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## Forms & Information Needed Prior to, or on First Day of Attendance

- Enrollment Form
- Current Physical and Immunizations (Signed by physician)
- "Blue" Information Card
- CACFP Application
- Financial Agreement

Fees may apply:

- Registration / New and Renewal
- Two-week deposit to be refunded at departure
- Year's Supplies – Day Care = \$50.00

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### **Also, on site:**

#### ***Before & After School Program***

Open from 6:00 am - 6:00 pm.

Open full days during the school year when school is not in session.

#### ***Summer Camp***

A structured program during summer vacation. Information may be obtained at the Main Office in the Day Care building.

## Day Care Program



Sandy Creek Day Care Center

16858 Ridge Road

Holley, NY 14470

(585) 638-8230

July 2009

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## Table of Contents

Welcome!	3
Mission Statement	3
Philosophy	3
Enrollment Procedure	4
Rates	5
Fees & Charges	5
Parents Rights Regarding Visits, Conferences, & Participation	6
Other Services	6
Policies & Guidelines	7-9
Frequently Asked Questions	9-11
Forms & Information Needed Prior to, or on First Day of Attendance	12
Also On Site	12

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For any other concerns and/or questions, please feel free to speak with any of the teachers, our Program Administrator, or our Administrator.

**Shelley Thompson, Administrator (585) 638-8230**

**Margaret Krueger, Program Administrator**

<b>Infant Teacher</b>	Miss Brittany
<b>Toddler's Teacher</b>	Miss Kelly
<b>3 yr. old's Teacher</b>	Miss Marge
<b>4 yr. old's / Universal Pre-K</b>	Miss Theresa
<b>4 yr. old's / Universal Pre-K</b>	Miss Deborah

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## More Frequently Asked Questions

Parents (and children in their care) of children in the day care are allowed unlimited access to the premises at any time and are always welcome to drop in and observe day care activities. Please feel free to drop in at any time.

Participation is encouraged. However, all volunteers are required to submit medical reports and clearance forms before being allowed to "work" in the day care center..

Parent/Teacher/Administrator Conferences are scheduled yearly or upon request.

State officials responsible for day care regulations are granted access to all premises at all times.

### What is Your Fundraising Policy?

To keep our expenses at a minimum, thereby keeping our prices low, fundraising is a crucial part of our income. We have on-going fundraisers. Each family is required to participate. If for some reason you are unable to actively participate, you have the option of a buy-out.

- Day Care Families: Participate in 10 per year or a buy-out at \$100.00
- B/A, Summer Camp: Participate in 5 per year or buy-out at \$50.00

### What is Your Visitor Policy?

All visitors to the facility are required to:

- Sign in at the door upon entry into the day care center.
- Indicate the date of the visit and the time of entry to the facility.
- Clearly state the purpose of the visit, and
- Sign out upon departure indicating the time of departure.

Other rules and policies will be established as are necessary to provide for monitoring and control of visitors to protect the health, safety, and welfare of the children in our care.

The following are considered to be a visitor to the facility:

- Inspectors for any purpose
- Repairmen and Vendors for any purpose

Those visiting for the purpose of child/ren observation

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## More Frequently Asked Questions

### Who Will Care For My Child At The Center?

All teachers have met qualifications determined by the NYS Office of Children & Family Services regulations; have been finger-printed and background checked; are MAT, CPR, and First-Aid trained; and are required to have 30 hours of specialized training every two years. Teacher resumes are available on request.

### What Type Of Meals Will My Child Be Served?

Our menus are reviewed and approved by a licensed nutritionist and are CACFP approved. **CACFP Applications are mandatory.** Toddlers are served the same lunch as the 3-5 year olds. If, after reviewing the menu, you prefer your toddler be served certain foods at mealtime, you will need to provide it. Please label all bottles or food packages with the content and child's name. **No red juices are permitted.** Children with special needs are accommodated.

### Is My Child's Schedule Designed to Facilitate Development of Social, Motor, and Cognitive Skills?

The center's program is designed to include a weekly theme centered around children's stories, songs, crafts and activities. The daily schedule includes time for free play, crafts, structured play, lunch, quiet time and outdoor play. A detailed schedule is available from your child's teacher. Storytelling includes Bible stories and other stories of faith. Songs include some that tell of Jesus and God.

