list-style-type: none">● any color.● Communicable diseases –chicken pox, Coxsackie disease (Hand, Foot, Mouth), mumps, conjunctivitis (pink eye), influenza, COVID etc.● Unusual Body Temperature (96* or lower, 100°F or higher)● Undiagnosed rash on face, hands, torso, legs, feet | <ul style="list-style-type: none">● Headache or stiff neck● Sore Throat or trouble swallowing (excess drooling)● Severe itching of body and scalp (blood is being drawn and we are unable to prevent it.)● Diarrhea, Vomiting, or nausea |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Dependent on the illness, your child may be required to be home for at least 1 full day to 5. For example, Influenza or pneumonia is at least 2 days, COVID is 5. We will follow CDC guidance.

State law requires that we notify OCFS and parents of children who have been exposed to

certain contagious diseases, so please tell us right away if your child becomes infected so I can report and advise. No personal or identifying information will be shared.

We will closely follow health department regulations when it comes to illness. We understand and respect your need to be at work, but your cooperation is extremely important in this. If you are unable to stay home with your sick child, it will be necessary for you to make alternate arrangements. If your child is out ill, regular tuition still applies.

Your child may return to daycare 24 hours after the initial dose of antibiotics (at least 3 doses) as long as he or she has no fever (under 99.9°F), no longer contagious, has no side effects (including diarrhea), and is otherwise feeling well enough to participate in our daily schedule. Any child with a fever of 100°F or above, orally (in the mouth), or auxiliary (under the arm), may not attend daycare.

Child's Absences If your child will not be attending daycare due to illness or other reasons, please call 607-693-1369, text 607-727-0746 or leave a message for staff using the childcare app, and let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. We will attempt to contact you if you are 30 minutes late. All arrivals must be before 11:00 AM for full time children. No discounts will be given for your child's absences.

Medication We are NOT authorized to administer medications. If your child needs to be medicated in order to get through the day and be able to comfortably participate in our activities, then they are too ill to attend daycare. We are not authorized to administer medication, so please be sure to have the doctor prescribe an antibiotic that you will be able to administer from home (one that has a dose every 12 hours, for example).

Do not leave any medications (prescription or over-the-counter) inside your child's cubby, even if it is in a bag. Let us know if you need us to give medication for the child to an alternate pickup. We will keep it in a safe, out of the way place.

Topical over-the-counter ointments, lotions, and sprays must come in original packaging or be clearly labeled with ingredients, directions for use, and warnings and will only be administered with written permission given through an OCFS supplied form. We will not apply any OTC items on a child without this form completed. Homemade salves, sprays, etc. cannot be accepted.

Children without the form for sunscreen will be limited in their time and play area. If you prefer your child to not use sunscreen, we will create an action plan between us to keep your child safe from sunburns and still be able to get gross motor and outside time.

Allergies All allergies must be reported on the Child In Child Care health form filed out by a physician. If an allergy is not specified on the form, then we may not be able to accommodate requests.

Seasonal and environmental allergies can be rough on little ones, so it's important to discuss with your doctor options for relieving symptoms. Allergies, colds, and flu are very similar, so we focus on symptoms rather than cause. Children are to stay home or they will be picked up if they

cannot eat, drink or breathe; mucus is running from their nose into their mouth or getting wiped on furniture, people, and toys; eyes have leakage or the whites are pink; or their coughing interferes with activities such as eating and sleeping.

Under Elijah's Law, we are trained in using epinephrine injectors and have emergency pens on the premises for infants, toddlers, and adults.

