



## Parent Handbook

BROOKHAVEN  
NATIONAL  
LABORATORY  
Child  
Development  
Center



Revised 2009

Managed by  
Child Care  
Management  
Inc.  
Established  
1991

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**Brookhaven National Laboratory  
Child Development Center**

**Welcome**

Dear Parents,

Welcome to the Child Development Center at Brookhaven National Laboratory. We are so pleased to have you join our family. We are confident that your time with us will prove to be a positive experience for both you and your child.

The Child Development Center is accredited by the National Association for the Education of Young Children (NAEYC). This accreditation is recognized as the highest level of excellence in early childhood programs. The ability to ensure on-going accreditation requires the Center to provide the highest quality care, accommodating the needs of each child in a secure and nurturing environment. We acknowledge the importance of working together to create a mutual bond in caring for your child. We believe communication is essential to achieving this goal. The handbook is designed to provide parents with general policies, an overview of our programs, and procedures that help to make each day at the Center comfortable for children.

Please take some time to review this information. Should you have any questions or concerns feel free to speak to your child's teacher. You may also contact the Director, Joann Faberlle, at any time. (631) 344-7416.

We look forward to meeting you and spending time with your child.

Sincerely,

The Child Development Center Staff

**BROOKHAVEN NATIONAL LABORATORY (BNL)  
CHILD DEVELOPMENT CENTER (CDC)**

***Philosophy:***

The first goal of the BNL Child Development Center is to assist each child in our care to reach his or her maximum potential as a person. The staff supports the following beliefs.

1. Parents are the primary educators in their children's lives. They are invaluable participants in the educational, care giving, and decision-making processes. We will endeavor to support parents in their critical role.
2. Children develop best in a positive, accepting environment designed to encourage feelings of self-worth and the growth of healthy self-esteem.
3. A quality learning environment offers staff members as role models, caregivers, and surrogate parents seeking to support each child's unique needs.
4. Learning is a process that is guided so that the child not only understands and applies concepts, but also establishes the framework for enjoying lifelong learning.

The learning environment is based on the idea that teaching is influenced by each child's abilities, developmental stages, and needs. Staff supports the importance of a balanced curriculum that stimulates academic/cognitive growth, language, social-emotional development and physical development.

***Placement:***

The process of placing children in the appropriate developmental setting will be based upon a number of dimensions focused on child growth and development: physical, social and emotional, cognitive, and linguistic development. The CDC believes that each child is unique and has an individual pattern and timing of growth, as well as, a unique learning style and personality. Careful consideration is given to a child's strengths, interests, social involvement, problem-solving skills and child-initiated involvement in daily life at the Center.

### ***Developmental Placement***

The CDC staff will evaluate each child based on appropriate child development principles. Careful consideration will be given to developmentally appropriate placement in the program. Other factors to be considered are chronological birth date and a child's ability to cope and transition in each specific program. The purpose of developmental placement is to ensure each child's optimal growth in his/her early development and learning.

### ***The Center:***

- Offers a childcare program for young children ages six weeks to five years.
- Focuses on the education of the whole child including physical, social/emotional, language, and intellectual development.
- Emphasizes the process of learning rather than the finished product.
- Recognizes that each child follows a unique pattern of development and learns best through first-hand experiences with people and materials.
- Affirms the importance of play to a child's total development.
- Designs a positive, accepting environment to encourage each child's feelings of self-worth and the growth of healthy self-esteem.
- Views staff members as role models and caregivers in addition to providers of a high quality learning environment.
- Supports parents in their role as primary educators in their children's lives and invaluable participants in the educational, care giving, and decision-making process.
- Offers ongoing in-service training to staff to enhance educational and developmental early childhood practices. At least one staff member in each class is certified in C.P.R.
- Offers family workshops on selected child development topics.
- Provides two nutritious snacks and lunch daily.

***General Information:***

The Child Development Center at BNL, operated by Child Care Management Inc., provides child care to all BNL/BSA and DOE parents or legal guardians as well as individuals having a continuing affiliation with the Laboratory.

The Center is managed by the Center's Director, the Executive Directors of Child Care Management, Inc., and BNL's liaison for the Center, the Laboratory's Human Resources Services Manager. Employees of the Center are employees of Child Care Management Inc., not employees of BNL/BSA.

The Center is licensed to operate by OCFS (New York State Office of Children and Family Services) and is accredited by NAEYC (National Association for the Education of Young Children). NAEYC Accreditation means that the center meets the highest standards possible for Early Childhood Education. It also establishes compliance, through professional review to meet NAEYC's Highest Quality Early Childhood Criteria.

**POLICIES AND PROCEDURES**

***Hours of Operation:***

The Center is open between the hours of 8:00 a.m. and 5:30 p.m. weekdays throughout the year except for holidays designated by BNL, the week between Christmas and New Years Day, and emergency closings.

