

# Parent Handbook



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# Program Information

## Welcome to West Hill Educare!

We appreciate the opportunity to care for your child and support their growth and development during the important toddler years. Please review this handbook and keep it in a handy spot for future reference.

We look forward to a close and lasting relationship with your family.

## Mission

Our mission is to provide early care and education that supports the development of self-help and communication skills in the young child while emphasizing the importance of empathy towards others. We seek to enhance each child's sense of joy and wonder through observation of and interaction with the natural world.

## Program Description

Established in 2007, West Hill Educare is Ithaca's first and only child care program that provides toddler care program using the Educaring® Approach. The Educaring® Approach was developed by Magda Gerber, under her organization *RIE™*. The approach is based on respect for the child. At WHE, children are treated as important, capable individuals who are invited to participate actively in their own care within the context of a safe and nurturing home-based environment.

## Hours of Operation

West Hill Educare is open 8:30-4:30 Monday-Friday year-round, following the Ithaca City School District Calendar during the school year.

## Philosophy of Care

The philosophical approach at West Hill Educare is based on the Educaring Approach, developed by Magda Gerber under her organizational name *Resources for Infant Educators*, or RIE.

The Educaring Approach is a relationship-based approach rooted in a foundation of respect for children. Knowing that children learn best through exploration, we provide toys that encourage engagement and enable children to be independent learners. Children are invited to be active participants during personal care routines. Parallel to supporting the development of individual skills, we recognize the equally important human inclination towards interdependence and foster a sense of belonging among all members of our community.

Our day is grounded by a structure of consistent routines and expectations which facilitate the child's basic sense of trust in the world. Within this context, each child gains a sense of himself as an individual while learning to negotiate socially. As he listens to and "reads" other people, he learns to express his own ideas and solve problems in a kind and sensitive manner.

During the second and third years of life, young children experience incredible growth. Around the time of their first birthday, children enjoy increased mobility and are striving to master their new-found ability to walk. As the second year progresses, they gain increased coordination and refinement of both large and fine motor movements. Children start to show an interest in doing things for themselves and are eager to get their hands on things and smell, taste, touch, look and listen as they manipulate items to explore their properties.

As social people, one- and two-year-old children are eager to gain language and communicative competence. They attempt to model the language and behaviors of the adults and children they spend time with. Accordingly, the caregiver's role is that of a model and facilitator. At WHE we model the behavior we want children to acquire and our language with children is positive and encouraging.

We choose materials that help young children gain real information. Items are presented on low, open shelves in an uncluttered manner that enables children to see clearly what is available and invites them to independently choose their activity. We encourage active children to play with passive, non-mechanical toys.

In harmony with the toddler's passion for real work, children at West Hill Educare gain life skills and a positive sense of themselves as members of a community through participation: learning to care for themselves, each other, the classroom materials and the world around them.

At West Hill Educare we emphasize three basic rules for staff, children and parents:

- 1) be kind
- 2) be gentle
- 3) be safe

### **Goals for Children**

Our goals for children are to support the development of:

- ♦ a sense of joy and wonder
- ♦ a sense of basic trust in the world and in relationships with others
- ♦ self-confidence and a positive self-image
- ♦ each child's ability to be a self-learner and problem-solver
- ♦ self help skills to increase independence and autonomy
- ♦ coordination, concentration, and a sense of order
- ♦ internal control and motivation
- ♦ language, communicative competence, and conflict resolution skills
- ♦ an understanding of themselves as members of a peaceful community
- ♦ social, emotional, cognitive, and physical skills

Parents also receive support through an invitation to observe children in a high-quality toddler program. Our educated and professional staff are happy to discuss individual concerns and answer questions about child development.