We may administer emergency care through the use of patient-specific epinephrine auto-injector devices, diphenhydramine when prescribed for use in combination with the epinephrine auto-injector, asthma inhalers or nebulizers, when necessary to prevent or treat anaphylaxis or breathing difficulty for an individual child, when the parent and the child's health care provider have indicated such treatment is appropriate. The following forms will be obtained:

- A written *Individual Health Care Plan for a Child with Special Health Care Needs*, OCFS-LDSS-7006 must be submitted to meet this requirement.
- Form OCFS-6029, *Individual Allergy and Anaphylaxis Emergency Plan* for children with a known allergy, and the information on the child's OCFS-LDSS-0792, *Day Care Enrollment (Blue Card)*.
- An order from the child's health care provider and parent to administer with instructions for the emergency medication, including a prescription for the medication. The OCFS *Medication Consent Form*, OCFS-LDSS-7002 may be used to meet this requirement.
- If an inhaler or nebulizer for asthma is administered, we will call 911 if the child's breathing does not return to normal after its use.

Medical and Dental Emergency Procedures It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. If necessary, your child will be transported by ambulance to the nearest hospital. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

In case of a serious accident or sudden illness requiring immediate medical attention or if we don't have the necessary treatments for care (i.e. nebulizer, inhaler), the following procedures will be followed:

- A phone call to 911 is made.
- Child is separated from the other children and appropriately cared for.
- Child's parents (or emergency contacts) are called.
- Parent or ambulance takes the child and health records to the doctor or hospital.

Lice and Tick Policy We have a no nit/no bug policy for lice. If we find a live bug, we will call for immediate pickup. If we find nits, we will contact you and expect you to treat and pull nits from the hair before returning to daycare. We will not remove nits from your child's hair. Any nits/lice still in hair will result in turning away the child. Please check your child's hair at least once a day for about 2 weeks to be sure that all nits/lice are gone.

We go outside as often as we can. That includes hiking through sometimes tall grasses. If we find a tick on your child, we will not remove it. We will call you for immediate pickup. You may choose to remove the tick yourself or see a physician. Your child can return as soon as the tick is removed. If a child has come in contact with a tick outside of daycare, please let us know so we may be aware of any symptoms of the illnesses that ticks can carry.

Evacuation Procedures and Emergency Location We have written policies and procedures for dealing with emergencies and natural disasters. Fire drills are done every calendar month, and shelter in place drills are done two times a year. Evacuation plans are posted in the daycare and we have a “bug out bag” that goes with us containing blue cards, snacks, extra clothes, and activities for the children. We have a similarly stocked closet in our Shelter In Place room. In the unlikely event of an emergency, we will follow emergency services directions if present, the children will be evacuated to an emergency location and you will be notified via our cell phones and app as soon as possible. A notice will be posted at the daycare with all information on the alternative site.

Shelter In Place Generally, Shelter in Place means simply staying indoors. In the case of active police presence within a 10-mile radius, sheltering in place includes additional precautions like locking all doors, closing all window shades, and remaining in a room away from large windows. Most situations calling for sheltering in place are in response to events that have a relatively short duration of hours, not days or weeks.

In the case of local emergencies, we will follow the local lockdown actions of Harpursville Central School, this includes closing. Pickups and drop-offs are to be done as quickly as possible.

State Of Emergency We will close if our area is under a state of emergency and reopen the day it is lifted if done so before 10:00 am. If the state of emergency is lifted after, we will open the next day at the regular time.

Power Outage Protocol: If there is a power outage during care hours, it will be necessary to pick up your child within 1 hour of our notifying phone call. If we cannot get a hold of you, we will contact, in order, those on your emergency pick up list. As per state regulations, if we cannot provide hot and cold running water, a steady indoor temp of at least 68*, and at most 85* and adequate heating, ventilation and light, then we will close the daycare until we are able to provide such necessities. We will call you after contacting NYSEG and assessing the situation. Not having your child picked up in the timeframe given puts both your child and our daycare in jeopardy, and may be cause for terminating our contract.

If the roads are not safe, we follow shelter-in-place protocol until such time the children can be transported safely home.

State Licensing Requirements Robin Wright’s Family Child Care is licensed and complies with all applicable licensing regulations and standards. These standards relate to our home, health, safety procedures, nutrition, caregiver to child ratios, and record keeping. My home is subject to inspection by state and city health, fire, and licensing officials.

