

# Oak Lane Child Care Center

## Center Handbook

Updated January 2024



Ronnie Weinberger, M.S.Ed.  
Executive Director  
Oak Lane Child Care Center

## Contents

|  |    |
|--|----|
| <a href="#">PHILOSOPHY</a> .....                                     | 4  |
| <a href="#">CODE OF ETHICAL CONDUCT</a> .....                        | 4  |
| <a href="#">GOALS</a> .....  | 5  |
| <a href="#">LICENSING</a> .....                                      | 5  |
| <a href="#">BOARD OF DIRECTORS</a> .....                             | 5  |
| <a href="#">CONTACT INFORMATION</a> .....                            | 6  |
| <a href="#">TRANSPORTATION POLICY</a> .....                          | 6  |
| <a href="#">PARKING LOT</a> .....                                    | 7  |
| <a href="#">BUILDING ACCESS</a> .....                                | 8  |
| <a href="#">ELECTRONIC MONITORS AND SURVEILLANCE EQUIPMENT</a> ..... | 8  |
| <a href="#">EMERGENCY RESPONSE PLANS</a> .....                       | 9  |
| <a href="#">EMERGENCY CLOSINGS</a> .....                             | 23 |
| <a href="#">ENROLLMENT POLICY</a> .....                              | 23 |
| <a href="#">TUITION CONTRACT, DEPOSIT, AND PAYMENT</a> .....         | 24 |
| <a href="#">PRIVACY POLICY</a> .....                                 | 26 |
| <a href="#">HOURS OF OPERATION</a> .....                             | 26 |
| <a href="#">ARRIVAL AND DISMISSAL</a> .....                          | 26 |
| <a href="#">CURRICULUM &amp; INSTRUCTION</a> .....                   | 27 |
| <a href="#">SCHEDULES</a> .....                                      | 28 |
| <a href="#">TRANSITIONING</a> .....                                  | 30 |
| <a href="#">HEALTH POLICY</a> .....                                  | 31 |
| <a href="#">ABSENCES</a> .....                                       | 32 |
| <a href="#">ADMINISTRATION AND STORAGE OF MEDICATION</a> .....       | 33 |
| <a href="#">PROGRAM RESPONSIBILITIES</a> .....                       | 33 |
| <a href="#">STAFF</a> .....  | 35 |
| <a href="#">STAFF BABYSITTING POLICY</a> .....                       | 35 |
| <a href="#">FAMILY PARTICIPATION</a> .....                           | 36 |
| <a href="#">FAMILY RESPONSIBILITIES</a> .....                        | 36 |
| <a href="#">FAMILY CONCERNS</a> .....                                | 36 |
| <a href="#">CONFLICT RESOLUTION FOR FAMILIES AND STAFF</a> .....     | 37 |

|   |    |
|---|----|
| <a href="#"><u>FAMILY/ TEACHER COMMUNICATIONS</u></a> .....                   | 37 |
| <a href="#"><u>DISCIPLINE POLICY</u></a> .....                                | 38 |
| <a href="#"><u>PERSONAL TOYS</u></a> .....                                    | 39 |
| <a href="#"><u>NAPTIME</u></a> .....  | 40 |
| <a href="#"><u>PLAYGROUND</u></a> .....                                       | 40 |
| <a href="#"><u>TOILET TRAINING</u></a> .....                                  | 41 |
| <a href="#"><u>CLOTHING</u></a> .....   | 41 |
| <a href="#"><u>FIELD TRIPS</u></a> .....                                      | 42 |
| <a href="#"><u>SUNSCREEN</u></a> .....  | 42 |
| <a href="#"><u>SUMMER PROGRAM</u></a> .....                                   | 42 |
| <a href="#"><u>NUTRITION</u></a> .....  | 43 |
| <a href="#"><u>ALLERGIES</u></a> .....  | 43 |
| <a href="#"><u>GUIDELINES FOR BRINGING IN FOOD FOR CELEBRATIONS</u></a> ..... | 43 |
| <a href="#"><u>REGARDING COVID-19 PANDEMIC</u></a> .....                      | 44 |
| <a href="#"><u>PEST CONTROL</u></a> .....                                     | 44 |
| <a href="#"><u>RESOURCES</u></a> .....  | 44 |

## PHILOSOPHY

Our intention is to nurture the whole child, to make each and every child feel secure, loved, and well cared for. A child's self-esteem and ability to interact with peers and adults are of the utmost importance.

We address each child's social, emotional, physical, and cognitive needs through a well-planned, developmentally appropriate program steeped in convictions about community, preferences, equality, and fairness.

The key to our educational experience is to build an awareness of self, others, and the environment. We help children:

- become comfortable in their setting and develop the ability to separate from parent/guardian/caregiver.
- develop positive self-concept and a sense of belonging.
- develop curiosity about the world and a sense of autonomy.
- develop trusting relationships with adults and peers. Learn to negotiate and apply rules of the community and/or group.
- understand and respect cultural and social diversity.
- use language to communicate effectively.
- represent ideas, thoughts, and feelings through pretend play, drama, music, dance, art, and construction.
- think critically, reason and problem solve.
- construct understanding of relationships among objects, people, and events (classifying, seriation, numbers, space, time).
- develop understanding of physical world, learn cause and effect.
- become competent in management of their bodies and acquire basic gross and fine motor skills.

## CODE OF ETHICAL CONDUCT

All employees must abide by a Code of Ethical Conduct.

- Never harm children.
- Ensure that programs for young children are based on current knowledge and research of child development and early childhood education.
- Respect and support families in their task of nurturing children.
- Respect colleagues in early childhood care and education and support them in maintaining a Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Stay informed of and maintain high standards of professional conduct.

- Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional.

## **GOALS**

We recognize that children learn through first-hand interactive experiences with their environment and the people and things within it. Our goal at Oak Lane is to provide an outstanding educational childcare experience within a setting of early emotional nurturing so that children:

- begin social interaction with peers and teachers.
- learn self-help skills: toileting, eating, dressing, choosing an activity.
- learn the order of the educational environment.
- are introduced to the tools of learning.
- develop habits of observation, questioning and listening.
- learn to use the equipment appropriately.
- are provided with activities which encourage increased language development.
- develop the ability to express needs verbally.
- use language as a tool in social situations and feel comfortable speaking within a group.
- make choices that do not impinge on others' rights.
- work with others to accomplish a goal.
- learn from mistakes and be risk takers.

## **LICENSING**

Oak Lane is licensed by the New York State Office of Children and Family Services.

## **BOARD OF DIRECTORS**

Oak Lane is a community of families and staff working together to create the best environment for your children. The board is composed of individuals who represent a wide spectrum of professionals from the community: parents of past and present Oak Lane children, and community residents. Members serve for two years on a volunteer basis.

The Board meets via Zoom on the second Wednesday evening of the month from September to June. The Board oversees the operations of the Center and addresses any current issues that arise. Another of the Board's major functions is to oversee Oak Lane's annual fundraising efforts. If you have an interest in joining the Board, or if you would like to assist the Board by serving on a committee in a non-member capacity, please speak to the Director or the Board President.

## **CONTACT INFORMATION**

Oak Lane Child Care Center  
49 Memorial Drive  
Chappaqua, NY 10514  
Executive Director: Ronnie Weinberger, M.S.Ed.

Phone: 914.238.3756  
Fax: 914.238.3757  
Email: [oaklaneccc@gmail.com](mailto:oaklaneccc@gmail.com)  
[www.oaklaneccc.org](http://www.oaklaneccc.org)

## **TRANSPORTATION POLICY**

Families must be informed of and sign an acknowledgement that they agree to the Oak Lane Child Care Center of Pleasantville, Inc. (Oak Lane) Transportation Plan as follows:

Oak Lane does not provide or arrange for regularly scheduled transportation between a child's home or alternate child day care setting and Oak Lane. Families are responsible for providing or arranging transportation to and from Oak Lane. A family's arrangement for pickups by other child caregivers or family members must comply with Oak Lane's Child Release Policy.

Oak Lane staff members are not allowed to transport children independently.

During the transport of children, the program will always adhere to the required ratio of caregivers to children as determined by OCFS regulations.

Oak Lane schedules field trips for the preschool-aged children, the Chestnut Classroom, and the Coconut Classroom.

Oak Lane obtains written consent on an approved NYS OCFS Form or the approved equivalent from a parent/guardian of the child for the transportation that the Center arranges for these field trips.

Oak Lane arranges transportation for field trips with Chappaqua Transportation, Inc.

Chappaqua Transportation, Inc. is solely responsible for:

- All insurance, vetting and licensing of drivers.
- Ensuring that drivers and vehicles meet all Department of Motor Vehicles and Department of Transportation requirements.
- Ensuring that drivers must be 18 years of age or older and hold a current valid license to drive the class of vehicle they are operating.
- Ensuring that any motor vehicle used for a class trip has a current registration and inspection sticker.

Oak Lane will obtain and maintain a copy of the Chappaqua Transportation, Inc. Certificate of Insurance.

Children are never left unattended in any form of transportation.