## Daily Schedule

7:30-8:30am early arrivals, by arrangement only

8:30 – 9:00 a.m arrivals

*(\*Please be sure to arrive by 9:00 or after 9:45, so that we may help your child say good-bye and to avoid distracting children who are eating.)*

9:15 - 9:45 a.m. breakfast

9:45 – 11:15 a.m. indoor/outdoor play, diaper changes, naps (late arrivals)

11:30 – 12:00 p.m. lunch

~12:00 – ~2:15 p.m. indoor/outdoor play, diaper changes, naps

~ 2:15 - 2:45 p.m. afternoon snack (depending on when children wake up)

2:45 – 4:25 p.m. indoor/outdoor play, diaper changes, pick-ups

4:30 p.m. close

## Nutrition Program

West Hill Educare is committed to providing nutritious vegetarian meals. We prepare and serve breakfast, lunch and one snack each day according to the guidelines established by the Child Care Food Program. We encourage children to gain independence in feeding themselves and to learn acceptable table manners appropriate to their developmental level.

Parents of children under 18 months must provide a written statement noting formula and feeding schedule instructions.

If your child is breastfeeding, we are happy to accept and feed them breast milk. All breast milk must be labeled with child's full name.

If formula is required, it must be provided to WHE by the parent. Either the parent or provider can prepare the formula, however, the parent must consent to the Provider's preparation of formula in writing.

We require a physician's signature noting any allergies. We will do our best to make accommodations for food preferences for personal, religious or medical reasons. However, if resultant meal patterns or serving sizes will not meet the child's nutritional needs, a medical statement must be obtained documenting the appropriateness of the variation. Due to the seriousness of allergy to peanuts, our menus are peanut free.

Food prepared by West Hill Educare is:

- Vegetarian
- Whole grain
- Organic, when financially feasible
- Sugar-free
- Low salt
- Low spice
- Peanut-free

Children who are asleep during a meal will have one saved for them until they are ready to eat. Children arriving after a meal will not have a meal saved for them.

## Statement of Professionalism

At West Hill Educare we are committed to supporting the healthy growth and development of each child. We see it as our responsibility to:

- acknowledge each child as an individual and treat them as such
- maintain a safe, stimulating, developmentally appropriate environment
- work in partnership with parents
- maintain confidentiality
- continue and further our own knowledge of child development and curriculum
- To respect and support the diversity and individuality of each family
- To become a resource for parents in the areas of child development and parenting
- To respect each family's right to make decisions concerning their child based on their values
- To be a model program, setting an example for others to follow

## Non-Discrimination Provisions

West Hill Educare does not discriminate against children or parents due to race, color, religion, national origin, ancestry, disability, medical condition, marital status, sex, sexual orientation, or gender expression.

## Licensing Information

West Hill Educare is licensed as a Group Family Day Care Home in the state of New York.

A copy of the regulations are available on-site and can be found at <https://ocfs.ny.gov/programs/childcare/regulations/416-GFDC.pdf>

Our license limits us to care for the maximum number of children with two adults as follows:

- Four children under 2 years-old, plus eight children over 2 years-old

West Hill Educare is licensed by and accountable to:

Syracuse Regional Office | Division of Child Care Services

NYS Office of Children & Family Services

100 South Salina Street – The Atrium Suite 350

Syracuse, NY 13202

(315) 423-1202

If you have a concern about the health or safety of our program, you can call the child care complaint line at **(800) 732-5207**.

# Parent Information

To ease your child's transition to WHE, we ask that you are informed of our program policies and procedures and that you agree to abide by them as outlined below:

## Primary Caregiver

While at WHE your child will be cared for by two staff members. We will support you as a parent, helping to ease transitions and talk with you about your child's development. One of us will provide individualized care to your child at times of personal care. WHE provides and requires the use of cloth diapers for all children wearing diapers. Each child will be changed into a cloth diaper at the first change of the day. We ask that you bring diapers from home, either cloth or paper for use as the last diaper of the day. At the time of enrollment, your child is assigned a primary caregiver solely on the basis of which caregiver has an available opening in her schedule. We will try to honor requests when possible, however, it may not be possible since more than one opening at any given time is rare. We assure you that all caregivers are highly skilled and qualified to provide primary care.