A limited number of employees/guests will be able to utilize the Child Development Center prior to the normal start time of 8:00am. This early start time is strictly for families where both parents, should they both work at the Lab, start at 8:00am. Childcare coverage is available for no more than nine and one-half (9.5) hours each day. Special exceptions must be approved by the Director in advance.

***Late Fees:***

Children must be picked up no later than 5:30 pm. There will be a \$10 late fee if you arrive between 5:30 and 5:35, and \$10 for each additional 5 minutes thereafter.

***Admission Policy:***

The BNL Child Development Center provides full-time and part-time childcare. Enrollment shall be granted without regard to sex, race, color, religion, national origin or disability.

### ***Waiting List Policy:***

Applications are dated when received; children are placed on the waiting list in the appropriate age group. A letter of acknowledgement of enrollment application will be sent immediately following receipt of application. As children outgrow one particular age group, they are automatically placed on the list of the next appropriate age group in keeping with the original enrollment application date.

Individuals on the waiting list will be contacted every six to eight weeks to review their current childcare needs status. This allows the Center to identify those who may have found alternate care and are no longer interested in the Child Development Center.

We do not guarantee any placement until it is absolutely definite. In most cases, we can offer one or two months notice of an available opening.

Upon our commitment to you of a specific placement, we request a **nonrefundable** deposit of one month's tuition. This will be applied toward your child's last month's tuition. **In order to utilize your deposit when leaving the program, we require thirty days notice.**

Tuition is due on the 1<sup>st</sup> of each month. Parents employed by BSA are encouraged to utilize Automatic Payroll Deduction. The Laboratory offers a Flexible Spending Program. Enrollment is available during the Laboratory's open enrollment period each fall or at the start of employment. The CDC has all the appropriate forms to enable parents to take advantage of these time and financial saving opportunities.

## **CHILD CARE OPTIONS**

**Full time only:** You will be contacted only if there is a full-time opening available.

**Prefer full-time but will consider part time options:** You will be notified as openings become available. If you accept a part-time opening, you will retain your place on the waiting list for additional days. If you are unable to accept part-time, you will retain your place on the list for full-time placement.

**Part time only:** Part-time consists of two choices, Monday/Wednesday/Friday or Tuesday/Thursday. If you specify a preference, you will be contacted when your preferred days are available. If you do not specify a preference, you will be notified when a part-time opening of either group becomes available.

Should your name come up on the waiting list for your requested care-needed date, or thereafter, and you are not able to place your child at that time, your name will be

removed from the list. Once a child is enrolled, you can be put on a separate list to change status.

The Director of the CDC handles questions and concerns regarding the waiting list. If further consultation is required, BNL's Human Resources Services Manager may be contacted at 344-2888.

## **PARENTS' RIGHTS**

Parents are the most important members of a child's life. Parents are partners in a child's learning process, and we believe you have the right to:

- Participate in meetings involving your child.
- Receive correspondence, reports, and evaluations.
- Discuss problems and concerns with school staff as soon as possible.
- Take part in the Parent Council to work on issues and concerns with the Center's staff and the BNL Human Resources Services Manager.
- Attend parent conferences provided twice a year to determine each child's individual developmental needs.

### ***Parents' Rights Regarding Their Child's Records:***

All personal information regarding the children and families served by the CDC is held in confidence by all employees. Parents must sign a waiver for all release of information or records to another individual or agency.

A Parent has a right to review all records at any time throughout the year. The child's teacher should be with them at the time to answer any questions regarding written records.

### ***Parent Council:***

The Parent Council is comprised of parents, the CDC Director, the Liaison from BNL, and the Executive Director of Child Care Management, Inc.

Each class will have two parent representatives. The representatives will bring any questions, concerns, or ideas that other parents of children in that class may have to the meeting.

The Council meets once a month at noontime for an hour to discuss any parent concerns and special activities. This group provides the Center with a formal opportunity to bring the parents and administrators together to enhance the Center. Representation is a six-month term. If interested in participating, please contact the office manager for more information. Teachers will post parent council members in their parent letters.

### ***Parent-Teacher Communication:***

It is important for parents and teachers to keep each other informed of a change in behavior, stress at home, or any other concerns a child or parent may have that will affect a child's daily life at the Center. If you need to speak with a teacher, please leave a message at 344-7416 for the main facility or 344-3070 for the Red School House, and they will return your call promptly. **Parents must notify CDC if they are going to go off site.**

### ***Parent-Teacher Conferences***

Parent-teacher conferences are scheduled twice a year, once in November and again in May. These are opportunities for you and your child's teacher to discuss the progress your child has made, to raise any issues or concerns, and to discuss planned goals. Progress will be demonstrated through a developmental checklist and work collected in the child's portfolio. If you require additional meetings for any reason, feel free to schedule one with the teacher at a mutually convenient time.