Books, videos and other material available to the children are carefully selected, promoting good, wholesome values. Violence, monsters, evil, spirits, and magic are examples of topics that are strictly avoided. Prayer is often before meals and the Pledge to our American Flag is a daily occurrence. We strive to promote love for God, for one another, and for our country. Teachers are given the opportunity to share faith in a natural way, with all teaching non-denominational. Our school programs have been modified to fit public school regulations.

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## Sandy Creek Christian Day Care Center

16858 Ridge Rd., Holley, NY (585) 638-8230

*Shelley Thompson, Administrator*

## Welcome !

The following pages will inform you of all aspects of our daycare program, including our mission, philosophy, policies and procedures, rates, and licensing. In addition, this handbook will answer some of the most frequently answered questions.

We believe choosing the right daycare for your child is an important, careful process. As such, we welcome the opportunity to introduce you to Sandy Creek!

## Mission Statement

Sandy Creek Day Care seeks to provide the highest standard of care for all of its children in a safe and nurturing environment. We strive to develop all aspects of each child's mental, physical, emotional, spiritual, and social life as they grow from infancy through preschool.

## Philosophy

Our philosophy at Sandy Creek Day Care Center is to provide a safe, stimulating environment with ample opportunity for both unstructured play and active participation in a curriculum designed to promote the development of mental, social, physical, emotional, spiritual, and educational skills.

Children are provided with a semi-structured program, allowing for individual choice of activities and interactions. The staff strives to foster the development of self-esteem, pride, independence and helping behaviors. The program works to meet the needs of all the children in the program, including those with special needs or handicaps.

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## Enrollment Procedure

Our goal is to make the transition to daycare a pleasant, stress-free experience for both you and your child. After having reviewed this information we encourage you to visit us with your child/ren, interview the staff, and ask questions. You are encouraged to take the time to orient your child to our program, which the staff will guide you through.

We provide a licensed, registered day care facility for ages six weeks through pre-kindergarten; a New York State Universal Pre-K Program; as well as a Before and After school care program for grades Pre-K through Grade 6 serving both Holley and Kendall school districts. Please request a copy of one of our School-Aged Handbooks for more information.

The Child & Adult Food Care Program (CACFP) approves the meals -breakfast, lunch and snack. Application for CACFP is mandatory, regardless of income. A charge of \$1 per meal is applied for non-compliance of application.

We are New York State licensed with DSS availability, and can accommodate the following Monday - Friday from 6:00 am to 6:00 pm.

Child/staff ratio: 1 teacher for 4 Infants/Toddlers (6 wks - 17 mos)  
1 teacher for 5 toddlers (18 mos - 2 years)  
1 teacher for 7 three yr. olds  
2 teachers for 16 four yr. olds  
2 teachers for 18 Preschoolers (3-5 years)

All programs at Sandy Creek Day Care Center are available to all children without regard to race, color, sex, handicap, or national origin.

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## Policies & Guidelines (cont'd)

18. Sandy Creek does not provide transportation to and from care. Transportation is the sole responsibility of the parent/guardian.
19. Parents are required by N.Y.S. to sign their children in and out of the facilities with child's name, date and time.

## Frequently Asked Questions

### What Is A Day Care Center?

A day care center is a facility providing group care for three or more children away from their homes for less than 24 hours a day.

### Who May Operate A Day Care Center?

Only those authorized to do so by law. No one may operate a center unless a license is obtained from the New York State Office of Children & Family Services (NYSOCFS).

### What Agencies Is Sandy Creek Christian Day Care Licensed By?

- NYS Office of Children & Family Services with the licensing unit in Buffalo.
- Orleans County Health Department (inspects and approves the sanitation and kitchen facilities.)
- Fire drills and on-site inspections are conducted monthly.

### When Is The Day Care Center Closed?

We observe major Federal holidays and are normally closed on: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), and Christmas Day.

Weather could sometimes prevent us from being open. If a holiday is on a Saturday or Sunday and is legally celebrated on a Friday or Monday, the Day Care Center may remain open when there is a need. Notification would be given two weeks in advance with a "Sign-up" sheet stating your need for day care. In these instances, if you sign your child up to be here and DO NOT bring your child, you would be financially responsible for that day.