## Arrivals and Departures

Children must be awake when arriving at West Hill Educare. When dropping your child off, please try to arrive before or after meal or snack times to assure that your child's primary caregiver may be available to assist you and your child with saying good-bye. We also like to have a brief exchange with you to obtain information regarding your child's health, sleep and other information that may be important for us to know to best support your family and/or your child's needs during the day. Please understand that we are responsible to supervise the group of children present and there may be times when we are unable to devote much time. All personal information shared with staff is confidential.

## Signing In

Please sign your child in, noting the approximate time you plan to return, and sign your full name.

## Separating

For some parents, leaving your child may be a new experience. Saying good-bye can be the hardest part of a parent or child's day. However, it is important that to be honest and not try to escape without being noticed. You will be noticed! And despite how hard it is in the first days or weeks, it can help to remember that both parents and children benefit from time apart. Children get to explore an environment created for their needs, learn to trust and enjoy other adults, and they also learn that their parents *do* come back.

Each child responds differently to good-byes. Here are some guidelines with transitions:

- Make connecting with your child's primary caregiver part of your daily routine.
- When it is time to go, let your child know that you are leaving, say good-by and really leave. We will help you by being there to support your child's feelings and they will likely recover after not too long. Avoid distracting your child and sneaking away – this can be frightening for your child. Prolonged good-byes are hard on everyone – make it short. Clear good-byes build trust and help your child to learn that you will return.
- Acknowledge your emotions to your child. If you are feeling sad it's ok to say, "I'm sad to leave too." By modeling our own emotions, we help children learn how to deal with theirs. Please feel free to call anytime during the day if you are feeling uneasy and want to know how your child is doing.

## Picking Up

Please arrive on time. Your child's internal clock tells them it is time for you to come. On time pick-ups are necessary to allow the classroom to be cleaned and to relieve staff. Please plan any extended conversations for another time or arrive a little early to hang out and chat with staff or other parents. If you must be late picking up your child, please call us.

Pick up by adults other than Parents/Guardians is allowed if such adult has the written approval of Parents/Guardians. Adults allowed to pick up the child must be submitted in writing personally by the Parent and/or Guardian to the Director. Children will not be released to any adult not on this list and photo identification of such adult will be required initially. Over the phone requests made for additions to this list are not acceptable.

Children will not be released to any adult, including Parents/Guardians if adult is noticeably under the influence of alcohol or other drugs and unable to conduct themselves in a controlled manner.

Please sign your child out using your full signature before you leave. *It is a licensing requirement that you sign your full name.*

### **Information Regarding Your Child's Day – Child Records**

You are welcome to call at any time to see how your child is doing. We also maintain a daily record containing information about each child during the day, which we will review with you at the end of the day. Parent/Guardians have the right to unlimited and on demand access written records concerning their child, except where access to such records is otherwise restricted by law.

### **Visiting Policy**

Parents are always welcome to visit West Hill Educare. On occasion we welcome community members and child development students to come and observe by appointment. All visitors who are not parents of children currently enrolled in our program are required to sign in/out and to note the nature of their visit.



## **Assessments**

We make daily observations and assessments to help us plan curriculum and set goals for children. In some cases, the Director may recommend further assessments to determine your child's compatibility with our program, to determine their readiness to move to a program for older children or to gain understanding regarding any developmental concerns.

## **Biting**

During the toddler years, some children go bite other children. We make every effort to assure that this doesn't happen, but it can occur very quickly and may happen to your child. As barbaric as it may seem that one child may bite another, it is important to understand that it is not usually done with the intention to hurt. We feel that it is important to look for the impulse that is behind the behavior. Children may bite for any one of the following reasons:

- exploration
- reaction
- lack of words

If we know a child is having a hard time with controlling biting, we will shadow that child to prevent biting and to intervene when possible. We redirect a biting child to chew toys or food that are o.k. to bite. If a child has hurt another child we model compassionate concern and how to care for another person who is hurt. We also help children with language that may express the emotions, desire, or need they were trying to address when they bit the other child.

