



**\*SUBJECT TO CHANGE\*\* (UPDATED August 2022)**

**WELCOME TO BEACH FRIENDS**

**HOURS: 8 am - 1 pm**

**DAYS: MONDAY-FRIDAY**

**LOCATION-355 E PARK AVENUE, LONG BEACH NY 11561**

**DEAR FAMILIES,**

WELCOME TO THE NEW SCHOOL YEAR! WE PROMISE TO HAVE ANOTHER FUN, EXCITING, SAFE, AND EDUCATIONAL SCHOOL YEAR AS WE CONTINUE OUR PARTNERSHIP, EMPHASIZING A COMMITMENT TO THE FINEST QUALITY OF EDUCATION. AS ALWAYS, OUR DIRECTOR, TEACHERS, AND STAFF ARE EAGER TO HELP EVERY STUDENT ACHIEVE SUCCESS. WE WILL CONTINUE TO MAKE GREAT EFFORTS TO CREATE A BEAUTIFUL, SAFE, AND NURTURING ENVIRONMENT WHERE OUR STUDENTS FEEL COMFORTABLE AND FEEL SAFE. DURING THE SCHOOL YEAR AHEAD, WE LOOK FORWARD TO WORKING TOGETHER AS A UNIT TO ACHIEVE AND MEET EVERY MILESTONE FOR YOUR CHILD. PLEASE REMEMBER THE MORE YOU ARE INVOLVED, THE MORE SUCCESS WE WILL HAVE TO PREPARE YOUR CHILD TO EXCEL IN THE FUTURE. IT TAKES A VILLAGE.

**PROVIDER INFORMATION/QUALIFICATIONS**

BEACH FRIENDS OWNER TIMOTHY KANHAI HAS A DEGREE IN EARLY CHILDHOOD DEVELOPMENT AND IS CURRENTLY COMPLETING HIS CHILD DEVELOPMENT ASSOCIATE (CDA) CERTIFICATE. TODAY TIMOTHY RESIDES IN LONG BEACH, NEW YORK, WITH HIS WIFE AND THREE CHILDREN. PLEASE VISIT OUR WEBSITE AT [www.beachfriendssensoryclub.com](http://www.beachfriendssensoryclub.com) TO LEARN ABOUT OUR STAFF ON-SITE.

**OUR PHILOSOPHY AND RESPONSIBILITIES OF THE PROGRAM**

OUR PHILOSOPHY IS ALIGNED WITH THE BEST PRACTICES ABOUT HOW CHILDREN LEARN AND GROW EFFECTIVELY WHILE ADDRESSING THE INDIVIDUAL NEEDS OF EACH CHILD. WE UNDERSTAND EACH CHILD IS UNIQUE, AND WE STRIVE TO LOOK AT THE WHOLE CHILD. WE CONCENTRATE ON THE FIVE DOMAINS, WHICH ARE LANGUAGE DEVELOPMENT, COGNITION, SOCIAL/EMOTIONAL, ADAPTIVE SKILLS, AND FINE/GROSS MOTOR SKILLS. OUR PROGRAM PROVIDES EARLY CHILD CARE. OUR PROGRAM IS CHILD-BASED AND INVOLVES FAMILIES THROUGHOUT THE PROCESS. WE WILL CONTINUE TO PROVIDE A POSITIVE ATTITUDE AND ENVIRONMENT FOR ALL PARTIES INVOLVED.

**RESPONSIBILITIES OF THE FAMILIES**

PLEASE REVIEW THE MANUAL AND ALL ITS PARTS TO ENSURE YOU EXPERIENCE A SMOOTH EXPERIENCE AT BEACH FRIENDS. BE SURE TO BE AN ACTIVE PARTICIPANT ON THE HIMAMA APP.

### **ADMISSIONS, CHANGE OF SCHEDULE AND DISENROLLMENT**

THERE WILL BE NECESSARY PAPERWORK TO COMPLETE BEFORE ENROLLING YOUR CHILD. PLEASE NOTE WHEN CHANGING YOUR CHILD'S SCHEDULE OR DISENROLLING YOUR CHILD, WE REQUIRE A 2 WEEK NOTICE. PLEASE SEE YOUR CONTRACT AND SCHEDULED AGREEMENT.

### **MISSION STATEMENT**

BEACH FRIENDS IS A 3 HOUR EARLY LEARNING PROGRAM SERVICING CHILDREN AGES 1-5 YEARS OLD. THE PROGRAM WILL NURTURE ALL CHILDREN IN A SAFE, INCLUSIVE, AND SUPPORTIVE ENVIRONMENT THROUGH EDUCATION, THERAPEUTIC INTERVENTION COMMUNITY ACCEPTANCE.