Each child will board or leave a vehicle from the curb side of the street.

All children will be secured in the family provided child safety seats properly installed per manufacturers recommendations, or with safety belts, as appropriate for the age of the child in accordance with the requirements of the Vehicle and Traffic Law before any child may be transported in a motor vehicle where such transportation is arranged for by Oak Lane.

No one transporting child care children shall operate a motor vehicle while using a mobile phone, or other electronic communication device, including hands-free devices. All communications made or received by the driver while the motor vehicle is in use for the transportation of child care children must be made from a legally permitted parked position off the road.

In the event of an emergency which renders either Oak Lane's building or the local area (New Castle, NY) unsafe, it may become necessary to transport the children to a place of safety. In such a case, Oak Lane will follow the directions of law enforcement or emergency management officials. The Executive Director or their representative will have a master list with each child's contact information and will advise parent, guardian, caregiver of where their children have been relocated.

If the Transportation Plan is amended, families will receive a copy of the amended plan prior to its start date.

## **PARKING LOT**

Upon arrival at the Center, you must use the designated parking spaces. Parking by the dumpster or fire lane is dangerous and prohibited. As you travel down Memorial Drive, please maintain a speed limit of 10 mph.

Be alert for small children.

Hold your child's hand while walking from the car into Oak Lane.

Turn off the car engine.

Do not leave a child in the car unattended.

Look in all directions when leaving a parking spot, be certain there are no children around or near your car or exiting from the gated areas.

You must use an appropriate child restraint system as required by law.

No child will be released to an adult whose car does not have a legal and appropriate car seat.

Oak Lane employees are not allowed to install car seats in private cars. If you are leaving a car seat at Oak Lane for someone who is picking up your child, please be sure he or she knows how to install the car seat in the car.

## **BUILDING ACCESS**

The exterior doors at Oak Lane are locked at all times.

An alarm system is in place and is actively monitored when Oak Lane is closed.

People not associated with the program are allowed access by an office staff member after being vetted.

All visitors are required to sign in at the front desk.

## **ELECTRONIC MONITORS AND SURVEILLANCE EQUIPMENT**

Video surveillance cameras are in use at Oak Lane strictly for security monitoring purposes. These cameras are located inside on the ground floor at the front door, in the office, and in the kitchen-side hallway. Cameras are also located outside in such a manner as to surveil all the doorways. There are no cameras in any of the classrooms or bathrooms.

The video surveillance cameras are monitored and maintained by All Time Detection, Inc. and comply with all State and Federal laws applicable to the use of such equipment.

Oak Lane has the capacity to request and review all video records in case of a security issue.



Electronic monitoring devices or surveillance cameras are not used as a substitute for the supervision of children.

Representatives of the New York State Office of Children and Family Services will have access to such equipment and to have viewing privileges as required by the Office.

Staff, volunteers, and families of children will be notified that surveillance cameras are used.

In order to protect the privacy rights of the children in our care, Oak Lane's video surveillance cameras will not be used to allow families to view their children in the day care setting.

## **EMERGENCY RESPONSE PLANS**

### **STANDARD OPERATING PROCEDURES (SOP) IN CASE OF A LOST OR MISSING CHILD**

1. PURPOSE: To convey procedures and policies in the event of a child in care at Oak Lane Child Care Center who becomes lost or missing.
2. OBJECTIVE: To ensure that staff members can effectively manage the instance when it is discovered that a child in care has become lost or missing.
3. SCOPE: All staff members supervising children at Oak Lane Child Care Center.
4. POLICY: It is the policy of Oak Lane Child Care Center to provide and promote a safe environment for all children in our care.
5. DISCUSSION: None.
6. RESPONSIBILITIES:
  - i. Current and up-to-date attendance rosters will be maintained in each classroom, outside on the playground, and brought along on school trips.
  - ii. Count the children periodically. They will ALWAYS be counted when changing locations from one room to another, from inside to outside and vice versa, at fire drills, and on field trips, in addition to random times during the day both inside and outside the classroom.
  - iii. Communicate via mobile devices.
7. PROCEDURE:
  - a. If it is discovered that a child is missing at the Center:

- i. The Director or their designee will be notified immediately and declare a Lockdown Condition.
    - ii. The other classroom teachers and assistant teachers will be alerted.
    - iii. The Director or their designee, Administrative Assistant, Cook and Maintenance person will search the grounds and classrooms while the teachers and assistant teachers maintain supervision of the other children.
    - iv. If the child is not immediately located, the Director or their designee will call the police via 911.
    - v. The Director or their designee will call the parent/guardian of the missing child.
    - vi. The directions of the police will be followed once they take control of the situation.
  - b. If it is discovered that a child is lost or missing while on a class trip:
    - i. The Director or their designee will be notified immediately.
    - ii. The person in charge of the venue will be notified immediately and the Oak Lane personnel will follow their instructions.
    - iii. The Director or their designee will call the Director's Assistant to advise them of the situation.
    - iv. The Director's Assistant will call the lost or missing child's parent(s) to advise them of the situation.
    - v. The Director or their designee will call the Director's Assistant to update them as the search progresses.
    - vi. The Director's Assistant will follow the instructions of Director or their designee.
8. COMPLIANCE: This SOP will be reviewed a minimum of annually and amended, as necessary.

### **STANDARD OPERATING PROCEDURES (SOP) FOR MEDICAL EMERGENCIES**

1. PURPOSE: To establish procedures for managing medical emergencies at Oak Lane Child Care Center.
2. OBJECTIVE: To outline procedures for life-threatening or non-life-threatening medical emergencies.
3. SCOPE: All staff members at the Oak Lane Child Care Center.
4. POLICY: It is the policy of Oak Lane Child Care Center to respond to all medical emergencies in accordance with standard first aid protocols.

5. DISCUSSION: To maintain safety and medical well-being of all children, staff, and persons at Oak Lane Child Care Center.
6. RESPONSIBILITIES:
  - a. Director: establish emergency policies and procedures that ensure the safety of the children in care; provide staff training; enforce policies and procedures.
  - b. Director's Assistant: enforce emergency policies and procedures.
  - c. Trained emergency staff: all staff members are trained in First Aid and CPR. The staff members closest to the child having the medical emergency will respond to the medical situation.
  - d. Teachers: maintain the safety of all children in care in accordance with this SOP; respond to medical emergencies and get assistance when needed.
  - e. Assistant Teachers: assist the teacher in maintaining the safety of the children in care.
7. PROCEDURE:
  - a. Closest staff members to the child experiencing the medical emergency will care for the child and call for help.
  - b. Second available staff member will alert the Director or their designee, and the Director's Assistant, call 911, and call the parent/guardian or their emergency designees
  - c. The Director or their designee will assist in assessing the situation, meet the emergency medical technicians, and, if necessary, accompany the child to the hospital carrying the child's emergency folder which contains signed permission-to-treat forms, etc.
  - d. Staff members who performed first aid will stay with the child until trained emergency medical technicians arrive.
  - e. Teachers not involved with performing first aid will escort the children to another space away from the emergency.
  - f. Assistant teachers will direct ambulance and first responders to the site of the medical emergency and assist the teachers in escorting and occupying the other children away from the medical emergency.
8. COMPLIANCE: This SOP will be reviewed a minimum of annually. It will be reassessed and amended as necessary based on the needs of the children and staff in the program.

## **STANDARD OPERATING PROCEDURES (SOP) FOR LOCKDOWN**

1. PURPOSE: To convey the Lockdown Procedure at Oak Lane Child Care Center.
2. OBJECTIVE: To secure the facility.
3. SCOPE: All staff members at the Oak Lane Child Care Center.
4. POLICY: It is the policy of Oak Lane Child Care Center to ensure the health and safety of all the children in our care.
5. DISCUSSION: None
6. RESPONSIBILITIES: All adult staff will become familiar with the requirements of this SOP and know how to participate in locking the building down.
7. PROCEDURE:
  - a. All teaching staff members will gather the children and proceed to their classrooms in the following manner:
    - i. All downstairs children will proceed to the Acorn classroom.
    - ii. All upstairs children will proceed to their homerooms.
  - b. Teaching staff will
    - i. Push the panic buttons, located under the Admin. Assistant's desk, in the Chestnut Room, or next to the upstairs bathroom to be sure that assistance is called
    - ii. lock the inside door to their classrooms and close their blinds
    - iii. keep the children away from the windows
    - iv. keep the children quiet and calm
  - c. The Director or their designee will
    - i. lock the office door
    - ii. call 911
    - iii. lower the blinds in the office area.
  - d. The Director's Assistant will
    - i. lock the panic bar on the front door
    - ii. proceed to the Acorn room to shelter with the staff and children
  - e. The Chef and the Building Maintenance Manager with help gather the Chestnut children and staff and proceed with them to the Acorn classroom to assist with the Emergency Lockdown.
8. COMPLIANCE: This SOP will be reviewed a minimum of biannually and amended, as necessary.

## **STANDARD OPERATING PROCEDURES (SOP) FOR DEALING WITH INTRUDERS**

1. PURPOSE: To convey a plan to deal with intruders at Oak Lane Child Care Center.
2. OBJECTIVE: To identify and safely remove intruder(s) from the facility and/or grounds.