## **Bottles**

One of our primary goals for children is to support their development of independence and autonomy. If your child is using a bottle when they begin attending West Hill Educare, we would like to work with you and them to begin using a cup for drinking.

## **Pacifiers**

Although pacifiers can offer children a method of independent comfort, we feel that they inhibit verbal communication and favor offering children assorted chew toy options to use when they have a need to bite, chew or pacify themselves. If you have a special chew toy that you would like us to use, you may bring that and place it in your child's cubbie. All chew toys that we use are sterilized after use by one child before another child may use them.

## **Diapering**

West Hill Educare provides and encourages the use of cloth diapers for all children using diapers. Parents are asked to change their child into a fresh diaper, upon arrival as a way for parent/guardian and child to connect and prepare for the transition to saying good-bye. We ask that you bring diapers from home, either cloth or paper for use as the last diaper of the day. Please ask for assistance if you are unfamiliar with our diaper changing routine and procedure.

## **Clothing**

We ask that you do not bring your child in clothing that is particularly special or important to you. Be sure that he is wearing clothing that can get dirty. While we do not plan to soil your child's clothing with any activity, we recognize that children spend a lot of time on the floor and ground and clothing may get soiled during the day. We also ask that you bring two or three changes of clothing that we may use in the case they get wet or excessively dirty during, particularly when he is learning to use the toilet. Please label all clothing with your child's name.

## **Shoes**

When children arrive, we ask that they change into slippers or inside shoes for use in the classroom.

## **Naps / Quiet Rest**

All children are encouraged to have a quiet rest at least once per day. As per New York State regulation, children under one year of age are placed on their backs to sleep. We use only toddler cots (with a sheet) for rest times and ask that families provide a roll-up rest mat or blanket of their choosing (i.e. see Urban Infant's Toddler Size 40-Inch Tot Cot® Nap Mat <https://urbaninfant.com/products/tot-cot-nap-mat-toddler-size-7-pack?variant=43088106127552>). Your child may bring a small stuffed animal if it is important to their feeling of security for napping.

## **Transitional Objects and Items from Home**

We understand that some children like to keep a special object with them to help them feel secure. We request that you try to limit these to one item per day when desired. Please do not bring toys that light up or make noise, as they can be distracting.

## **Discipline Policy**

Our discipline policy is grounded in attentive supervision, consistent routine, and clear expectations. If children are not kind, gentle or safe to themselves or others, we will support a revision in behavior. Logical consequences may ensue, such as not being able to play with a toy with which they are not being safe. Whenever possible we try to anticipate situations of potential conflict – i.e. a child who is in a biting phase or when children are struggling over toy. When there is conflict between children, both children will be assisted with social negotiation and problem solving. If a child is too distraught, they may be removed from the situation and remain with the provider until they are calm enough to negotiate with the other child or until they are able to be re-directed to a new activity. Corporal punishment is prohibited by NYS child care regulations. Any issues of on-going concern will be discussed with a parent/guardian.

## Days of Closure

To provide a safe, supportive environment for all, West Hill Educare does not actively celebrate holidays in the classroom. West Hill Educare follows the Ithaca City School District calendar with the exception that we remain open on parent/teacher, Superintendent conference days and snow days. We will remain closed on alternate snow days that are made up by the district on selected holidays outlined in their calendar. Please note that care will not be provided, but payment is due on the following holidays when the child is regularly scheduled for care:

- Labor Day
- Indigenous People's Day
- Veteran's Day
- Thanksgiving Recess
- December Winter Recess
- Martin Luther King, Jr. Day
- President's Day/Mid-Winter Recess
- Spring Recess
- Memorial Day
- Juneteenth
- In addition, West Hill Educare is closed on July 4<sup>th</sup> or the national observed Independence Day holiday and one week in August, prior to the second weekend (please check with us to verify dates)

Parents/Guardians need to seek back-up alternative care for the days West Hill Educare is closed.