### **PROVIDER/STAFF HELPERS**

BEACH FRIENDS PRIDES ITSELF ON APPROPRIATE STAFFING, SAFETY, AND CLEANLINESS. ALL STAFF HAVE BEEN FINGERPRINTED, PROVIDE REFERENCES, CLEARED THROUGH A NYS DATABASE, AND COMPLETED A CRIMINAL BACKGROUND CHECK. ALL STAFF MEMBERS ARE CPR, FIRST AID TRAINED, AND SERVE AS MANDATED REPORTERS (SEE BELOW).

### **MANDATED REPORTER**

New York State is mandated to report any suspected child abuse or neglect. This means that Beach Friends has the legal responsibility to keep children safe and report any suspected abuse or neglect.

### **LIABILITY INSURANCE**

Beach Friends carries private Business Liability Insurance through USAA.

### **SUBSTITUTES, ASSISTANTS, AND EMPLOYEES**

Beach Friends will have one director at the site, headteachers who are CDA qualified, assistants and substitutes when needed. These employees are qualified and trained employees. They, too, have specific qualifications and training needed to work with children and families. Staff meetings/formal and informal observations will be held and documented.

### **PRIVACY POLICY**

1. Beach Friends shall respect and maintain the confidentiality of child/family records and any other information generated with individual child's services.
2. It is Beach Friends legal and ethical responsibility to protect all educational records' privacy, confidentiality, and security.
3. Beach Friends shall make no voluntary disclosure of discussion, deliberations, and child/family records, except to persons authorized to receive it in the conduct of Beach Friends.
4. Beach Friends will do all that it can to protect your family's privacy and will abide by the state privacy law. Beach Friends will keep all records and information about your child and your family private and confidential unless the provider has written permission to reveal specific information.

### **CLASS-SIZE AND AGE GROUPS**

Toddler room: 15 children, 3 teachers ; ages 11 months - 2.5 years

Preschool room: 15 children, 3 teachers; ages 2.5 years to 5 years

### **DISCRIMINATION CLAUSE**

Beach Friends will NOT discriminate against a client or child based on race, color, sex, disability, religion, or national origin. Beach Friends will not discriminate against a client or child based on marital status, sexual orientation, public assistance status, or any other factors.

### **CONTRACTS**

Please sign and return your contract promptly to ensure a guaranteed spot. Contracts are updated if you change your monthly schedule. A one-time registration fee is required. A security deposit in the amount of 2 weeks of care is also required.

### **COMMUNICATION**

Communication is key!! Parent and teacher communication are essential components in the growth and progress of your child. We will communicate through extraordinary events,

parent-teacher conferences, emails, phone calls, and the HiMama app. The HiMama app. is used as a means of communication with parents, caretakers, directors, therapists, and teachers. HiMama app will serve as a tool amongst all parties involved and give all parties involved the opportunity to express questions, comments, concerns, and suggestions. Also, it is a tool to explain the material we are learning in school so that it can be reinforced at home. This ensures home-school communication is being met. Also, please take out all papers in your child's folder and return the needed documents promptly. (Himama.com)

## **BEHAVIOR MANAGEMENT**

Children may experience and show undesirable behaviors for a wide variety of reasons. These include: to escape/postpone an undesirable activity or event (i.e., task avoidance), to communicate, fear, frustration, or displeasure. A primary need (hunger, thirst), illness, to gain attention, to gain a tangible reward, to gain sensory feedback, to combat boredom, because they are overstimulated, out of habit, and/or to gain control of a situation (i.e., to gain power)

How do we manage these behaviors? We use sensory integration, planned to ignore, redirection, verbal cues, gestures, stickers, high fives, and verbal praise.

Sensory Integration can be incorporated into the daily routines of children who need sensory input to help organize their senses and decrease negative behaviors.

Planned to Ignore is when the teacher plans to ignore a behavior (if the behavior is not threatening to him/her or other students), not draw attention to the behavior. This is used mainly when a child is attention-seeking.

Redirection is used to help positively guide the child in hopes the child will follow a better direction in the classroom.

Verbal Cues, praise, and gestures help the children positively stay on task. Children love to be praised, so when appropriate behaviors are shown, stickers, high fives, and certificates will be used for rewards.

At Beach Friends, we prefer positive words versus negative words. For example, suppose a child is acting inappropriately and not following classroom rules or routines. In that case, we will praise the children who are "following" rather than single out the child or children who are not listening and not "following" classroom rules or routines. Let us try to stay away from negative attention! We strive to maintain a positive environment at Beach Friends!