3. SCOPE: All staff members at the Oak Lane Child Care Center.
4. POLICY: It is the policy of Oak Lane Child Care Center to ensure the health and safety of all the children in our care.
5. DISCUSSION: None
6. RESPONSIBILITIES: All adult staff will become familiar with the requirements of this SOP and know how to approach an unknown person to determine if that individual is an intruder.
7. PROCEDURE:
  - a. Definition of intruder: an unknown person not recognized by staff who has entered the parking lot or the yard.
  - b. All adult staff members will approach a suspected intruder and ask, "Can I help you?" They will then determine if that person is a threatening intruder or a non-threatening intruder and follow the steps below:
    - i. Threatening intruder outside:
      1. Shout for the other teachers to round up the children.
      2. If possible, staff members call 911 on their cell phones.
      3. Staff members with children take the children around the back of the house, through the toddler playground, out the fence and up the street to the firehouse.
      4. Staff and children will wait there until they receive assistance from the police and administrative staff of Oak Lane.
    - ii. Threatening intruder inside:
      1. If possible, staff will pick up the intercom and use the 'ALL PAGE' feature to call the word "INTRUDER" throughout the Center.
      2. Any staff member will press one of the PANIC BUTTONS.
      3. All staff members will lock their classroom doors and follow the emergency evacuation procedure.
    - iii. Non-threatening intruder:
      1. A Staff member will ask the unknown person to follow them to the office.
      2. Director or their designee will check identification, question intruder, and call police if necessary.
    - iv. If a Non-Threatening intruder becomes a Threatening Intruder, treat as above.
8. COMPLIANCE: This SOP will be reviewed a minimum of biannually and amended, as necessary.

## STANDARD OPERATING PROCEDURES (SOP) FOR EMERGENCY EVACUATION

1. PURPOSE: To explain our evacuation procedures at Oak Lane child Care Center.
2. OBJECTIVE: To exit the building with all occupants in a safe and timely manner.
3. SCOPE: All staff members at the Oak Lane Child Care Center.
4. POLICY: In case of an emergency which renders the building unusable, it is the policy of the Oak Lane Child Care Center to evacuate all staff and children to the parking lot and, if necessary, to the Chappaqua Volunteer Fire Department, intersection of King St and Route 117, Chappaqua, NY 10514 or to Beginning Years Early Childhood Center of Temple Beth El of Northern Westchester, 220 South Bedford Rd., Chappaqua, NY 10514.
5. DISCUSSION: The purpose of the procedure is to provide a safe environment for all children in our care as well as to comply with all New York State child care regulations.
6. RESPONSIBILITIES: The safe emergency evacuation of the children is the cooperative responsibility of the Chappaqua Police Department and the Director or their designee.
  - a. Director or their designee: maintains fire safety within the building in collaboration with the Chappaqua Volunteer Fire Department, intersection of King St and Route 117, Chappaqua, NY 10514, and Beginning Years Early Childhood Center of Temple Beth El of Northern Westchester. This includes, but is not limited to:
    - i. Ensuring that all rooms have current fire plans, regulations and evacuation routes posted, and that all personnel are thoroughly trained in procedure.
    - ii. Planning and supervising evacuation procedures.
    - iii. Conducting evacuation drills at least monthly.
    - iv. Maintaining accurate attendance records.
    - v. Maintaining coordination with the Chappaqua Volunteer Fire Department, intersection of King St and Route 117, Chappaqua, NY 10514, and Beginning Years Early Childhood Center of Temple Beth El of Northern Westchester.
    - vi. Ensuring that the staff is properly trained to react by IMMEDIATELY pulling the fire alarm if a fire or a threatening condition is detected.
  - b. All employees are directly responsible to the Director or their designee. They are required to learn and execute procedures in minimal time, participate in monthly evacuation drills, check daily to ensure fire exits are not blocked, and report anything that could

impact on the ability to exit any room to the Director or their designee.

c. Training:

- i. The Director or their designee will ensure that new employees receive a basic briefing on evacuation procedures during orientation.
- ii. Teachers will review evacuation procedures with new personnel at the start of the employee's tour of duty. This will include a review of primary and secondary exits, and a review of the designated meeting point.

7. PROCEDURE:

- a. The person to detect the emergency will pull the fire alarm to evacuate the building.
  - b. Director or their designee or their designee will call 911 and convey important information to the dispatcher.
  - c. Head and Assistant Teachers will take the attendance sheet for their class, lead and assist children to the evacuation point in the parking lot and will conduct a head count.
  - d. Cook will assist with the evacuation of children from the Acorn Room.
  - e. The Maintenance Manager will report to the Acorn room and assist in evacuating the children through the gate and ensuring that they stay in the designated meeting area.
  - f. Director's Assistant will gather a cell phone, first aid kit, and emergency contact numbers and walk through the ground floor to be sure there are no children or staff before exiting the building.
  - g. If necessary and upon instruction from local authorities, staff will load the children calmly in their cars and transport them to the Chappaqua Volunteer Fire Department, intersection of King St and Route 117, Chappaqua, NY 10514 or Beginning Years Early Childhood Center of Temple Beth El of Northern Westchester where another head count will be conducted and parents will be called to initiate pickup.
8. COMPLIANCE: This SOP will be reviewed a minimum of annually and amended, as necessary.

## **STANDARD OPERATING PROCEDURES (SOP) FOR DEALING WITH DANGEROUS CONDITIONS**

(Such as severe weather, earthquakes, loss of utilities, disruption of transportation, hazardous materials, nuclear incidents, civil disturbance)

1. PURPOSE: To convey a plan to deal with disasters at Oak Lane Child Care Center.
2. OBJECTIVE: To safely care for the children and adults when faced with a disaster which may not require evacuation as a first response.
3. SCOPE: All staff members at the Oak Lane Child Care Center.
4. POLICY: It is the policy of Oak Lane Child Care Center to ensure the well-being and safety of all the children in our care.
5. DISCUSSION: None
6. RESPONSIBILITIES:
  - a. The staff member who first notices the dangerous condition will report it to the Director or their designee.
  - b. Director or their designee:
    - i. Evaluates the dangerous condition and calls 911 if necessary.
    - ii. Assesses the need for emergency evacuation and implements the emergency evacuation plan if necessary.
    - iii. If the condition is not immediately life-threatening, the Director or their designee decides whether an emergency early pickup is necessary.
      1. If so, s/he initiates the emergency early dismissal procedure by using Call One Now to start the notifications to parents to come for early pickup.
  - c. Director's Assistant: assists Director or their designee.
    - i. Monitors the radio for emergency broadcasts,
    - ii. keeps staff informed, and
    - iii. makes phone calls, as necessary.
  - d. Teachers and Assistant Teachers:
    - i. monitor the status of their rooms,
    - ii. remove the children if necessary, to keep them away from the dangerous condition,
    - iii. keep the children safe and calm.
7. PROCEDURE:
  - a. In assessing the dangerous condition, the Director or their designee must decide whether the children would be safer inside or outside the building.
    - i. If the building is not safe, Emergency Evacuation SOP will be implemented.
    - ii. In cases of loss of utilities or severe weather, if conditions are such that the care of the children would be made unsafe,



- families will be notified to come and pick up the children early.
- iii. In cases of hazardous material or nuclear incidents, the Director or their designee will follow the instructions of civil authorities.
- iv. In cases of civil disturbances, the DEALING WITH INTRUDERS SOP will be implemented and the building will be locked down.
- b. Parent/guardian or their designee will be notified as soon as it is safe to do so. The information will include:
  - i. The nature and scope of the incident
  - ii. The status of their child's safety
  - iii. Whether they need to have the child picked up early, and when
  - iv. Where the child will be located for pickup
  - v. A non-Center cell phone number where a member of the Oak Lane staff can be contacted
- c. Staff members will only be dismissed at the discretion of the Director or their designee for the duration of this dangerous condition.
- 8. COMPLIANCE: This SOP will be reviewed a minimum of biannually and amended, as necessary.