### ***Ongoing Communication***

Daily communication between parents and teachers occurs in a variety of ways. There are parent bulletin boards in each classroom where parents can find the daily class schedule and any special alerts or messages the teacher wishes to communicate.

Parents are encouraged to check the bulletin board in the main lobby each day. There you will find activity sheets outlining the activities in the different developmental areas that your child's teacher has planned for that week. Also posted on this board are the menu/nap record sheets informing you of how your child ate and slept during the day.

Parents also receive weekly newsletters from their child's teacher, giving a brief overview of the upcoming week, the theme for the week, and any special activities that may be planned.

### ***Email:***

Please do not utilize this form of communication with immediate details about your child. Personal communication with your child's teacher is important when you have any concerns.

### ***Staff/Parent Relationship:***

Parents and staff must work together in order to provide a wholesome, nurturing environment for the children at the CDC. Essential ingredients for this relationship are mutual respect, support and positive communication.

It is the responsibility of the staff to actively seek input from and provide input to the parents regarding their children. Parents are responsible for providing the staff with information regarding their children that may affect the child's physical or emotional state. It is equally important for parents to be considerate and respectful of the staff to achieve our shared goals. Issues or concerns parents have should be discussed in a constructive manner with the staff. Positive communication is the only acceptable approach in solving the complexities of childcare.

Parents with concerns or questions should see the classroom teacher or supervisor. If this still does not satisfy your needs, please feel free to see the director.

### ***Visiting Your Child:***

The BNL Child Development Center has an "open door" policy. This means that you are always welcome to visit. We would suggest, however, that if you would like to speak with a teacher you let her/him know of your planned visit. If, at any time, you wish to have a conference with your child's teacher, please feel free to call and schedule one with her/him.

If you would like to bring a visitor or guest, please discuss an appropriate time with your child's teacher.

In keeping with the "Open Door Policy", parents can visit the classroom any time. Parents are strongly discouraged from visiting classes during naptime, however, as naptime routines are very hard to follow while parents are in the room. If you do come at lunchtime please be sure to leave by 12:00. Children can be picked up to be taken out of the Center for lunch as long as they are able to transition back to the classroom when being dropped off. If visiting becomes disruptive (at naptime), the CDC will ask the parent to visit at another time. Please speak to your child's teacher to find out alternative times to visit that will be good for you, and not disturb individual children who are sleeping.

Parents of children in the Infant Center may visit anytime. All other family members and friends must have *prior* special permission from the infant center supervisor, as infants can be easily overwhelmed when there are too many people in the room.

### ***Parent/Child Separation and Transitions***

The separation process can sometimes be difficult and upsetting for both parent and child. The staff will work with each parent and child to assist in making this process as smooth and comfortable as possible. Parents and children both receive an individualized orientation prior to enrollment in order to familiarize them with the classroom teachers and the new environment. We know it is hard, but we also know that your child will adjust and be very happy in his or her new classroom.

The transition process generally involves a two-week process helping children to become familiar with their new setting. During this time, the children will visit their new class meet their new teacher, gradually increasing the amount of time spent in the new environment. We are flexible and understanding of each child's individual needs. Some children need a little more time to adjust; some need less time. Parents receive prior notice of the move along with an orientation letter from the new teacher. The orientation letter informs parents of the new class schedule and any particulars they may need to be aware of in the program. Parents are encouraged to meet the new teaching staff and see the new classroom prior to the actual move.

Before children transition to the Red School House for their pre-kindergarten year, parents are invited to an orientation meeting at the Red School House. This generally happens during the month of August and provides parents with information about the curriculum, schedules and routines, and expectations for the coming year. Prior to transitioning to the Red School House, children are scheduled during the month to visit and become familiar with their new setting.

## **SAFETY**

In order to assure good health and safety practices for all children attending BNL Child Development Center we require the following guidelines be followed:

### ***No Smoking:***

THERE IS **ABSOLUTELY NO SMOKING** ANYWHERE ON THE GROUNDS OF THE CHILD DEVELOPMENT CENTER OR THE RED SCHOOL HOUSE.

### ***Visitors:***

All visitors are required to sign-in upon entry and out again upon exit (using full signatures) at the front office. Parents visiting during the day must also sign in and out. Parents should call ahead if they would like to bring visitors to the classroom. The teacher or Infant Center supervisor will decide if it is a comfortable time for the classroom to have visitors.

### ***Release of Children:***

Parents must sign children in at the front desk each day upon arrival and out again at the end of the day. A child will be released to the parent or legal guardian. If it is necessary to have a friend or relative pick up your child (must be a minimum of 18 years of age), it is necessary to notify us in advance and in writing and to provide a photocopy of photo ID. Please be sure to provide an updated emergency contact list at all times. Anyone picking up your child **MUST BE LISTED ON YOUR EMERGENCY CONTACT LIST**. If you do not notify us in advance and in writing, we cannot release your child. Please be sure this person brings photo identification with him/her. Should there be a question about the person's identity, please understand our need to clarify. All people unknown to

the staff will be asked to provide identification. We regret any inconvenience; however, we are committed to the safety of the child being picked up.