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## Policies & Guidelines (cont'd)

7. All children must have a medical release form and copy of immunizations filled out, signed by a Physician, Physician's Assistant, or Nurse Practitioner and returned **before** their first day of attendance.
8. In the event of a permanent withdrawal from daycare, 2 weeks advance notice is requested.
9. The daycare does not close with school closings. We will only shutdown if roadways are declared closed and/or in extreme emergencies. Pre-school closes with school closings. Listen to **WHAM 1180** for closings.
10. Sandy Creek Christian Day Care Center allows older siblings to attend our Before/After (B/A) School Program on days that are declared "snow days" when we are able to operate our B/ A School Program. However pre-registration is required with sign-in. For more information, see the Administrator, Shelley Thompson.
11. All children must have a usable toothbrush to be left at the center.
12. No child is allowed on the playground wearing sandals, flip-flops, jellies, etc. Please be sure your child has sneakers for the summer months. For winter play, children must have snow pants, hats, mittens and boots.
13. Daycare is partially deductible for Income Taxes. Please keep track of how much your annual total is so that you can compare it with the statement the center provides at the end of the year and/or upon request.
14. The daycare does not administer corporal punishment. Any disciplinary action is done by "re-direction" vs. "time-out". The child is not isolated or left alone. A full discipline policy is posted, along with the NYS Regulations on the outside of the Office door.
15. Please let the caregivers know, by phone or note, if your child is going through a particularly traumatic time or if he/she has developed any new fears, interests or dislikes.
16. Toddlers may not bring pillows for use at the center.
17. The daycare may stop services for a child due to severe behavior problems, lack of adequate staff or any reason as determined by the Administrator. Two weeks notice will be given to allow you time to find a replacement day care service.

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## Rates

(Contracted pre-pay)

Sibling Discounts available.

**Full Time:** Monday - Friday, 6 - 9 hours per day

Infants (6 wks-18 mos)    \$165/wk    \$ 45 /day \$10.00 per hour

Toddlers (18-36 mos)    \$150/wk    \$35 /day \$ 8.00 per hour

3's and 4's (36-60 mos)    \$140/wk    \$30 /day \$ 6.00 per hour

## Fees & Charges

**Late Fee** - \$1.00/minute past scheduled pick-up time due before child's return.

**Late Fee** - \$10.00/per day past the scheduled payment prior to week's care.

**Return Check Fee** - \$50.00 for all returned checks.

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## Parents Rights Regarding Visits, Conferences & Participation

Parents (and children in their care) of children in the day care are allowed unlimited access to the premises at any time and are always welcome to drop in and observe daycare activities. Please feel free to drop in anytime.

Participation is encouraged. However, all Volunteers are required to submit medical reports and clearance forms before being allowed to "work" in the day care center.

Parent/Teacher/Administrator Conferences scheduled yearly or upon request.

State officials responsible for day care regulations are granted access to all premises at all time.

## Other Services

The day care will keep up-to-date on local organizations and services that may be used. For specific requests, see the Administrator or the Secretary.

We may be doing community-based projects, having visitors, or participating in disability awareness and multi-cultural curriculum. The daily program will be packed full of exciting, stimulating activities designed to promote development and learning of the whole person—mentally, physically, spiritually, and emotionally.

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## Policies & Guidelines

1. We discourage children bringing in personal toys. A broken toy can be upsetting and sharing is not always easy. Bringing in a favorite blanket or "Teddy" is welcomed and encouraged. However, items brought in must fit in the child's cubby.
2. Children are given breakfast, lunch and an afternoon snack. Please do not pack a favorite treat or lunch.
3. Parents must provide diapers and wipes, if needed. If you send cloth diapers, please remember a set of elastic pants and a diaper pail.
4. A spare set of play clothes should be left at the center for especially messy crafts or the occasional "accident". Please don't dress your child in clothes that cannot get dirty.
5. NO medication is administered without a signed medicine release form from the child's physician with specific directions and dosage and the parent's written permission.
6. Children are not readmitted to the daycare after serious illness without the written permission of the doctor. This is especially important for those children who have recently had measles, mumps or other contagious childhood illnesses. A physician's permission is required for **ALL** medications, prescription or non-prescription. All children are checked by staff upon arrival for signs of illness or disease. If the staff member has concerns as to the child's health, the nurse may be consulted. If your child becomes ill while at the center, you are contacted. Vomiting, diarrhea and high temps are reasons for your child to be removed and sent home. During the time an ill child remains at the center, he/she may be removed from the group depending on the nature of the illness. A staff member remains with your child during his/her entire time of attendance, regardless of the illness. In cases of severe illness or injury, your child's doctor may be contacted for advice, or the child may be transported to Lakeside Memorial Hospital in Brockport - approximately 10 minutes east of the center. Children recovering from flu, colds, or other minor illnesses will be re-admitted to the center at the discretion of the Administrator. An approved **Health Care Plan** is on site for your review.