## **STANDARD OPERATING PROCEDURES (SOP) FOR PREPARING FOR AN APPROACHING MAJOR STORM**

1. PURPOSE: To explain our preparation procedures at Oak Lane Child Care Center to ready the Center for an approaching major storm.
2. OBJECTIVE: To minimize damage to the building and property, and to restore the Center to full operation as soon as possible.
3. SCOPE: All staff members at the Oak Lane Child Care Center.
4. POLICY: In case of an approaching major storm which might result in an extended disruption of public services such as electricity, phones, or water that would make it impossible for the Center to open and operate, it is the policy of the Oak Lane Child Care Center to make preparations to protect the building and property from loss or damage, and to reopen the Center as soon as it is safe to do so.
5. DISCUSSION: The purpose of the procedure is to provide a safe environment for all children in our care as well as to comply with all New York State child care regulations.
6. RESPONSIBILITIES:

- a. Director:
  - i. Designs a plan that addresses two primary issues: minimizing damage and reopening the Center as soon as it is safe to do so.
  - ii. Monitors communications and directives from local authorities.
  - iii. Designs standard operating procedures in such a manner that there are redundant layers of responsibility in case some staff members are unable to participate due to disruption of public service, weather, or road conditions.
  - iv. Designs communication methods for contacting both staff and clientele in order to keep everyone apprised of the status of the Center.
  - v. Communicates each staff member's responsibilities during the preparation, the duration, and the aftermath of the storm so everyone knows their part in making the Center safe and operable.
  - vi. Acts as the primary coordinator for the three phases of the storm: approach, duration, and aftermath.
- b. All employees are directly responsible to the Director or their designee. They are required to maintain the property and building in a safe and orderly condition so that, when necessary, storm preparations can proceed quickly and efficiently. They must report anything that could impact on the ability to safeguard the property to the Director or their designee.
- c. Building Maintenance Manager:
  - i. Works with the Director to design a plan to keep the building and property safe and to maintain communications with the Director.
  - ii. During normal operation, maintains the property and building in a safe and orderly condition so that storm preparations can proceed quickly and efficiently.
  - iii. Maintains a stock of supplies needed to make the property safe including: rope, duct tape, bungee cords, tools, batteries, and such items the Director deems necessary.
- d. Assistant to the Director:
  - i. Works with the Director and the Building Maintenance Manager to design a plan to keep the building and property safe and to maintain communications with the Director.

- ii. During normal operation, maintains the property and building in a safe and orderly condition so that storm preparations can proceed quickly and efficiently.
- iii. Maintains a stock of supplies needed to make the property safe including: rope, duct tape, bungee cords, tools, batteries, and such items the Director deems necessary.

7. PROCEDURE:

a. PRIOR TO THE STORM

- i. The Director will:
  - 1. Monitor weather conditions and determine if the approaching storm warrants special preparations.
  - 2. Conference with the Building Maintenance Manager, the Chef, and the Assistant to the Director to discuss the possible effects of the storm and decide on which preparations are necessary.
  - 3. Maintain a battery-powered radio at home, as well as alternate ways to charge their cell phone, such as a car charger.
- ii. If authorities are predicting high wind, heavy rain or snow, or the possibility of extended loss of electric power, prior to the storm:
  - 1. The Head Teachers and Assistant Teachers will:
    - a. secure all small outdoor items in the sheds or the classrooms and check with the Building Maintenance Manager regarding larger items.
    - b. Maintain a battery-powered radio at home, as well as alternate ways to charge cell phones.
  - 2. The Building Maintenance Manager will:
    - a. Tie down all the larger portable items such as riding toys, basketball hoops, water tables, etc. (S)He will also bring items inside where necessary.
    - b. Maintain a battery-powered radio at home, as well as alternate ways to charge their cell phone.
  - 3. The Chef will:
    - a. If possible, adjust their ordering so that there is a reduced amount of perishable food on hand.
    - b. Alert the office to the need to acquire a quantity of dry ice. We need one ten-pound block per refrigerator/freezer unit being used. Have each block cut in half at the ice store. Arctic Glacier

Ice, 500 Fenimore Rd., Mamaroneck. 914-698-8808

- c. Consolidate the frozen food into as few freezers as possible.
- d. Consolidate the refrigerated food into as few refrigerators as possible, using the industrial kitchen refrigerator as the primary due to its being better insulated.
- e. Place dry ice as follows: Dry ice should be placed an aluminum pan in each unit. One piece should be placed on the top shelf and one piece on the bottom shelf of each unit to maintain a uniform cold temperature.
- f. Make sure that the coolers are clean and ready to receive refrigerated food if the power is out for an extended time.
- g. Maintain a battery-powered radio at home, as well as alternate ways to charge their cell phone.

4. The Assistant to the Director will:

- a. Review the One Call Now lists and update where necessary.
- b. Print a new instruction sheet to take home and to give to the Director.
- c. Under the direction of the Director, send an email out to all the clients, interns, therapists, and staff to advise them of Oak Lane's procedures during and after the storm, and how they can expect to hear about Oak Lane's status.
- d. Maintain a battery-powered radio at home, as well as alternate ways to charge their cell phone.

b. DURING THE STORM

- i. If the storm occurs over a weekend or holiday, the Director and all staff members will monitor the situation and be available by phone.
- ii. If the situation warrants and conditions are unsafe to open the Center, the Director will make the decision to close the Center.
  - 1. The Director will contact the Assistant to the Director and direct them to initiate the emergency closing procedures.

2. The Assistant to the Director will use the One Call Now list to contact the staff, interns, therapists, and clients to let them know that Oak Lane is closed for the day.
3. Item (ii) will be repeated until it is safe to reopen the Center.

c. AFTER THE STORM

- i. The Director will monitor the situation and follow the directions of local authorities. Every effort will be made to reopen the Center as soon as it is safe to do so.
  1. If the situation warrants and conditions are unsafe to open the Center, the Director will make the decision to close the Center.
    - a. The Director will contact the Assistant to the Director and direct them to initiate the emergency contact procedures to let the Oak Lane Community know that the Center is closed.
    - b. The Assistant to the Director will use the One Call Now list to contact the staff, interns, therapists, and clients to let them know that Oak Lane is closed for the day.
    - c. Item (ii) will be repeated until it is safe to reopen the Center.
  - ii. If the conditions are safe, Oak Lane will open as normal.
  - iii. If the electricity is out for an extended time and Oak Lane cannot open:
    1. The Director will monitor the situation and follow the directions of local authorities.
    2. The Assistant to the Director and/or The Building Maintenance Manager will:
      - a. Monitor the situation, stay connected with the Director and follow their directions.
      - b. If possible, periodically drive over to Oak Lane as directed by the Director to determine if power has been restored. Contact the Director to advise her/him of the status and follow their directions.
      - c. Take photographs and do an inventory of damaged items
      - d. Take the necessary steps to file insurance claims

- e. Investigate other income sources for items not covered by the insurance policy
- f. Perform whatever actions are necessary to return Oak Lane to a fully operational status including, but not limited to:
  - i. making the house weatherproof if there was storm damage
  - ii. Assisting to photograph and catalog damage for insurance claims
  - iii. Clearing water from the basement and disposing of damaged items
  - iv. Clearing away debris, branches, glass
  - v. Assisting the Chef in clearing out spoiled food
  - vi. Replacing emergency lights and batteries where necessary

3. The Chef will:

- a. Monitor the situation, keep in contact with the Director and follow their directions.
- b. If possible, periodically drive over to Oak Lane as directed by the Director to determine if power has been restored. Contact the Director to advise her/him of the status and follow their directions.
- c. Monitor the situation during the aftermath of the storm for the local availability of dry ice.
- d. Pick up dry ice, bring it to the Center, and pack freezers and refrigerators.
- e. Inventory and clear out spoiled food where necessary

8. REVIEW

- a. After the storm has ended and Oak Lane is fully operational, the Director, Assistant to the Director, the Building Maintenance Manager and the Chef will meet to review the steps taken during the storm and determine if procedural changes need to be made.
- b. If changes need to be made, the Assistant to the Director will update, reprint, and distribute this S.O.P. to the Director and the Head Teachers.

9. COMPLIANCE: This SOP will be reviewed a minimum of annually and amended, as necessary.

## **EMERGENCY CLOSINGS**

In the event Oak Lane needs to close or delay opening, an automated message will be delivered to the email address and mobile telephone number that you provided upon registering at OneCall Now, our emergency notification provider.

## **ENROLLMENT POLICY**

Oak Lane Child Care Center is committed to a setting that is fully accessible to children and families without regard to race, religion, national origin, linguistic need, gender, marital status, sexual orientation, gender identity, or disability.

No child will be admitted to the program without proof of up-to-date vaccines as required by the State of New York, which are as follow:

“Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below.”

## **TWIN CHILDREN POLICY**

It is the policy of Oak Lane that whenever possible, twin children will be separated and placed in separate classrooms. This will only occur in the preschool classes: Walnut, Chestnut, and Coconut. This is the same policy based on the same educational philosophy of elementary schools.

Pedagogically, it is better for twin children to be separated in order for them to be able to develop more independence and confidence in their interpersonal relationships. Studies show that the earlier twin children have the opportunity to be an individual in a class, the stronger their personalities and their sense of independence become. Since the size and setting of Oak Lane is such, we find that this is a supremely safe and nurturing setting for twins to have this experience.

## **DISENROLLMENT POLICY**

The Executive Director of Oak Lane Child Care Center reserves the right to cancel the enrollment of a child at their discretion.

Possible reasons for disenrollment include, but are not limited to, the following:

- Nonpayment or excessively overdue payments of tuition and fees.
- Not observing the rules of the Center as outlined in the parent agreement.
- A chronic pattern of picking a child up after our normal closing time.
- Special needs of a child resulting in a situation where the children in our care cannot adequately be kept safe with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent/guardian or child.
- Failure to maintain current annual physical examinations.
- Failure to provide a current, up-to-date immunization record.