\*If you have information regarding parental custody or court orders, please make sure that the main office gets the information as soon as it becomes relevant.

***Gate Notification:***

Please notify security for gate access if anyone other than an employee is picking up your child.

***After Hours:***

If you have an emergency and the CDC is closed, please call Security on 344-2238. Security will contact the appropriate personnel to assist in resolving your problem.

***Child Abuse/Neglect Policy:***

Anyone with reasonable cause to suspect that an enrolled child has been or is being subjected to any form of abuse or neglect (physical, sexual, or emotional) by any person, whether working at the Center or not, is required by law to report such concern. Reports can be made to the New York State Child Abuse and Maltreatment Register (Child Protection Agency) toll free at 1-800-342-3720. All employees of day care centers in the State of New York are designated Mandated Reporters.

***Parking:***

Please use the main parking lot for meetings and visits with your child.

For brief drop-offs and pick-ups, there are a number of parent parking places off the circular driveway.

For everyone's safety, please do not leave your car running while picking up or dropping off your children. Children must not be left alone, or unsupervised, in a car at any time.

**Children must be supervised while walking to and from the building. All children must hold parents' hand or be carried to insure proper safety in parking lot. Violation of this policy may be cause for suspension of placement.**

***Emergency Closings:***

The Center is committed to being open during work hours however, there may be delayed openings, and/or children may be released early when weather conditions are severe. Please call 344-INFO or visit the [bnl.gov](http://bnl.gov) website for closing information.

### ***Fire Drills:***

Emergency exit plans and procedure are posted in every room throughout the building. Staff is trained in emergency and evacuation procedures. Fire Drills are conducted on a monthly basis.

### ***Site Evacuation:***

A Laboratory evacuation drill begins with a Lab-wide alert - the continuous sounding of the site sirens. At the same time, a general call will go out via the Laboratory emergency radios to all department and division offices. You will be notified to report to your building's assembly area or the nearest one if you are far from your own.

Shortly after the initial alert signal, parents of children in the Child Development Center may be instructed, via the Emergency Notification System, to pick up their children.

Your children will be waiting for you in their assembly area. Please pick up your children as quickly as possible, exiting the Lab using Yale Road to the **South Gate** unless notified otherwise.

For the sake of a Laboratory Evacuation exercise, children not picked up will be retained in the Child Development Center or the Red School House until a parent arrives. However, in an **actual** site evacuation, children remaining after the final site evacuation signal, the intermittent sounding of site sirens, will be transported by CDC Staff to the Just Kids Learning Center, Longwood Road, Middle Island; Telephone 924-0008.

## **HEALTH**

Infants will be required to have a physical within 30 days prior to entering the program. Children 18 months of age and older must have a physical within 90 days prior to entering the program. The physical form must be completed by your child's physician and given to the office manager before your child's admission to school. Please ask the office manager for a new form to be updated when your child has an exam. Physical examinations are required annually. **Annual physical exams are required by the Office of Children and Family Services, which frequently audits day care centers to insure that physical exams are current. Children will not be allowed to attend childcare without a current physical.**

### ***Immunizations:***

New York State mandates that children have the required immunizations prior to entering a school program.

Immunizations must be kept up to date. Parents are encouraged to be sure that lead testing is conducted at the time of a well visit to be sure their child does not have an elevated lead level. Information provided by the Suffolk County Department of Health can be found at <http://www.nyhealth.gov/environmental/lead/index.htm>.

A record of immunizations is required for each child upon entry into the program.

When your child receives immunizations, please bring in documentation from your child's physician so that we may keep your child's records up-to-date.

This required documentation may be a note from your physician or your current Immunization Record documented with the physician's signature. The nurse must approve it prior to the child's entry.

It is important that parents inform teachers in the morning if their child has had any recent injections or medications so that we are aware of any changes in your child's behavior as a result of medical care.

***Allergies:***

Please make certain that you fill out this portion of your child's enrollment packet completely. The director and teachers need to have this information to prevent your child from having allergic reactions. An accurate list of these foods and/or substances will be posted in the classrooms.

- In cases where children have severe allergies to common foods, we must ask that you provide suitable food for your child's snack and/or lunch.

***Nutrition:***

The CDC encourages parents to send healthy snacks if they feel extra snacks are needed. Children feel better throughout the day when they eat nutritious food. The CDC does not allow children to bring in soda or candy. Any such items will be sent home. Parents should talk to teachers before sending in special snacks for birthdays. Some children are allergic to or affected by certain ingredients. Since peanuts and peanut products can cause severe allergic reactions, peanuts and peanut products are prohibited in the Center. Chocolate can contain peanut products. Therefore, chocolate is prohibited as well. Candy brought in for parties will be sent home. Food brought in for birthday parties or other celebrations must be store bought and contain the ingredient label.