Exact holiday dates during the academic year can be found on the district's calendar available on their website at <http://www.icsd.k12.ny.us/>

## Absences, Illness, Vacations

When your child is absent due to illness or vacation during periods when West Hill Educare is open., there is no reduction in fees. There is no reduced fee for children picked up earlier than 4:30 p.m.

When WHE staff are ill, every effort will be made to secure alternate staffing to ensure uninterrupted services. If WHE is unable to find sufficient alternate staff, the program may need to reduce numbers or close temporarily and families will be notified by phone. There will be no charge to families if WHE must close temporarily due to personal illness.

In times of natural disaster and unpredictable illness or pandemic we must follow all mandates of the Tompkins County Health Department and the Office of Children and Family Services. To maintain any current contract, liability for fees due during closure will be divided 50:50 between WHE and parents.

## Payments, Late Payments, and Bounced Check Fees

Payment for child care is due on the 1<sup>st</sup> of each month for care provided that month. When the 1<sup>st</sup> falls on a weekend or statutory holiday, fees are due on the Friday before. Payments more than 5 days late will be billed an additional \$50. Payment is accepted in the form of cash or checks made out to West Hill Educare. Returned or bounced checks will be assessed a fee of \$50 that will be added to your next month's bill.

## Late Pick-up Fees

The pickup time is 4:30pm. Parents/Guardians must arrive early enough to be able to leave by this time. Late fees for will be applied at the rate of \$10 per fifteen minutes late. Repeated late pick-up may be considered a reason for termination of contract. If your child becomes ill during the program day, prompt pick up is expected, within 1 hour. A charge of \$1 per minute will be billed for any greater delay

## **Leaving West Hill Educare**

Our program is designed for older infants and toddlers through young preschoolers. We require one month's written notice per your contract. Your registration deposit will be used to pay for your child's last month of care.

## **Grounds for Termination of Child Care Services**

The primary goal of West Hill Educare is to provide a nurturing, learning environment for all children in care. The following are situations where WHE may determine that continued placement might be inappropriate. Grounds for termination of childcare services include, but are not limited to, the following:

- Children who are overwhelmed and cannot function in the group size and who may do better in a smaller group.
- Children who have outgrown our program and need one geared for older children.
- Children whose behavior is extreme and disruptive to the program, endangers the child or others, or who requires one-to-one attention or intervention by educators on a continuous long-term basis.
- Families who fail to comply with West Hill Educare's policies as described in the Parent Handbook. An example is continued late pick-ups or failure to pay fees.
- Parents whose behavior causes disruption, distress or endangerment. An example is verbal or physical abuse, intoxication, threats toward children or adults, or boisterous actions which reflect an insensitivity to classroom conditions. Such behavior may result in termination of services as well as formal action with the appropriate authorities. An attempt at documentation of any situation determined by the administration to be causing problems may occur, and a conference may be scheduled to discuss the situation and set up a course of action with a timetable for resolution. However, an emergency situation may create the need for immediate action, with or without documentation and conference. West Hill Educare is committed to evaluating each situation and working out an appropriate plan of action to resolve the situation. However, if reasonable attempts fail to improve the situation, a notice of termination of service may occur.

# Staff

## **Jude Rose, Director/Educator**

Jude's career in early childhood education began in a RIE™ child care program 1982.

Nearly 20 years later she was fortunate to study directly with Magda Gerber to become a RIE™ Associate. In addition to caring for children birth-five years old in infant, toddler and preschool community-based child care centers, she operated West Hill Educare & Montessori Bilingüe on Ithaca's west hill from 2007-2014.

Jude has experience training and supervising volunteers who support children in dependency (preventative and foster care) and is certified to teach about child development and adverse childhood experiences as a certified NYS Early Childhood Trainer and Coach. She has been a parent educator and program coordinator with Cornell Cooperative Extension, a Prenatal Educator in a women's health clinic and a Child Development Instructor in community colleges in both California and New York.