## **TUITION CONTRACT, DEPOSIT, AND PAYMENT**

- A tuition security deposit equivalent to one month's tuition for each child is given to the Center upon acceptance of enrollment. The security deposit is deposited into Oak Lane's general operating account, no interest is accrued, and the security deposit is applied toward the August tuition fee of the child's final year at Oak Lane.
- The Oak Lane year runs from September 1<sup>st</sup> to August 31<sup>st</sup>. We expect children to attend Oak Lane for the entire program year. If for any reason your child is withdrawn from the program prior to August 31<sup>st</sup>, the one-month's security deposit is forfeited.
- If you withdraw your child from the program and then, wish to return at a future date, you will need to re-apply.
- Tuition is paid monthly and is due on the 1<sup>st</sup> day of the month. Tuition is payable and due for days when the Center is closed for bad weather, holidays, teacher training, if your child is absent for illness, or personal reasons. The Center reserves the right to charge minor, miscellaneous fees in connection with its programs, for example, the cost of field trips and late pickup fees.
- Oak Lane has partnered with FACTS Management Company to manage our tuition payment program. We require all our families to register for a FACTS account for Tuition and Incidental Billing. ACH payment is the method used for tuition payments. The payment is debited from the bank account on the first of each month. ACH payments are also strongly recommended for the Incidental Billing charges to avoid costly late payment fees.
- A late fee of \$30 will be assessed if an ACH payment is unable to be processed for insufficient funds or if an incidental invoice is not paid on time. Oak Lane is a not-for profit organization, and it depends on prompt payments. If your account is in arrears, it may be referred to the Finance



Committee of the Board of Directors. If any portion of a payment is one month overdue, the Center reserves the right to terminate this agreement and no longer admit your child. You will be charged the bank's fee for any checks returned to the Center for non-payment. Any family finding monthly tuition payments to be a hardship can discuss alternative payment arrangements with the Executive Director.

- When you enroll your child at Oak Lane you sign an annual Tuition Contract that states the weekdays that your child will attend. The weekdays that you contract for are the days that your child is eligible to be here. Although legal holidays may result in the program being closed on one of your child's scheduled days, we are not able to make allowances for part-time children to come on a different day of the week. If your child attends Oak Lane on a part-time basis, and you would like your child to attend on a different day than contracted, it will be necessary for you to purchase an additional day at your child's regular daily rate if there is space available in the classroom.
- Oak Lane extends a discount to families who enroll more than one child. The child whose tuition is highest pays full tuition. Each additional child's tuition is reduced by 10%. If parents choose to waive this discount, the money will be used to fund scholarships for families with financial hardship as determined by the discretion of the Board.
- You will be asked to sign a release, which will allow Oak Lane Child Care Center to photograph and videotape your child. You have the option of choosing if the pictures can be used for internal use or for publicity purposes.
- Oak Lane reserves the right to modify its fees upon 30 days written notice of change. A Tuition Contract pick up time can be extended or reduced during the program year, if needed.
- Oak Lane shall not be responsible for any failure to comply with the terms of the Tuition Contract due to fire, flood, explosions, acts of God, labor strikes, acts of a government agency thereof, judicial action, or any legislation, i.e., an unanticipated event. If one or more of these unanticipated events occur and render Oak Lane unable to operate for a period of greater than thirty (30) days, either party shall have the right and option to terminate this agreement by giving written notice to the other party to that effect. In such a circumstance, Oak Lane shall make its best effort to return to parent/guardian any unused tuition or security deposit amount as soon as is reasonably possible.
- This policy agreement is subject to change/revision at any time with appropriate notification to parent/guardian.

## **PRIVACY POLICY**

Consistent with the New York State Office of Children and Family Services Child Day Care Regulations, Oak Lane treats information relating to an individual child as confidential and as such information will not be disclosed without written parent/guardian permission to anyone other than the Executive Director, their designees or other persons authorized by law. Information relating to an individual child may be disclosed to a social services district where the child receives a day care subsidy from the district, where the child has been named in a report of alleged child abuse or maltreatment, or as otherwise authorized by law. Redislosure of confidential HIV-related information, as defined in section 360-8.1 of this Title, concerning a child attending Oak Lane is not permitted except in a manner consistent with article 27-F of the Public Health Law.

Families often ask for class lists to arrange for party invitations or play dates. It is the policy of Oak Lane to distribute the class list when requested.

## **HOURS OF OPERATION**

Our regular hours of operation are from 7:00 am<sup>1</sup> to 5:30 pm. You may contract, at an additional cost, a 6:00 pm pick-up time. If you are unable to pick your child up by your contracted time, a late fee will be charged beginning at 5:35 pm and will increase after 6:00 pm in 15-minute increments. If an unexpected late pick-up is to occur, please call Oak Lane. Due to insurance restrictions, no staff member is permitted to transport a child either to or from the Center at any time.

<sup>1</sup> Oak Lane reserves the right to modify its hours of operation, from time-to-time, after reasonable notice to parents.

## **ARRIVAL AND DISMISSAL**

Oak Lane opens at 7:00 am. No entry into the building before 7:00 am. If you arrive earlier, please remain in your car.

The adult bringing and picking up the child each day must make contact with the teacher. No child is to be dropped off or picked up in the parking lot or at the door. Parent/guardian are responsible for their children in route to and from the Center.

Please allow enough time both in the morning and evening for a calm, smooth, and relaxed separation, and re-connection. All children should arrive by 8:15 am for a successful transition and continuity of the program, as well as to enjoy

breakfast with their friends. Conversely, you should not pick up your child prior to 3:30 pm. If an earlier pick-up time is necessary, please be sure to give the staff ample notice so the children are not napping when you arrive.

When you enroll your child at Oak Lane, you are required to provide contact numbers for three people who are authorized to pick your child up from the Center. These should be people who live locally. Also, list any other person(s) who is authorized to pick up your child. Please keep this information current.

If at any time during the day, any other person will pick up your child, you will need to inform the staff in writing, by fax or via e-mail. Children cannot be released to a person without permission. Please inform the person who is picking up your child that the teacher/staff will ask for a photo ID to verify their identity. A minor (anyone under 18 years old) cannot be responsible for picking up a child.

## **CURRICULUM & INSTRUCTION**

Our curriculum is a developmentally appropriate model. It is based on what is known about how children develop and learn. Young children need concrete, hands-on experiences, and lots of time to explore along with knowledgeable adults to facilitate their learning.

They learn about cause and effect by mixing red and yellow paint to create orange, by raising caterpillars to be butterflies, by watching behaviors of others and by talking about the consequences.

They learn about seriation by building with blocks, by playing with Cuisenaire Rods and by acting out stories.

They learn about sequencing by cooking, by getting dressed, by repeating daily routines and by observing the seasonal changes. They learn about comparing and contrasting by singing loudly and softly, by packing a snowball with and without mittens and by celebrating different holidays.

They learn about classifying by sorting objects, by finding a seat at the snack table or a place in line and by making collections.

They learn about Physics by watching snow melt in the water table, by balancing on the beam, by climbing on the jungle gym and by running down the hill.

They learn about Botany by collecting fall leaves, by examining seeds and planting flower and vegetable gardens. They have the experience of working in the greenhouse at the Center.

They learn about Zoology by studying the butterfly, by examining bugs through a magnifying glass and by meeting with the naturalist.

They learn about Sociology by rehearsing adult roles in the Housekeeping Corner, by learning about families and communities, by adjusting to being part of the group and by making and keeping friends.

They develop eye-hand coordination by climbing ladders, by pouring liquids, by turning pages in a book, by coloring, cutting, and painting.

They learn several ways in which to paint. They learn to recognize various musical instruments and the joy of singing. They learn the difference between a hop and a jump. They learn the satisfaction of a job well done. They learn to employ new words and complex syntax, to be patient, to ask questions, to listen to answers, to share, to understand that it is all right to make mistakes and to be silly.

They learn that learning is fun, and that childhood is a journey—not a race.

The teachers bring their knowledge of child development and their experience in working with children to the classroom. It is their responsibility to collect information regarding each child's progress, to document what the children know and to use the data to design learner-centered environments and plan effective strategies for implementing the curriculum.

Our classroom activities are enhanced by visits from a Music Teacher, a Sign Language Specialist, a Mandarin Language Specialist, and a Certified Yoga Educator. The oldest Preschool Classrooms have a Science Specialist who visits once a month.

In addition, our teachers work collaboratively with educational consultants, Speech and Language Therapists, Occupational Therapists, Physical Therapists, and Special Educational Itinerant Teachers that are assigned to a child.