**NO HOMEMADE ITEMS PLEASE.**

***Illness:***

Probably the best indicator of your child's health is the way he/she behaves. If your normally active child becomes suddenly lethargic and irritable, he/she will usually show other signs of approaching illness. If you suspect your child has become ill, please consider the guidelines below. By recognizing the following symptoms, you can help to prevent the spread of some common childhood ailments by keeping your child at home until he/she can return to school well. All children will be going outside every day (weather permitting). If your child is not well enough to go outside, please keep him/her home to rest.

***Respiratory Infections (Bronchitis, strep throat, etc.):***

Require that the child be treated with medication for at least 24 hours before he/she can attend school again.

***Severe Coughing:***

High-pitched or "barking" cough or any difficulty breathing should be reported to the physician.

***Conjunctivitis (pink eye):***

Characterized by redness, itching, and discharge from the eyes. Medical intervention requires the administration of prescribed eye drops for at least 24 hours before he/she can attend school again. Please wash the child's hands frequently and remove any discharge from the eyes. The child's work area should also be well cleaned (a solution of one part bleach and ten parts water is recommended).

***Infected Skin Patches:***

Spots or rashes should be brought to the attention of your physician and your child's teacher. A note from the physician stating that a rash is not contagious is required for the child to return to school. Impetigo, ringworm, and scabies must be treated with medication for at least 24 hours before he/she can return to school.

***Fever (temperature above 101 degrees):***

The child must be fever free for 24 hours without fever reducing medication before he/she can return to school.

***Vomiting and/or Diarrhea (not associated with teething or antibiotics):***

Please contact your doctor if it persists for more than one day, and exclude your child from school until symptoms have not reoccurred for at least 24 hours.

### ***Illness or Injury at School:***

When a child becomes ill or injured while at school, he or she is brought to the isolation area where the child is treated. The Director or other qualified person assesses what action is indicated and will contact the parents if the child needs to be sent home. Parents are asked to pick up their child within 30 minutes of being notified unless unusual circumstances make this impossible.

We must have an updated emergency contact list so that arrangements can be made for the child to go home when you are not available. PLEASE KEEP US INFORMED ABOUT ANY TELEPHONE NUMBER CHANGES and make sure that your emergency contact people are still available to pick up your child if you are unable to do so. If it is necessary to have a friend or relative pick up your child (must be a minimum of 18 years of age), it is necessary to notify us in advance and in writing and to provide a photocopy of photo ID.

If, on any given day, a child is judged to be ill by the staff member who greets him/her, he/she will not be admitted to school that day. We ask you, as a parent, for your cooperation in this matter to prevent the spread of illness to other children.

Children will not be admitted to the Center if they are showing signs of:

1. Fever
2. Diarrhea
3. Vomiting
4. Rash (unless parent brings a note from the doctor specifically stating the cause of the rash and the fact that it is not contagious.)
5. Conjunctivitis (pink eye)
6. Any contagious disease such as strep throat, chicken pox, scarlet fever, measles, and mumps. These are highly contagious. Please report contagious diseases to the Director.
7. Pinworm or lice infestation. These are transmitted by direct contact and are highly communicable. Please report any infestation to the Director.

Children will be sent home if:

1. A fever of 101 degrees or more is present.
2. Diarrhea unrelated to diet or medication occurs and is not contained in the diaper or underwear
3. Vomiting
4. Child develops an unusual rash.
5. Any situation develops which is judged to present a health concern to the child or the other children.

Children will be sent home not only for their personal comfort, but also to attempt to stop any spread of disease to all of the other children.

### ***Emergency Plans in Case of Injury:***

If the child has an accident that causes a very minor injury (such as a small lump, bruise, cut that obviously does not require stitches), the staff will comfort the child, wash the injury, and apply a bandage. The injury will be logged, and you will receive notification in your child's cubby at the end of that day.

If the child has an accident at school that produces an injury that calls for professional medical care (but not immediate emergency care), the parents or guardian will then be called to take the child to their doctor. Examples of such injuries are: cuts that require stitches, uncontrollable nosebleeds, large bumps or bruises, and ticks.

In the event of a serious accident or medical emergency, the Center staff shall contact **Brookhaven's Emergency Medical Technicians (2222)** as well as the parents of the child. Authorization to contact your family physician and take emergency medical measures deemed necessary is part of your preliminary registration agreement.

### ***Medication:***

It is necessary that the appropriate form, which can be downloaded from the CDC website and signed by your physician, must accompany all prescription and over-the-counter medications. The parent will leave all medications with the office manager or the Director each morning. All medications must be in the original container and marked with the child's name. Prescription medication must show the name of the child, the prescription number, the name of the doctor, the directions for use, and the expiration date.