## **RULES OF THE CLASSROOM**

At Beach Friends, we will continue to enforce manners and appropriate behaviors. We expect everyone involved at Beach Friends to love and respect one another. We encourage and promote a positive environment. We enjoy and appreciate both positive and negative feedback respectfully.

### **ARRIVAL/DISMISSAL**

Please refrain from dropping off your child after 15 minutes from class start time or picking your child up before 15 minutes before class ends. This becomes a distraction for both the child and the rest of the children/classroom. We work very hard to plan and organize special events for the children between those times. We ask parents to refrain from staying with their child at school and to depart at the door. Staying often makes other children upset and it becomes a distraction.

Staff will sign in and out children every day.

Parents must write down any marks, bruises, or any new findings on their child or notify the director. Staff will perform a health check upon arrival. A staff member will document any findings at the start of care as well.

Children will not be released to anyone who is not on the emergency card. Your child will only be released to those designated on the emergency sheet.

\*Please call/text if there is to be a change in dismissal arrangements.

### **ABSENT**

Please contact the school to let them know when your child will be absent and expected to return to school.

### **BAD WEATHER CLOSING**

Beach Friends will follow the Long Beach/Island Park Public Schools for decisions on school closing. If Long Beach/Island Park Schools close, then Beach Friends will close as well. During inclement weather, parents will be notified if the center will close. However, if Long Beach/Island Park Public Schools have a delayed opening, Beach Friends will most likely open at their regular time unless notified otherwise.

### **EMERGENCY PLANS**

Beach Friends Sensory Club

Written in Form OCFS-6011: NYS Office of Children and Family Services  
Emergency Plan G/FDC And Legally Exempt Informal Child Care

#### **Emergency Services**

Emergency: 911

Poison Control: 1-800-222-1222

Beach Friends Sensory Club

Fire: (516) 431-2434 (non-emergency); (516) 889-7800 (emergency)

Police: (516) 431-1800

Ambulance: (516) 889-7800

## **Evacuation**

### **In the event of a fire or other emergency requiring evacuation:**

Children and adults in the home will be made aware of the emergency using:

- Smoke/heat/carbon monoxide detectors
- Yelling “fire” or “danger, get out!”

The safe evacuation of children is the PRIORITY. All child care providers and staff are trained on methods to evacuate. Following notification of an emergency requiring evacuation:

- Program staff and providers will remain calm and account for all children.
- All children, providers and staff will be evacuated from the home.
- Fire extinguishers will be used if needed to safely evacuate the home.
- Doors will be closed when possible to reduce the spread of flame and/or smoke.
- Emergency Services will be alerted by calling 911 or other applicable numbers from a safe place.
- Name to face attendance will be taken after leaving the home and before moving to another location.
- Programs/Providers and staff will bring the attendance record, parent contact information and emergency supplies if safety and time allows.

These may occur out of order or simultaneously depending on conditions, personal safety, available adults, and needs of children.

### **Evacuation will consist of:**

- Full Evacuation

### **Method of Evacuation**

All the children will be evacuated from the home. The following will be used to assist in the evacuation of children:

- Carrying Children
- Walk

### **Evacuation Exits and Meeting Places:**

## Beach Friends Sensory Club

The following exits and meeting places meet regulatory requirements and will be used during an evacuation. Exits reflect the Emergency Evacuation Diagram for the program. The meeting places have enough room for the adults and children to assemble, are out of the path of emergency vehicles, are a safe distance from the home, and will be kept clear of snow, ice, water and mud when the program is in operation.

**Primary Exit (required)**

Front Door

**Meeting Place**

Driveway, stores next door (Unsound, etc.)

**Secondary Exit (required)**

Back Door,  
through front gate

**Meeting Place**

Driveway, Far end of playground, stores next door (Unsound, etc.)

**Other Exit (optional)**

Back Door,  
Through gate into  
backyard

**Meeting Place**

Backyard, driveway, stores next door (Unsound, etc.)

### Evacuation Supplies \*

All programs/providers and staff will be aware of the location of the evacuation supplies. The following items will be taken from the site, as time and safety allow (check all that apply):

- Emergency contacts OCFS-LDSS-0792 Day Care Registration forms (Blue Cards)
- Coats
- Emergency supplies
- Flashlight
- Food and water (and infant bottles if applicable)
- Medications (if applicable)
- Phone
- Shoes
- Children's bags
- Infant supplies, and children's security items if time allows

\*optional for legally exempt providers

### Relocation

If the emergency prohibits re-entry to the premises, the following emergency relocation sites will be used. Sites are suitable to use safely and comfortably for a few hours. Individuals at the sites have agreed to allow use of the space in an emergency.