## **SCHEDULES**

### **ACORN SCHEDULE**

- 7:00 - 8:15 Wash Hands, Welcome, Free Play

- 8:15 - 8:45 Breakfast
- 8:45 - 9:45 Bathroom, Diapering, Wash Hands
- 9:45 - 10:15 Group Time, Story
- 10:15 - 10:40 Activity Groups
- 10:40 - 11:20 Outside
- 11:20 - 11:30 Bathroom, Diapering, Wash Hands
- 11:30 - 12:15 Lunch
- 12:15 - 12:30 Bathroom, Diapering, Wash Hands
- 12:30 - 2:30 Naptime
- 2:30 - 2:45 Bathroom, Diapering, Wash Hands
- 2:45 - 3:00 Table Activity, Cots Away
- 3:00 - 3:30 PM Snack, Birthday Parties
- 3:30 - 6:00 Activity, Outside/Inside Play, Free Play

### **WALNUT SCHEDULE**

- 7:00 – 9:45 Wash Hands, Welcome, Free Play
- 8:00 -8:40 Breakfast
- 8:45 – 9:45 Calendar, News Of The Day, Clean Up
- 9:45 – 10:00 Wash Hands, Bathroom
- 10:00 – 10:30 Group Time, Stories, Games, Discussion
- 10:30 – 11:00 Activities (Art, Manipulatives)
- 11:00 – 11:45 Outside Play
- 11:45 – 12:00 Wash Hands, Bathroom
- 11:50 – 12:30 Lunch
- 12:30 – 1:00 Storytime, Bathroom, Wash Hands
- 1:00 – 2:30 Naptime
- 3:00 – 3:15 Snack
- 3:15 – 4:00 Group Time
- 4:00 – 6:00 Outside/Inside Play, Pick Up

### **CHESTNUT SCHEDULE**

- 7:00 – 9:30 Wash Hands, Welcome, Free Play
- 8:00 – 8:30 Breakfast
- 8:30 – 9:30 Free Play, Blocks, Legos, Manipulatives
- 9:30 – 10:00 Clean Up, Bathroom, Wash Hands
- 10:00 – 10:45 Group Time, Lesson, Small Group Activity
- 10:45 – 11:45 Outside Free Play
- 11:45 – 12:00 Bathroom, Wash Hands
- 12:00 – 12:30 Lunch
- 12:30 – 1:00 Bathroom, Wash Hands, Story Time
- 1:00 – 2:30 Nap Time / Rest Time

- 2:30 – 3:00 Bathroom, Wash Hands, Books, Puzzles
- 3:00 – 3:30 Snack Time
- 3:30 – 5:30 Indoor or Outdoor Play, Pickup
- 5:30 – 6:00 Extended Day

## COCONUT SCHEDULE

- 7:00 – 9:30 Wash Hands, Welcome, Free Play
- 8:00 – 8:30 Breakfast
- 8:30 – 9:45 Blocks, Legos, Housekeeping, Sensory Table
- 9:45 – 10:00 Clean Up
- 10:00 – 10:20 Group Time, Stories, Games, Discussion
- 10:20 – 11:00 Project, Art, Small Working Groups
- 11:00 – 12:00 Outside Free Play
- 11:45 – 12:00 Wash Hands, Bathroom
- 12:00 – 12:30 Lunch
- 12:30 – 1:15 Bathroom, Wash Hands, Storytime, Book Tapes
- 1:15 – 2:30 Naptime/ Rest Time
- 2:30 – 3:00 Quiet Time, Reading, Puzzles, Drawing
- 3:00 – 3:30 Bathroom, Wash Hands, Snack Time
- 3:30 – 5:30 Indoor or Outdoor Play, Pickup
- 5:30 – 6:00 Extended Day

## TRANSITIONING

Oak Lane recognizes and supports the process of separation.

If your child is starting at the Center as a toddler, we ask that the toddler spend part of the first morning in class and leave before lunchtime. On the second day, we ask that your child stay through lunchtime. On day three, your child may stay until after naptime. On day four, your child will begin their normal day's schedule.

If your child is starting as a 3- or 4-year-old, please visit Oak Lane often prior to your child's first day. You may be asked to shorten your child's day if there is difficulty transitioning into the classroom.

## MOVING FROM THE TODDLER CLASSROOM TO THE PRESCHOOL CLASSROOM

To be eligible to move to another classroom, a child must be 3 years old or turning 3 years old in September of the program year.

In some cases, because the child entered the Acorn Class at 18 months old, it will be the case that the child will spend 2 years in the Acorn Class and move into the preschool class having already reached his 3<sup>rd</sup> birthday. The classroom academics are designed to take this possibility into consideration. There are 4 teachers who, by education and training, are equipped to develop curriculum and activities that meet the needs of all the children in the class – from the youngest at 18 months old to the oldest who is 3 years old.

On September 1st, all eligible children move onto the next class. The Acorn children who will be moving up to the Preschool Classes begin the process in August. The last two weeks are dedicated to this process. The children begin by visiting their new Preschool class regularly in small groups, along with an Acorn teacher. The Preschool teachers also visit the Acorn children in the Acorn classroom.

## **HEALTH POLICY**

Each child is required to have a physical examination by a doctor upon enrollment into the program and once a year thereafter. A child is required to meet the NY State guidelines for immunizations of a child their age who is enrolled in a day care setting. We accept a doctor's health report or the completion of the OCFs Form 4433.

If your child should become ill at the Center, we will notify you by phone. If you are unavailable, we will contact the emergency contacts you provide at registration. The child will be isolated from the other children until either you or your emergency person can arrange pick-up. If your child is too ill to wait for your pick-up, an ambulance will be called and the director or teacher in charge will arrange to meet you at the hospital. The child's file containing the medical record and medical emergency release will be brought to the hospital.

If your child should be injured and need immediate attention, an ambulance will be called. You will be called next, and the director or teacher in charge will arrange to meet you at the hospital. If you are unavailable, we will contact the emergency contacts you provide at registration. The child's file containing their medical record and medical emergency release will be brought to the hospital.

We recognize that small children tend to “catch” everything. We ask that you keep your child at home on the first day of a cold, if they have vomited the night before or early in the morning, and on the day following antibiotic

treatment. If you arrive at the Center and the teacher feels your child is not well enough to participate, you will be asked to take your child home.

While you may have a different standard for your child, we must be concerned about all the children and staff at Oak Lane.

Pursuant to the requirements of the Office of Children and Family Services, these policies have been implemented:

Your child will be sent home from the Center if (s)he shows evidence of the following:

- Temperature of 100 degrees with our Center thermometer.
- Diarrhea (two or more episodes, liquid, or green stools)
- Frequent, persistent cough
- Vomiting
- Undiagnosed rash
- Runny nose (green or yellow nasal discharge)
- Any contagious disease or infection
- General malaise/fatigue; an inability to participate in regular program activities. At times, this condition may be evident without an elevated temperature.
- Head lice

Your child may return to the Center when:

- Temperature has returned to normal for 24 hours
- Diarrhea has stopped for a minimum of 24 hours
- Vomiting has stopped for a minimum of 24 hours
- A physician has checked persistent cough
- A physician has checked rash
- The condition is no longer contagious, as confirmed by a physician
- 24 hours after strep medication has started
- 24 hours after conjunctivitis medication has started
- If your child has seen a physician and has started an oral antibiotic, (s)he may return to the Center after 24 hours due to potential allergic reaction.
- All the louse nits have been removed from a child's head

If your child has been diagnosed with a contagious illness (strep throat, scarlet fever, conjunctivitis, head lice, etc.), please notify the director and/or head teacher immediately. We will communicate the information to the families and staff where necessary.

## **ABSENCES**

If you are going to be keeping your child at home, please email and/or call the office and classroom.



## **ADMINISTRATION AND STORAGE OF MEDICATION**

The administration of medication by day care staff is a voluntary service which Oak Lane provides.

The administration of medication is subject to the New York State Office of Children and Family Services Regulations. Oak Lane is required to comply with these regulations. Oak Lane reserves the right to refuse to administer medication to any child whose parent/guardian has not provided the properly executed OCFS Form 7002.

All child-specific medication must be properly labeled with the child's first and last name and be accompanied by the necessary parent permission with health care provider signature and instructions in accordance with OCFS regulations before it will be accepted.

All medication is held in its original labeled container.

Medication must be kept in a clean area that is inaccessible to children. Medication requiring refrigeration will be kept in a food refrigerator in a separate leak-proof container that is inaccessible to children.

Controlled Substances:

All medications with a pharmacy label identifying the contents as a controlled substance that are regulated by the Federal Drug Enforcement Agency will be:

- Stored in a locked area with limited access
- Counted when receiving a prescription bottle from a parent or guardian
- Counted each day if more than one person has access to the area where they are stored.
- Counted before being given back to the parent/guardian for disposal.

## **PROGRAM RESPONSIBILITIES**

The child day care center must establish a planned program of activities which are appropriate for the children in care, and which encourage normal progress in the development of cognitive, social, emotional, physical and language skills.

Children must be provided with a program of self-initiated, group-initiated, and staff-initiated activities which are intellectually stimulating and foster self-reliance and social responsibility.

A written daily schedule of program activities and routines which offers reasonable regularity in routines, including snack and meal periods, nap and

rest periods, indoor and outdoor activities, and activities which provide children with opportunities for learning and self-expression in small and large groups is required.

Children must receive instruction, consistent with their age, needs and circumstances, in techniques and procedures which will enable them to protect themselves from abuse and maltreatment.