Non-prescription medication may be administered if absolutely necessary and if accompanied by the appropriate form. A designated staff member can dispense this medication when requested by your doctor. The medication must be provided by the parent or guardian and will be administered in accordance with package instructions. The medication needs to be signed in at the office, and kept in the office refrigerator or medicine cabinet. Please remember to label it with the child's name and the date.

- Please remember that parents must bring in and pick up all medication. The child may not bring in medication, cough drops, or cold tablets. We require written permission every 6 months via the medication administration form to apply lotions such as sunscreen or diaper creams. Parents are also asked to sign a consent form that enables the Center to provide and seek emergency medical treatment in the event of an emergency.

No medications causing drowsiness will be administered. Non-prescriptive medicine will be given only for a limited time, not to exceed three days and never on an "as needed" basis, unless accompanied by a doctor's note. Non-prescriptive medicine cannot be administered to control or disguise a fever. Parents must sign all medication in on the clipboard at the front office when they drop off.

Parents must also notify their child's teacher about the medication, which has been left in the front office so that he/she can make sure that it is administered at the correct time.

***Medical Condition Updates:***

If your child is hospitalized, injured, or has a diagnosed medical condition, please advise the school of this information so that we may take any precautions necessary to prevent further illness within the school and so that we may update our medical records. It is also necessary to have a note from the physician stating when your child may return to school, and specifying if your child has any physical limitations.

**INFANT CARE**

Our Infant Center is a special environment for children ages six weeks to approximately 18 months.

***Objectives of Infant Care/Toddler Care:***

- To provide nursing mothers with a comfortable environment.
- To provide care for each infant or toddler while they are away from their parents, giving primary attention to their safety and well-being.
- To provide a staff of qualified caregivers who are trained and show a deep interest in each child as a growing individual.
- To provide a loving, nurturing environment.
- To provide stimulating experiences and opportunities for infants and toddlers at their levels so that they may learn about themselves and the world around them.
- To provide a program that meets the individual needs of each child in all areas of development including cognitive, social/emotional, physical development and language.
- To provide an atmosphere for infants which allows for the natural sleeping and waking rhythms of each child.
- To provide an atmosphere where parents, infant/toddler care staff, and child work together to form an extended family for the child.
- To provide a daily program of constructive experiences for each child through planned physical activity, creative play, music, stories, art projects, and personal attention according to each child's needs.

**PLEASE MAKE SURE TO LABEL ALL OF YOUR CHILD'S BELONGINGS.**

During the day, infants are encouraged to participate in activities in each area, which may include:

- ***Social/Emotional/ Behavioral***
  - How a child interacts: smiles, eye contact.
  - How a child plays.
- ***Self-Help***
  - Feeding skills: eating from a spoon, drinking from a cup.
  - Dressing skills.
- ***Fine Motor/Perceptual***
  - Using hands and fingers to play.
  - Reaching for, grasping toys.
- ***Speech/Language***
  - Communication skills: vocalizing, gesturing, or using words, waving bye-bye, raising arms to be picked up.
- ***Gross Motor***
  - Rolling over, sitting, crawling, cruising along furniture, walking, and raising body to look at mobile.
- ***Cognitive***
  - Thinking skills: finding hidden toy, searching for a rattle, touching his/her nose when asked.

**PRESCHOOL LIFE**

While each child is viewed as a unique individual with special needs and abilities, it is our belief that all preschool children have many similar needs and should be exposed to similar experiences. In school, all of the children will be exposed to similar classroom experiences and routines; however, daily preschool classroom activities are sequenced and adapted to fit individual and group needs within each classroom.

Parents receive an orientation letter from the classroom teacher explaining their child's schedule and are encouraged to contact the teacher regarding any questions or concerns they may have. Birthday party and holiday celebrations, as well as guidelines for show-and-tell and bringing in toys from home, are defined and explained by individual teachers. Only store bought cake and cupcakes are allowed for special occasions.

To make your child's day at school a comfortable, pleasant experience, please provide him/her with the following items.

**PLEASE MAKE SURE TO LABEL ALL OF YOUR CHILD'S BELONGINGS.**

- Comfortable, "weather appropriate," washable clothes. The children will be going outside on the playground every day so they will need warm winter clothes as well as hats, gloves or mittens, boots, and snow gear for snowy weather. Clothing should be comfortable and not restrict your child's movements or be very difficult for him/her to remove when going to the bathroom.