Jude earned a B.S. in Family & Welfare Policy and an M.A in Child Development where she examined the portrayal of gender and ethnicity in children's literature. She has studied language development, literacy and second language acquisition and is bilingual in English and Spanish. She is also a certified Montessori Early Childhood Teacher.

Jude is a published photographer, specializing in anti-bias images of children in preschool settings.

Her images have appeared in professional journals and books including "Young Children" and "Montessori Life" and in her self-published book, *Bite a Bagel*.

*\* All of our caregiving staff must receive 15 hours of study relevant for working with children within the first 6 months of employment and complete 30 hours of continuing education every two years after that.*

# Health and Safety

## Health Care and Personal Information

NYS child care regulations require each child must submit a medical report dated within one year from the child's starting date at West Hill Educare. This medical report must include immunizations and testify that the child is able to attend child care. We can admit children who are not yet immunized but in process and we are given specific appointment dates for required immunizations in accordance with the requirements of New York Public Health Law. Children must remain current with immunization requirements. Any child who is missing one or more of the required immunizations may be admitted if a physician licensed to practice medicine in New York furnishes us with a signed, completed medical exemption form, issued by the NY State Department of Health annually.

Verification of lead screening is requested.

All personal information is kept confidential.

## Emergency and Safety Information

Our staff is keenly aware of the importance of a well-supervised and safe environment. When minor accidents happen (scrapes, cuts, etc.) the staff will provide the necessary first aid. An accident report will be put in your parent pocket and in your child's file. In the event of a more serious accident, we will contact you immediately and perform all other necessary actions.

Our facility is protected by smoke detectors and a working fire extinguisher. All staff are trained to use the fire extinguisher. Our license requires that we practice monthly evacuation drills and biannual shelter in place drills. We will notify you in advance when these safety drills are planned.

If there are injuries requiring medical attention, we will make every effort to contact you. If emergency medical attention is required children may be transported by ambulance to:

**Cayuga Medical Center**  
**Trumansburg Rd.**  
**Ithaca, NY 14850**  
**(607) 274-4411**

In case of a disaster, we will care for the children on site whenever possible until parents arrive.

If it is unsafe to remain at the facility, we will evacuate to:

**FIRST LOCATION**  
**206 Richard Place (down the street near the cul-de-sac)**  
**Ithaca, NY 14850**

**SECOND LOCATION**  
**315 Haller Blvd.**  
**Ithaca, NY 14850**

If we evacuate the building, we will leave a sign on the door, noting the emergency location where we can be found. We will also carry our cell phone (831-465-4518). In addition, we will leave a message with the American Red Cross (607-273-1900) as to our location.

## Health and Safety Guidelines

West Hill Educare is a well care program. Before leaving your child for the day, be sure to check in with a caregiver. It is important to provide staff with all information pertaining to your child's health at the beginning of the day so that we have the information necessary to provide individualized care for your child.

Young children get sick often. Toddlers are very tactile and curious by nature, and when they start spending time with other children, they are exposed to many different immune building illnesses. They explore all aspects of their environment, with touch, sight, sound, and taste. To help minimize the spread of disease, we encourage children and adults to wash their hands regularly and we disinfect materials daily,

With the needs of all the children and staff in mind we have created the following health guidelines.

Your child **is able** to participate at West Hill Educare if they **are**:

Alert

Active

Free of continuous discharge for reasons other than teething and allergies.

Free of a debilitating respiratory illness for reasons other than teething and allergies.

Free of any open sores, skin eruption, rash, or unusual discoloration other than psoriasis, eczema, or allergies.

Without fever for a 24-hour period.

Having normal bowel movements.

Able to keep down food for a 24-hour period.