Mandated Reporter As mandated reporters, by law, we have to identify and report any suspected child abuse, neglect, or endangerment to Child Protective Services. This includes physical, medical, verbal, and emotional abuse. During the call, we are trained to only speak of what we see, not what we feel. CPS then makes the decision to follow up. We cannot prevent an investigation or stop CPS from speaking with the child. Not reporting can result in fines or jail time.

Communication So we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved. We use an online service to keep in daily communication with you. This free service, called BRIGHTWHEEL (<http://www.mybrightwheel.com>), allows us to inform you of your child's needs, accomplishments, and incidents right when they happen. Brightwheel can be downloaded as an app for your phone or on a desk or laptop computer. Using your email or cell number, we send you a private link to access your child. Any important messages will be sent via this connection, so it is vital that you connect as soon as you receive the invitation. Using the app to message us insures that someone on staff will get it.

Contract Adherence This is a home as well as a business, so please be respectful of our family and home by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract and Parent Handbook at any time. If and when we do make a change to the contract you will be given a copy.

A Final Note It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncertain about one or more of our policies and/or procedures, it is important to let us know before enrolling your child. We are always open to suggestions and feel communication is a significant part of a quality daycare. If there are any problems or concerns in the future, please talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us outside of business hours will be scheduled. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe

By signing the Parent-Provider Contract, it is understood that all the policies and procedures of Robin Wright's Family Childcare handbook are understood and agreed upon.

Miscellaneous information:

References:

Given upon program visit.

- Feel free to text Robin's cell phone! The number is 607-727-0746. Messages received after 6:00pm on weekdays or during the weekend may not get answered until 6:30 am the next business day.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant
Secretary for Civil Rights
1400 Independence Avenue,
SW
Washington, D.C. 20250-9410

fax:

(833) 256-1665 or (202)
690-7442

email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.

APPENDIX: ILLNESS DEFINITIONS AND POLICIES:

The following is a specific list of what we look for and how we define illnesses that we see at the daycare. We hope this helps you to understand when and why we make phone calls or request parent pick-ups. Use this list in conjunction with the policies found in the Parent's Handbook. If you have any questions, please feel free to ask and we will be more than happy to discuss anything with you.

Please keep in mind, we are not medical professionals. However, we have seen lots of different ailments come through. We make decisions based on symptoms, not causes, and if we are unsure about anything, we will ask you to get a professional opinion. However, we reserve the right to deny care even with a doctor's note.

For all illnesses, there is at least a 1 day mandatory quarantine for your child. If you are called to pick up your child early because of worrisome symptoms, your child is not to return the next day, even if there are no longer any symptoms. This helps us decrease the likelihood of illnesses making rounds in the daycare, as well as decreasing the chance of your child getting ill again. We support the children's' social and emotional growth, so ultimately, the care of your ill child is your responsibility.

Other things to note:

- Please have back up childcare in place for your child.
- There are no refunds or discounts when your child is ill unless it is a severe illness or exceptional situation. Please talk with Robin about payment options.
- Child cannot return to daycare if they have been given any over the counter medications such as acetaminophen, ibuprofen, anti-diarrheal, etc. to help them make it through the day. Bringing a child in after giving them medication without telling us is cause for immediate dismissal.
- Please watch your child for 24 hours after the first dose of any prescribed medications in case of any reactions or side effects, even if they have taken it before.
- Always give us a copy of paperwork you receive when your child visits the doctor.
- If we are unable to get a hold of you after 15 minutes, we will call the next person on your emergency contact list for a pickup. Refusal to pick up your child will be grounds for termination.

DIARRHEA: Our definition of diarrhea is a loose stool that may or may not leak out of a diaper or underwear. It will be more of a liquid than a solid, without any form, that occurs for any reason. We ask that you keep your child home for 24 hours after the last loose stool, whether that is here or at home. No exceptions. If you arrive, you will be turned away.

- Infants (6 weeks to 24 months): In infants, especially breastfed infants. Loose stools are common, but it will be up to our discretion if we think there is a problem.
- Toddlers (2 to 4 years old): 3 loose stools in a day, or in particularly bad cases, 2 or more loose stools in as many hours. For older children. Loose stools are rare. If there is an accident where a child is unable to control their bowel movements and the stool is loose,

only 1 accident.