***Good Early Childhood Practices Can Be A Messy Affair!***

- Please remember that your child's clothing should be washable, and although we do use smocks, they sometimes do not provide enough protection, and clothes often get spots on them. If you have an "old" shirt you may want to donate to the classroom, we would appreciate your contribution. Although plastic smocks are acceptable, most of them do not cover the child's arms or sides adequately and are, therefore, not as preferable as an adult's long sleeved, button down shirt (even more ideal if made out of heavy material such as heavyweight flannel).
- Comfortable, preferably rubber-soled shoes. The playground has climbing toys on it, and the children must wear rubber-soled footwear (sneakers are best) to enjoy these toys safely. This type of footwear also provides better traction on the linoleum portions of the Center's floors. For safety reasons, open toe sandals or flip flops are not permitted.
- A backpack or book bag that can be used for notebooks, artwork, and parent/school letters and notices. (Important: this is an essential component of the curriculum as it is used to encourage your child's responsibility and independence).
- An extra change of clothes (complete with socks and underwear) that can be kept at school. (You might consider sending extra underpants and pants if your child is in the process of being toilet trained).
- Diapers, wipes, etc., if your child does not use the toilet.
- Please provide a child-sized blanket and fitted sheet if your child will be napping in the afternoons. These items will be sent home weekly to be washed. Also, for sanitary reasons please provide an extra pillowcase or similar cloth bag for daily

storage. Please remember plastic bags are not to be used for this purpose because they pose a safety hazard.

- A nutritious bag lunch or snack if your child is allergic to or does not like the lunch provided. We ask that these snacks or lunches do not contain soda, gum, candy, chewy fruit snacks or an overabundance of sweets. Candy, snacks, or drinks with too much sugar will be returned to parents.
- Sunscreen must be applied to children before they come in the morning, and we will reapply as needed. Parents must provide the sunscreen, labeled clearly with their child's name. Complete the sunscreen form.
- Some children may have severe allergic reactions to peanuts or peanut products. **Therefore, peanuts and/or peanut products are prohibited. Chocolate items may contain peanut products, therefore, chocolate is prohibited as well.**

### *Activities:*

The following brief descriptions of the activities that combine to make up a daily preschool classroom schedule may help you to better understand your child's experiences at BNL's Child Development Center. Self-help, organizational, and independent work skills are encouraged.

### *Arrival and Independent Activities (time period: 10-15 minutes):*

As children arrive, they put their belongings in their personal space. They may choose a book to look at, work at tabletop activities that have been set out, etc., while the others arrive.

### *Circle Time/Concept Lesson (time period: 10-15 minutes):*

Group lessons with entire class. Introduce or reinforce theme-related language or cognitive concepts.

### *Snack Time (time period: 15 minutes):*

Eating skills, housekeeping skills, and social skills are encouraged. Conversation is facilitated. Nutritional information is given and basic concepts reinforced (counting, one-to-one correspondence while setting table, etc.). No peanut snacks are allowed. Family style dining is encouraged in an effort for children to serve themselves. After lunch, children are encouraged to rinse their mouths with water.

***Small Group/Choice Time (time period: 30-45 minutes):***

Small groups of two to five children move among various learning stations in the room. Activities may include dramatic play, blocks, manipulatives, puzzles, art activities, sensory experience play, or activities for any development or readiness area.

***Clean Up (time: 5-10 minutes):***

Self-help, adaptive, and organizational skills are encouraged.

***Language and Literacy Time (time: 5-10 minutes):***

A full group activity to encourage getting to know each other (names, directed conversation, etc.) and the environment (calendar, weather, "job chart" information).

***Gross Motor Activities (time: 20-25 minutes a.m. and p.m.):***

Children participate in an indoor or outdoor gross motor activity. This is a time to investigate our body movements, to share, and learn to take turns.

***Toileting (time: 15 minutes):***

Teachers work with parents whose children seem ready to learn to use the toilet. Some groups of children may need a specific time allotment for diapering, toileting, or toilet training. Self-help and independence are encouraged and positive self-image is supported. A quiet activity is provided as children finish.

***Departure (time: 5-10 minutes):***

The transition to leave the Center can be as difficult as arriving. Give your child a few minutes to finish what he or she is doing. When possible, take time to explore the room with your child. Children get outerwear on and collect belongings. Self-help and organizational skills are encouraged.

***Special Activities:***

***Movement and Exercise Program***

Movement and exercise program develops fine and gross motor skills, sensory awareness, and rhythmic interaction. Relaxation techniques are introduced and opportunities for improving self-esteem, building body image, and positive and appropriate social interactions are offered.

### ***Computer Instruction***

Computer instruction is offered to 3, 4, and 5-year-old children. Children work individually on letter, number, shape, and color recognition. It is a "hands-on" experience and is used to reinforce concrete experience as well as establish basic, preschool level computer literacy.

### ***Playground***

Children are encouraged to move, explore, and imagine. A wide variety of outside materials and play concepts are combined with safety, accessibility, and different age groups in mind. "Outside time" reinforces the Center's "learning while doing" philosophy.

## **BEHAVIOR MANAGEMENT POLICY**

Staff are trained in behavior management procedures to support a healthy and safe environment for all children. The following has been adapted from the BNL/CDC Staff Handbook.