The child day care center must make a sufficient quantity and variety of materials and play equipment available to the children. Such materials and equipment must be appropriate to the ages of the children and their developmental levels and interests, including children with developmental delays or disabilities, which promote the children's cognitive, educational, social, cultural, physical, emotional, language and recreational development.

As age and development permit, children must be allowed freedom of movement and must be provided with an environment designed to develop such skills as crawling, standing, walking, and running.

Each classroom or area must be arranged to allow children to actively manipulate and utilize toys and equipment while interacting with peers and adults.

The environment must be designed to provide children with an opportunity to choose between quiet activities and active play.

Climbing and large motor apparatus should be available either inside the child day care center or in the outdoor play space.

Daily supervised outdoor play is required for all children in care, except during inclement or extreme weather or unless otherwise ordered by a health care provider. Parent/guardian may request, and providers may permit, children to remain indoors so long as required staff/child ratios are maintained.

Appropriate sleep, rest and quiet periods which are responsive to individual and group needs must be provided so that children can sit quietly, lie down to rest.

For children unable to nap, time and space must be provided for quiet play. Children must not be forced to rest for long periods of time.

The child day care center must offer information about other community resources to families when they need supportive social services not otherwise provided by the child day care center.

## **STAFF**

We pride ourselves in hiring—and retaining—a well-educated and experienced staff. Our staff includes the Executive Director, Administrative Assistant, a full-time Chef, and a Building Supervisor, as well as the Teaching Staff. All our head and assistant teachers have degrees in early-childhood education or a related field, as well as years of hands-on work with children.

We have four classes. The Acorn Class is comprised of thirteen children 18 months to 3 years of age. The Chestnut Class serves nine three-year-olds and four-year-olds. The Walnut Class serves twelve three-year-olds, and the Coconut Class is made up of seventeen children aged four and five. Oak Lane exceeds our teacher-to child-ratio standard as set by New York State.

Our staff members are certified in CPR and First Aid. Each teacher performs fifteen hours of in-service training every year. The teaching staff attends teacher development training offered at Sarah Lawrence College, The Child Care Council of Westchester and Mercy College.

Several of our staff members have New York State certification to administer medication to the children in our care.

## **STAFF BABYSITTING POLICY**

Oak Lane Child Care Center does not recommend arrangements for outside childcare or baby-sitting services between parent/guardian and staff members or volunteers. Oak Lane Child Care Center is not a party to any such agreement between parent/guardian and staff members or volunteers. Oak Lane Child Care Center does not guarantee, warrant, or make any representations as to such outside childcare or baby-sitting services.

Parent/guardian is required to confirm the Babysitting Policy at the time of initial enrollment that states that they understand that they release, waive, discharge and covenant not to sue Oak Lane Child Care Center and its Director, Board of Trustees, other staff members and other employees, from all claims, demands, losses or damages on account of any injury, caused, or alleged to be caused in whole or in part, by the acts or omissions of a staff member or volunteer while providing child care or baby-sitting services outside Oak Lane Child Care Center's premises pursuant to any agreement or arrangement made between a staff member or volunteer and the parent/guardian. Oak Lane employees are not permitted to transport any child in care either to, or from, Oak Lane Child Care Center in a private or hired vehicle.

## **FAMILY PARTICIPATION**

The difference between childcare centers can be measured in many ways, yet the one consistent area that transcends socio-economic disparity is the level of family involvement.

## **FAMILY RESPONSIBILITIES**

No smoking is permitted on these premises.

No firearms, shotguns or rifles are permitted on these premises.

No one is allowed to leave a vehicle idling in the parking lot at any time.

Children may not be left unattended in cars in the parking lot.

Children, whether students or siblings and regardless of age, may not be left unattended on the premises and they must be kept in an adult's line of sight at all times.

No child can be released from the Center to any person other than their parent/guardian, a person(s) currently designated in writing by such parent/guardian to receive the child, or another person authorized by law to take custody of a child.

No child may be accepted for care in a child care program unless the program has been furnished with a written statement signed by a health care provider verifying that the child is able to participate in child day care and currently appears to be free from contagious or communicable diseases. The written medical statement from the health care provider must also state whether the child is a child with special health care needs and, if so, what special provisions, if any, will be necessary in order for the child to participate in child day care.

In accordance with the provisions of Sections 413 and 415 of the Social Services Law, child day care center staff must report any suspected incidents of child abuse or maltreatment concerning a child receiving child day care to the Statewide Central Register of Child Abuse and Maltreatment, or cause such a report to be made, when such staff have reasonable cause to suspect that a child coming before them in their capacity as child day care center workers is an abused or maltreated child.

## **FAMILY CONCERNS**

The Director and the teachers are happy to be resources of early childhood development. Please feel free to approach either your child's teachers or the

Director with any questions or concerns that you may have about child-related issues.

## **CONFLICT RESOLUTION FOR FAMILIES AND STAFF**

Oak Lane maintains an open-door policy to ensure successful resolutions to any conflicts that might arise between families and staff. The Executive Director is available at all times to meet with families and/or staff members who feel that there is an issue that needs to be addressed.

The policy that we have in place is first to bring the problem to the attention of the Executive Director. The Executive Director will reach out to both parties individually in order to understand the scope of the problem from the viewpoint of each party. After the Executive Director speaks to both parties, (s)he will determine the next step in the resolution policy. If a resolution could be achieved by confronting the staff member and asking them to adjust their behavior, the matter would be settled at that point and the resolution would be shared with the parent/guardian.

It may be necessary for all parties concerned to meet in the Executive Director's office in order to have an opportunity to discuss the issue together and find a resolution that is acceptable and in the best interests of the family and the Center. If an employee review is necessary, the Executive Director will conduct one in accordance with our Employee Handbook Policies.

## **FAMILY/ TEACHER COMMUNICATIONS**

We take the responsibility of communication seriously. All the classrooms use the Google Classroom tool to inform you of the accomplishments of your child.

There are three normed assessments conducted annually for each child in care. The first is a family observation assessment called Ages and Stages. Families complete and submit an assessment annually prior to the start of the school year. The second and third assessments are performed in the class by the Head Teacher. The age-appropriate Creative Curriculum document is used to provide information on the child's development progress. The data is kept confidential and maintained as part of the child's records. The Family Teacher conference includes a review of the findings of the assessment as well as educational recommendations based on the assessment outcomes.

Family Teacher conferences are scheduled twice a year, generally in the Fall and in the Spring. If you have a concern, speak with the child's Head Teacher.

We encourage frequent communication and involvement between home and the Center. You are welcome to call to speak with a teacher in your child's class or a staff member.

Each week, a class newsletter with information about the week's activities and other pertinent classroom information is posted on Google Classroom.

## **DISCIPLINE POLICY**

Parent/guardian is asked to read and to sign an acknowledgement that they have read and understand our Plan for Behavior Management pursuant to the regulations of NYS OCFS.

The Plan for Behavior Management

Our program chooses to implement and follow this plan for behavior management and will include any additional information as needed. Valuable information is available from our local child care and referral agency and other resources. Information is available on the agency website:

[ocfs.state.ny.us/main/childcare](http://ocfs.state.ny.us/main/childcare).

- The program is responsible for educating staff on this plan upon employment and as needed. The program must supply copies of this plan to all staff and families of children enrolled in the program.
- A child may only be disciplined by the director, group teacher, assistant teacher, provider, substitute, and/or assistant.
- The program must apply all rules consistently and appropriately to the ages of the children and their developmental level and abilities.
- Any discipline used will relate to the child's actions and be handled without prolonged delay.
- A child may be separated briefly from the group, but only long enough to gain self-control and must be in view of, supervised and supported by a director, group teacher, assistant teacher, provider, substitute, and/or assistant.
- Corporal punishment is prohibited.
- No child can be isolated in an adjacent room, hallway, closet, darkened area, play area or any other area where a child cannot be seen, or supervised.
- Withholding or using food, rest or sleep as punishment is prohibited.
- Methods of interaction that punish, demean, or humiliate a child are prohibited.

- Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is absolutely prohibited. Any child care program must not tolerate or in any manner condone an act of abuse or neglect of a child by an employee, volunteer, any person under the program's control.
- Physical restraint is prohibited.
- The following acceptable child guidance techniques will be used:
- Redirect. In a conflict, give an alternate toy or activity to one of the children competing for the toy. Have multiples of popular toys.
- Focus on "Do" rather than "Don't." For example, "We walk inside" instead of "Stop running inside." Offer choices: "You can either sit on the rug or at the table for story time."
- Encourage children to use friendly words rather than physical acts. For example, suggest using the phrase, "I was playing with that toy."
- Praise positive behavior: "Thank you for using your words."
- Model desired behaviors for the children to learn by example.
- Arrange the program space to positively impact children's behavior. For example, avoid large open spaces that might encourage children to run indoors.
- Listen to the children and respond to their needs proactively to achieve their goals. Keeping the children engaged with activities helps prevent conflict.
- For preschool and school age children, involve the children in the development of the classroom rules and consequences.

Parent/guardian is required to sign and date an acknowledgement that they have read and will abide by the Plan for Behavior Management when they complete the first registration packet upon enrollment. This acknowledgement is kept in the child's private record.