FEVER: Except in infants, our definition of a fever is a temporal temperature of 100* F. A temp of 99.5 or above will have us send you a text warning you that the temperature may get higher. It is under your discretion on whether to pick up a child early for temperatures lower than 100*F. Your child may return to daycare when the fever is gone without the aid of any medications.

- Infants (6 weeks to 24 months): Temps of 99* and above will require a pickup. Contrary to belief, teething rarely causes fevers. Any fever in an infant will be taken seriously. Sometimes, immunizations may cause a fever. Children may return 12 hours after immunizations so you can monitor for side effects.
- Toddlers (2 to 4 years old) and School-aged Children: Temperatures of 100*F or above will require a pickup.

RASH: Any rash that follows a fever is to be taken seriously. Rashes with blisters will be called for immediate pickup. We will turn away children that have a rash without a doctor's diagnosis. Children with rashes that have unknown causes are asked to stay home for 24 hours.

- Diaper Rash: We will inform you of particularly bad diaper rash. Please supply us with creams necessary to provide pain relief and protection for the child. If a child has a painful diaper rash and we do not have any creams, you will be required to pick up your child and may return the next day (with cream for us to use, if you choose) as long as the rash is no longer uncomfortable to the child. You will be notified if your child has a diaper rash accompanied by bleeding. We encourage you to make a doctor's appointment in those cases. Reoccurring diaper rash should also be seen by a physician.
- Any rash on the hands, feet, legs, back, face, arms will be called for pickup. We are familiar with forms of eczema, heat rash, allergies, and yeast infections. We will contact you if we notice these things. However, rashes outside this scope will require a pickup and doctor's visit and diagnosis before returning. Rashes accompanied by blisters on the hands, feet, and/or mouth will require immediate pick up and doctor's visit and diagnosis before returning. Even with a note, it is at our discretion if your child can return to daycare.
- Warts, open sores from eczema, bug bites, wounds, etc., must be covered with bandages.

If a child is consistently itching to the point where they begin to break the skin, no matter the cause, we will call for a pickup. We cannot apply medicated over the counter creams such as hydrocortisone; however, common moisturizers like Aquaphor and Aveeno are OK.

COLDS & ALLERGIES: Colds and allergies are difficult to tell apart sometimes. Worse yet, allergies can make a child feel pretty yucky, as well as lead to other complications such as ear/sinus infections, pink eye, and even pneumonia. Because of this, we will sometimes treat allergies the same as a cold, depending on the severity.

- Infants (6 weeks to 24 months)- Any mucus from the eyes require a pickup, whether it is from a virus, bacteria, or allergies. Discuss with your doctor what the best plan of action to take for watery eyes in infants, then discuss it with us. Excessive mucus (leaving trails) from runny noses and mucus being brought up from a phlegmy cough will also require

parental intervention until the child's nose/cough is manageable. A consistent cough (10 times in 30 minutes), a cough that disturbs eating or sleeping, or a cough that makes breathing difficult, will require a pickup and a doctor's diagnosis.

- Toddlers (2 to 4 years old) and School-aged children: Teach these children to cough in elbow, use tissues and wash hands. Tissues are readily available to everyone. A consistent cough (10 times in 30 minutes), a cough that disturbs eating or sleeping, or a cough that makes breathing difficult, will require a pickup and a doctor's diagnosis.

OTHER ISSUES: Sometimes, a child is just "off". If your child is not participating, falling asleep in odd places, isn't eating for a number of days at daycare, isn't drinking at daycare, complaining of a stiff neck, complaining of a headache or stomach ache, mentions that parts of their body hurt, has strange swelling or protrusions from the body, or consistent bleeding from a wound or a nose bleed we cannot stop, you will be contacted and we will discuss if the child needs to be picked up. Often, we may have them rest in their bed in the quiet of the napping room for a little while, but if issues continue to the point that the child cannot participate, the child will have to be picked up and nurtured at home.