**Primary emergency relocation site:**

Beach Baby Daycare

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**Address:** 372 E Bay Drive Long Beach, NY 11561

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**Shelter in Place**

The program/provider will initiate in-place procedures in response to an emergency where it is safer to remain in the home than to evacuate. Examples of situations that might lead to sheltering in place include a chemical or biological spill, public disturbance, extreme weather, or a rabid animal outdoors. The safest space for sheltering in place will be determined based on the situation. The program will follow any recommendations made by emergency services. When Shelter in place is implemented, it will include some combination of the following:

- Staying indoors
- Closing all windows
- Closing all window shades
- Locking all doors and windows (lockdown)
- Remaining in a room away from windows
- Moving children and adults to an interior space with no/minimal windows
- Remaining in a room away from windows
- Turning off heat and air conditioning systems

**Primary Space (required):** Classrooms

**Secondary Space (required):** Gym/Sensory Room

**Additional Space (optional):** Multi-purpose room/Office

**Shelter in Place Supplies \***

A variety and sufficient quantity of supplies including non-perishable food, water, first aid and other safety equipment is on site. All providers and staff are aware of and have access to these supplies. These supplies consider the potential need for children to remain at the site for an overnight stay and are of sufficient quantity for all children in care. The program will maintain the following supplies:

- Emergency contacts/OCFS-LDSS-0792 Day Care Registration forms (Blue Cards)
- First Aid kit
- Flashlight
- Food and water
- Phone

## Beach Friends Sensory Club

- Toileting/diapering supplies
- Medications (if applicable)
- Infant supplies (if applicable)
- Extra batteries
- Games and books
- Materials to cover windows and vents, if needed

\*Optional for legally exempt in-home providers

### **Shelter in Place**

The supplies will be stored in the following location: Multi-purpose room closet and gym closet

Emergency supplies are required to be reviewed during the shelter-in-place drills. Supplies will be inspected for condition, quantity, expiration dates, and in consideration of the age, number and needs of the children with the following frequency:

- At the time of shelter-in-place drills: twice a year

### **Attendance**

Supervision of children and being able to account for all children are priorities before and after the program evacuates, relocates or shelters in place. Identifying each child by name and comparing it against the attendance record is an important part of accounting for children in an emergency.

If an emergency occurs that requires the program to evacuate, relocate or shelter in place, providers and/or staff will take name-to-face attendance using the daily attendance record.

### **Meeting the Emotional Needs of Children**

As time and the emergency allows, the program will offer the following:

- Reading
- Songs
- Games
- Quiet play
- Coloring

### **Communication**

#### **Communication with Parents:**

If an emergency occurs that requires the program to evacuate, relocate or shelter in place, parents will be notified as soon as possible. Methods that will be used include the following:

- Notice on the door (required for relocation unless unsafe to do so)
- Email
- Phone

**Communication with OCFS or Enrollment Agency:**

Following an emergency that requires the program to evacuate, relocate or shelter in place, OCFS or the enrollment agency will be notified as soon as possible.

Long Island: serving counties of Nassau and Suffolk: (631) 240-2560

**Reunification of Families**

The process of ensuring that children return to the care of their parent(s)/caretakers as quickly and safely as possible after an emergency is a priority. Reunification will occur according to procedures for releasing children from care, and children will only be released to authorized individuals.

When it is necessary to shelter in place, reunification will occur after emergency services have determined that it is safe for parents/caretakers to enter and exit the building.

If an evacuation occurs, reunification will occur after all children have been accounted for and emergency services personnel have determined that it is safe for parents/caretakers to pick up children from the area and the program has established sufficient supervision and organization that the release of children follows normal procedures for the program or can be otherwise documented so that all children are accounted for.

In the case of relocation, reunification will occur after all children have been accounted for and follows normal procedures for the program or can be otherwise documented so that all children are accounted for.

If all children are not picked up after normal release procedures are followed, the following procedures will be followed:

- All persons authorized to pick up the child will be contacted
- Local law enforcement and/or Child Protective Services will be contacted

### **Conducting Drills**

Program/provider will conduct drills. Drills are opportunities to practice and evaluate the plan and revise the plan as needed. A shelter-in-place drill does not require an overnight stay and typically requires no more than half an hour to complete. Parents will be notified in advance of shelter-in-place drills.

- Evacuation drills will be conducted monthly for each shift of care (day, evening, night). Children and adults in the home should be made aware of a drill in the same manner as they would be made aware of an actual emergency (except for notifying emergency personnel).
- Shelter-in-place drills will occur twice per year, which includes reviewing procedures and supplies. Parents must be notified in advance of drills.
- A written record of evacuation and shelter-in-place drills will be kept on file using the OCFS form or approved equivalent.