The BNL Child Development Center adheres to a behavioral management policy that has been developed utilizing both humanistic and behavioral theory. It is imperative for all employees to retain a positive approach with each child. Children attending the CDC are to be treated with love and respect at all times. They are to be listened to and have their physical and emotional needs met without coercion or punishment. Negative methods are to be avoided, and any form of physical punishment, or mental or emotional cruelty towards the children will not be tolerated. It is important for the teaching staff to work together as a team in setting and maintaining consistent and reasonable limits for the children to follow while at the Center.

In order to help maximize the children's enjoyment of the Center program the staff will use the following techniques consistently:

1. Attend to and reinforce acceptable behaviors as they occur. This helps a child to continue to respond positively to his/her environment.
2. Unacceptable behavior should not be ignored. Use a firm, non-judgmental, mildly disapproving voice to state your message.
3. Unsafe and very disruptive behavior must be dealt with by stopping the action or removing the child from the situation. This is not the same as "Time Out," which is not an option. "Time Out" means totally separating the child from the rest of the group for a period of time and is perceived as "punishment."
4. Ignore mild problems as much as possible. It is sometimes easy to fall into a pattern of over-correction when we are expecting problems.
5. Remember to monitor your body language, facial expressions, tone, etc. When a child is treated as if he/she is "bad", it can become a "self-fulfilling prophecy." Staff is never to use the word "bad" in conjunction with a child or his/her behavior.

6. Address the situation in matter-of-fact terms, not the child. Keep it simple.  
Example: Say, “When we throw blocks they can hit someone. If a block hits someone it would hurt them.”  
Not, “It’s very bad to throw blocks and now I’m angry with you.”
7. Avoid making “deals.” Giving a child an “if you can behave, then...” situation sets him/her up for a negative. The child then knows that we expect misbehavior.
8. It may be helpful to log problem situations. When a pattern exists, you may be able to offset the situation using proper methods.
9. If negative behavior persists, a consistent behavior management program may be designed and implemented.

### ***Prevention***

The teaching staff is responsible for planning, setting up, and implementing creative, age appropriate program activities for the children on a daily basis. Maintaining a well-designed program that meets the developmental needs of the group as well as being sensitive to the individual needs of each child will help prevent conflicts from occurring. It is always better to be preventive than to deal with a crisis situation after it has occurred.

### ***Positive Redirection*** (Don’t say “don’t”)

Instead of reacting negatively to a child when undesirable behavior is displayed, the teacher will quickly assess the reason for the child’s negative behavior and substitute another activity that will satisfy the child’s needs. This technique helps the child to find a positive solution to a negative situation without damaging the child’s sense of self-worth.

Example: A child is climbing on the table. The teacher redirects him off the table without using the word, “NO.”

<u>If the child:</u>	<u>The teacher says:</u>
Needs a challenge...	“Can you climb off the table all by yourself?”
Needs a place to sit...	“Here’s a chair for you.”
Wants attention...	“I need you to help me over here.”
Likes to climb...	“I’ll help you find a good place to climb.”
Needs something else to do...	“Look at the fun activities we’re playing with today. Which one would you like to play with first?”

Children feel very insecure when they are angry. Some children need to be held or rocked until they are calmed down. Use a firm, quiet voice. You can say things like: “I can’t let you hit anybody,” or, “I will stay with you until you feel better,” or, “I won’t let you hurt yourself.”

Remember: The child is not being “naughty.” He/she is out of control. He/she needs your help.

## IMPORTANT POINTS

### *General Guidelines*

- Please call if your child will be absent from the center.
- Please keep your child home if he/she is not feeling well.
- Please supply the classroom teachers with any pertinent information that might affect your child on a day-to-day basis.
- Please bring in at least one complete change of weather appropriate clothing. Remember to label each piece and check them periodically to see if they need to be replaced.
- Please dress your child in comfortable, safe, rubber soled shoes for running and climbing. Flip-flops and party shoes are not permitted for safety reasons.
- Please make sure to LABEL ALL OF YOUR CHILD'S BELONGINGS.
- Please remember to update emergency contact information periodically.
- Please make sure to inform the front desk if you will be working off site.

### *Please do not bring:*

- Foods containing peanuts, peanut products, or chocolate.
- “Junk” food – candy, sweets, gum, soda, donuts or sugary foods for breakfast, etc.
- Valuables – anything that would cause grief if it were lost or misplaced (i.e. jewelry, money, etc.)
- Toys or other items from home (unless the teacher asks, for example, Show and Tell day)

### *Please remember to take home:*

- Any wet or soiled clothing. They will be placed in a plastic bag in your child's backpack or cubby. Please make sure to replace them with clean items.
- All artwork in your child's cubby.
- School correspondence – newsletters, memos and/or notes that might be in your child's cubby.
- Your child's bedding at the end of the week to be laundered.

Thank you for taking the time to read the BNL/CDC Policies. We hope these policies are helpful to you and your child.