The goal of this policy is to limit or eliminate the use of suspension, expulsion, and other exclusionary measures. Exclusion from a classroom may only occur in order to maintain the health and safety of the staff and children in the classroom. All measures listed above will be employed prior to excluding a child from a class. Prior to exclusion, the teacher in charge will confer with the Executive Director. If a child needs to be excluded, the Executive Director will provide the parent/guardian with resources and services in order to find an alternative placement.

## **PERSONAL TOYS**

Our classrooms are equipped with the most up-to-date educational toys, games and other intellectually stimulating materials. When a child brings a home toy, it

causes unnecessary disruption and conflict. Please do not permit your child to bring toys from home.

We teach peaceful, non-violent negotiated solutions to problems. War toys, guns, swords, or other objects typifying violence are not allowed under any circumstances.

We always encourage and welcome books, music, items from nature, photographs, etc. If you are unsure about any item your child wishes to share with their classmates, check with the teacher.

## **NAPTIME**

Each classroom has a prescribed naptime. We have found that children need this time.

While we are sensitive to requests to limit the time their child sleeps, we feel that the child does need to have this rest.

According to the Office of Children and Family Services, sleeping and napping arrangements must be provided to the families in writing and an acknowledgement must be signed by the parent/guardian that they understand this policy.

While under the care of Oak Lane Child Care Center of Pleasantville, Inc., all children will nap on a cot in his or her classroom. Each napping child will always have competent supervision through direct supervision by a caregiver who is in the same room and has direct visual contact with them. Children are allowed to have a small blanket and a small comfort item. Children are not required to sleep.

Families are responsible for taking the child's bedding home once a week, laundering it and returning it to Oak Lane.

## **PLAYGROUND**

Each playground is equipped with play items specific to the age of the children for whom the play area is intended. Children under 3 are not allowed to play in the preschool playground. When the weather permits, the children are out on the playground at dismissal time.



## TOILET TRAINING

Toilet training is a process. The teachers in the classroom are skilled in the process and supportive of each child during the process. The most successful way of managing this is when the Center and the family work together. When the time is appropriate it is important to have a conversation with the Acorn Head Teacher so that there can be a realistic plan in place for the child to succeed.

Several changes of weather-appropriate clothing should be available so that any child who soils clothing may receive a change. Soiled clothing and diapers are handled in a manner that protects children and staff from exposure to waste and maintains an appropriate sanitary environment for all.

At no time is it permissible for the child to be without underclothing/diapers.

## CLOTHING

A child should feel free to experiment with all our classroom materials and to engage in activities requiring large muscle actions.

Washable play clothing and rubber-soled sneakers are the best clothes to wear to take full advantage of the activities. If your child wears a dress, it is advisable to leave a pair of shorts in the summer and sweatpants in the winter in case they need to change. Party shoes, sandals, flip-flops, and “crocs” are unsafe when running, jumping, and climbing. Please only dress your child in sneakers.

In keeping with the high amount of outdoor activity that is a major component of the curriculum, we strongly suggest that you leave a set of seasonally appropriate outdoor clothing in your child's cubby. For example: your child will need a jacket, hats, gloves and boots for Fall and Winter; and sweatshirt and sweatpants for Spring and Summer.

Each preschool child should have at least one change of clothing in their cubby. Each toddler should have multiple articles of clothing in their cubby. Please review the clothing frequently for size and seasonality.

Please bring a small blanket to put on your child's cot at naptime, Oak Lane provides a sheet. The sheet and blanket are sent home to be washed at the end of a week and should be returned on Monday. A special small item or doll may be brought, if necessary for naptime security. You are required to provide diapers, wipes, and any ointments that your child uses. If your child needs a diaper ointment, we must have medical consent, Form OCFS 6010, to comply with New York State regulation that enables us to apply the ointment/cream.

## **FIELD TRIPS**

Field trips are an integral part of the program for the oldest preschool classes. Field trips support our curriculum, spark children's imaginations, and give them the opportunity to experience new situations. Field trips also empower children to have hands-on learning experiences in unique settings.

The field trips are usually scheduled for mornings, so that we may return for lunch and naptime. Please sign and return the permission slip for a field trip when you receive it. We bill a nominal fee to cover the cost of the bus expense.

On field trip days, we ask you to drop off your child at Oak Lane by 8:30 am so that there is time for breakfast and boarding the bus. Children are asked to wear their bright green Oak Lane shirts on a field trip.

We contract with Chappaqua Transportation, Inc. to provide the school bus. Children under four years of age **or** under 35 pounds must use a car seat. Please leave your child's car seat along the fence in front of Oak Lane when you drop off in the morning. Masking tape and markers will be available to label the car seat. When you return in the afternoon, the car seat will be by the fence.

## **SUNSCREEN**

Please apply sunscreen to your child before dropping off at Oak Lane. The teachers will re-apply sunscreen in the afternoon after nap before the children go outside. Sunscreen is a product that requires a written consent, Form OCFS 6010, to comply with New York State regulation that enables us to apply sunscreen. Please supply us with a new bottle of sunscreen properly labeled with your child's name at the beginning of a program year.

## **SUMMER PROGRAM**

Our program during the Summer does not change for the Acorn Classroom.

Our Summer Camp Program starts the last week of June for the Walnuts, the Chestnuts, and the Coconuts.

The preschool classes are combined for morning activities that include art projects, sports and games, and cooking experiences. At lunchtime, the classes regroup in their respective classrooms for the remainder of the day. In the afternoon, we have water play either in the sprinklers or at the water tables as the outdoor activity.

## **NUTRITION**

Oak Lane is proud to be a participant in the Child and Adult Care Food Program which is sponsored and monitored by the New York State Department of Health which focuses on providing excellent nutrition and preventing childhood obesity. We employ an experienced chef who prepares and serves breakfast, a hot lunch, and a nutritious snack every day.

We strive to offer lunchtime options to satisfy the pickiest child. Our chef can accommodate any dietary requirement, specializes in creative solutions to the challenge of helping young children enjoy healthy eating. Weekly menus are sent via email to our families each Friday. All meals are served in the individual classroom. Occasionally, weather permitting, the children may have a snack or meal outside in the yard.

## **ALLERGIES**

We have children in our care as well as staff who have life-threatening allergies.

No outside food can be brought into the Center. Your child's breakfast treat may contain food products that can be life threatening to a child with allergies. It would be best if your child either finished his or her breakfast at home or had breakfast here.

Please inform the office of any food allergy, no matter how minor. We want to be as vigilant as possible for the safety and health of all the children at Oak Lane. If you inform us of an allergy, you will be asked to complete an OCFS Form 6029, that details the allergy and the treatment plan in the event of an allergic reaction. It requires a signature by a physician and parent.

## **GUIDELINES FOR BRINGING IN FOOD FOR CELEBRATIONS**

Birthdays and special holiday celebrations are important occasions at Oak Lane. Please coordinate with your child's teachers to provide a special treat if you wish to celebrate with the class. The teacher will advise you on the options of acceptable birthday treats.

Homemade foods are not allowed.

The ingredients cannot include NUTS of any kind.

If the label reads: may contain nuts or were made in a factory that processes nut products, the item may not be brought into Oak Lane.

The Safe School Brand offers a selection of special treats that do not include nuts. An alternative is fresh fruit, sherbet, ice cream or ice pops after checking the labels to be sure that they are nut-free.

## REGARDING COVID-19 PANDEMIC

Please note the practices detailed in the COVID 19 Handbook are updated to meet the Department of Health and CDC COVID-19 Guidelines. You can read our current COVID-19 procedures by referencing the handbook.

<http://oaklaneccc.org/covidhandbook.pdf>

## PEST CONTROL

As per the NYS Office of Children and Family Services regulations, Oak Lane utilizes the use of non-toxic pest management techniques inside and outside the facility whenever possible, including an Integrated Pest Management (IPM) system to eliminate or reduce harmful chemical exposures.

## RESOURCES

New York State Office of Children Services Child Care Regulations can be found in the main office or by the following link:

- <https://ocfs.ny.gov/programs/childcare/regulations/418-1-DCC.pdf>

The Child Care Complaint telephone number is 800-732-5207.

- Child Abuse or Maltreatment  
Hotline telephone number is 800-342-3720.
- Internet Citizen's Guide to Reporting:  
<http://ocfs.ny.gov/ohrd/ccg/ccg.asp>

Healthy food and beverage choices and the prevention of childhood obesity:

- USDA Grow It, Try It Like It! Campaign  
[http://www.fns.usda.gov/sites/default/files/growit\\_book1.pdf](http://www.fns.usda.gov/sites/default/files/growit_book1.pdf)
- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

NYS Dept of Health

- <https://www.health.ny.gov/prevention/nutrition/resources/obparnts.htm>

#### Learning Issues

- Please contact your local school district.

#### Hope's Door Assistance for Domestic Violence

- [www.hopesdoor.org](http://www.hopesdoor.org)

#### Child Care Council of Westchester

- <https://www.childcarewestchester.org/>

#### Westchester County Department of Social Services

- <https://socialservices.westchestergov.com/>