Free of lice and nits, scabies, pinworms, and other infestations of similar character

Able to show a negative PCR test (from doctor) post any positive covid-19 test and isolation period

Your child **may not** be at West Hill Educare if they show any of the following symptoms:

- The illness, or child's reaction to it, requires more care than staff can provide or compromises the health and safety of others.
- Signs and symptoms of possible illness such as unusual lethargy, uncontrolled coughing, persistent abdominal pain, irritability, persistent crying, difficult breathing, wheezing or other unusual signs until a medical evaluation allows inclusion
- Persistent diarrhea, defined as three or more stools in a 24-hour period, when that pattern represents:
  - an increased number of stools compared to the child's normal pattern
  - Increased stool water
  - diarrhea accompanied with symptoms of dehydration, such as sunken eyes, dry skin, concentrated urine or small amounts of urine, fewer than six wet diapers in a 24-hour period, or no urine in four hours; or
  - diarrhea accompanied with blood in the stool
  - or if bowel movements cannot be contained in a diaper.
- Significant fever as defined below, until evaluated and approved for inclusion by a health professional. Children should be excluded and referred to a health professional whenever fever is accompanied by a behavior change, stiff neck, a rash, unusual irritability, poor feeding, vomiting or excessive crying. Child must be fever-free for 24-hours before being re-admitted. Fever means:
  - Oral temperature above 101 degrees Fahrenheit, rectal above 102 degrees Fahrenheit; or
  - Axillary (armpit) temperature above 100 degrees Fahrenheit
- Undiagnosed rash, with the exceptions of diaper rash and rash that is present in only a small area and is not accompanied by any other signs of illness, particularly in the diapered area
- Conjunctivitis (pink eye) until symptoms have resolved, or until 24 hours after medications have been administered, or approved for inclusion by a health professional
- Untreated infestations, such as scabies, pinworms or lice.

- Skin conditions such as untreated poison oak, cold/canker sores, and fever blisters. Any skin conditions of unknown origin will require a note from an appropriate health care provider stating that it is not a contagious illness.
- Vomiting accompanied by symptoms of dehydration or other signs of illness in previous 24-hour period
- Contagious stages of chicken pox, until six days after the onset of rash or until all sores have dried and crusted
- Any of the following illnesses until approved for inclusion by a health professional:
  - mouth sores with drooling, or Herpetic gingivostomatitis, an infection caused by the Herpes simplex virus
  - diarrhea due to Shigella, Salmonella, Campylobacter, Giardia, E.coli type O157:H7, Versinia, Cryptosporidium, until there is one negative stool test obtained at least 48 hours after treatment (if prescribed) is completed
  - Active tuberculosis, until treatment has been initiated and readmission has been approved by the local health unit
  - Impetigo, until 24 hours after medical treatment has been initiated unless there is only a small patch of impetigo that can be cleaned and covered so no other children can come into contact with the sore
  - Strep throat, or other streptococcal infections elsewhere in the body until 24 hours after the initial antibiotic treatment
  - Mumps, until nine days after onset of gland swelling
  - Rubella (German measles) and measles, until five days after onset of the rash
  - Hepatitis A viral infection (infectious hepatitis), until one week after onset of illness, and until immunoglobulin has been administered to appropriate children and staff, or as directed by the local health unit
  - Shingles, if sores cannot be covered by clothing or a dressing or until sores become crusted
  - Pertussis (whooping cough), until five days of a total course of 14 days of antibiotic treatment has been completed
  - Diphtheria, until readmission has been approved by the local health unit
  - Hepatitis B, until readmission has been approved by the local health unit
  - Meningitis or meningococcal disease, until readmission has been approved by the local health unit
- Unusual discharge from the eyes, whether green, white, or clear, or if they have red or swollen eyes. If your child has a continuous runny nose, green, clear, or otherwise. If your child has any other unusual discharge from any other orifice

### **COVID-19 protocol**

- Anyone with symptoms of COVID-19 must stay out of WHE for 5 days OR until they receive a negative COVID-19 test (whichever is first). Before returning, symptoms should be improving, and they must be fever free for at least 24 hours. Anyone developing symptoms while in care will be sent home and encouraged to get tested. Anyone returning to WHE between days 4 and 10 should wear a well-fitting mask, if able to tolerate one (2 years and up). Children who are too young for a mask or are not able to tolerate wearing one may still return to WHE if they do not have symptoms. No mask is necessary for people who have two negative COVID tests taken 48 hours apart.
- COVID requirements and recommendations are subject to change, in accordance with regulatory guidance.

If you are unsure or questioning whether your child should attend child care, they should probably stay home. It is in your and your child's best interest to stay home if your child is ill. Often it is more frustrating and difficult to alter your daily schedule in the middle of the day to pick up your sick child than it is to make arrangements early in the day.

### **Alternate Driver – Emergency Pick Up Person**



Please be sure you have left current emergency contact information with us. If we are not able to contact you, we will call the people listed on your child's emergency card. All emergency contact people should be able to arrive at WHE to pick up your child within 1 hour.

Pick up by adults other than Parents/Guardians is allowed if such adult has the written approval of Parents/Guardians. Adults allowed to pick up the child must be submitted in writing personally by the Parent and/or Guardian to the Director. Children will not be released to any adult not on this list and photo identification of such adult will be required initially. Over the phone requests made for additions to this list are not acceptable.

Be sure you have advised any emergency or alternate drivers that if we have not yet met them, we will ask for their ID. We will ask you to review and update your child's emergency card every six months. If you are aware of any changes between these updates, please let us know as soon as possible.

### **Mandated Reporting Requirements**

Under New York State law child care providers are mandated reporters. This means that if we have reasonable cause to suspect child abuse, maltreatment or neglect we are required by law to contact child protective services and report what we have seen or heard.

We are also required to provide reporting information to you, in the case that you have concerns you would like to discuss or report.

If you suspect a child has been harmed or is at risk, call **(800) 342-3720**.

### **Medication Guidelines**

WHE staff do not administer prescription medications. Over the counter topical creams can be applied with parental consent. In case of emergency, we are allowed to administer epinephrine using an auto-injector device (epi-pen) and keep one on site.

As always, please remember that we are partnering with you to help get your child well and that we need to be kept apprised of any medication given outside of WHE in case the child has a reaction to the medication while in our care, even if there is not a dose required during the day.

## **Outdoor Weather Wear**

At WHE, we are committed to having children play outside each day, weather permitting. We will encourage children to play outside when the temperature is 20° F or above (including factoring in for wind chill). Please be sure your child has appropriate clothing to enjoy the out of doors during all seasons.

Under 20° no outdoor play

20° -40° outdoor play: winter boots, snow pants, jacket, mittens and hat required

40° -60° outdoor play: long pants and a jacket

60° -75° outdoor play: long or short pants, long sleeves if not active outside

75° -100° outdoor play: bring swimsuit/water play clothing

## **Parking Lot and Car Seat Policy**

It is the policy of West Hill Educare that regardless of age, competency, state of awareness, or otherwise, children are not to be left unattended in cars or in the parking area. In addition, children are not to be left unattended in any area of the premises. New York law requires young children to be transported in an approved car seat.

West Hill Educare does not have any car seats to loan out to families. Please be sure you remember to leave seats if needed. Staff members must contact local authorities if it is observed that a child is being transported without the appropriate restraint system.

## **Smoking Policy**

There is no smoking allowed on the premises of West Hill Educare.

## **Walks**

We may take walks around the neighborhood from time to time to take advantage of our quiet location, the 'woods at the end of Cliff Park Road and the nearby "MacDaniels" Park. If we are out, we will never be more than a couple of minutes away. We will leave a note and map on our door, and will carry our cell phone.

## **Integration Clause and Right to Review**

This Parent Handbook contains the policies and practices at West Hill Educare in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements, or memoranda are suspended. West Hill Educare reserves the rights to revise, modify, delete, or add to all policies and procedures stated in this handbook. Any written changes to this handbook will be distributed to parents at least 30 calendar days prior to the effective date.