### **Power Outage:**

In the event of a power outage, we will assess the situation on a case to case basis. The air conditioning and heating systems will stop working during a power outage. During the summer the temperature may increase rapidly. Similarly, during the winter the temperatures will decrease rapidly causing immense discomfort and unsafe conditions for children under the age of 5, as well as leading to pipes freezing with the possibility of exploding. With classrooms not properly lit, this can cause hazards/accidents, and make it difficult to learn. If children require food or bottles to be heated in the microwave this will not be available as well.

Our main goal is to keep your child safe. Our policy, based on the time of year and situation, will be to wait 30 minutes to a maximum of one hour to wait for the power to come back on, before parents/guardians must pick up their child. If this is the case, the parents/guardians will be informed through HiMama and/or phone calls from the Director's personal phone or the owner's office phone at our other location. If children are unable to be picked up by the designated time, the Director will take the necessary precautions to keep the child safe and care for them until the parent/guardian can arrive. This may involve using our Evacuation Plan noted above - all parents/guardians will be notified if this is the case.

### **UPDATING RECORDS**

The client's responsibility is to provide the provider with any necessary information about their child and update it as needed. This includes but is not limited to emergency contact information, immunization records, and a list of authorized people to pick up and drop off their child from the program. The blue emergency card is to be updated every time there shall be a change in information.

### **ILLNESS, HEALTH AND SAFETY POLICIES**

Beach Friends will take appropriate measures when dealing with injuries that occur while in school. You will agree that you will not hold Beach Friends responsible or any staff responsible in case of accidental injuries that occur during play activities in which children might engage in. In the event, Beach Friends cannot contact parents and/or emergency persons listed on the Emergency and Release Persons Form. In that case, you will hereby give permission to Beach Friends to secure the proper treatment for the child in a hospital given licensed and trained staff as needed. \*If a child becomes injured, parents will be notified immediately. An accident report will be written up and signed by staff/provider.

Beach Friends will only allow well children in their program. Well children are non-sick children who have no symptoms of any minor childhood illness, and that does not represent a risk to other children. If a child becomes sick, a doctor's note of clearance is needed to return to Beach Friends Sensory Club. If we feel your child is unsafe or poses a risk to others, we will determine if your child can return for care regardless of clearance from the doctor.

If the child is absent for 3 or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability. Before returning to school from a sick leave of 10 calendar days or more, a child must provide a physician's verification that he or she may safely return to school. In any case, if you have a fever higher than 100. Degrees, you must provide a physician note.

If you suspect you may have symptoms of COVID-19 and/or have been tested for COVID-19, your child will not be able to return to school unless a COVID-19 clearance letter is given.

If there is a health crisis in the area, we will deal with school closings separate from Long Beach Schools.

### **EMERGENCY CONTACTS**

CALL 911 IF THERE IS ANY EMERGENCY LOCAL POLICE STATION 859 E Park Avenue Long Beach, NY 11561 516-431-6868

LOCAL FIRE DEPARTMENT 1 W Chester Street Long Beach, NY 11561 516-431-2434

LOCAL EMERGENCY ROOM/HOSPITAL South Nassau Communities Hospital 325 E. Bay Drive Long Beach, NY 11561 877-768-8462

Communication with parents: In the event of an emergency which requires the program to evacuate, relocate, or shelter in place, parents will be notified as soon as possible. We would leave a notice on the door, call, use social media and email through the HiMama app.

### **CHILD NOT PICKED UP IN TIME POLICIES**

Children not picked up at scheduled time will remain at the daycare until someone is able to safely pick up their child. If there is no communication, we will call 911. A late fee will be assessed for non-emergency-related lateness.

### **IMMUNIZATIONS**

All children are required to have up-to-date immunization records. Please submit updated records when necessary. We will not enroll un-vaccinated children as per state laws; please discuss what is needed privately with the director.

### **TRANSPORTATION**

There will be no transportation available by Beach FRIENDS SENSORY CLUB.

### **PARKING**

Parents and caregivers who drive children to the school play an important role in enhancing safety near our school. Whether you drive your child to school regularly or occasionally, please review these safety guidelines and laws. In addition to following our school's drop-off and pick-up procedures, drivers should always: Slow down in the neighborhood surrounding the school, even when "running late." Watch for children walking, and bicycling (both on the road and the sidewalk). Please avoid double parking. Please remember double parking is illegal and can cause danger to you and the ones around you. Please ensure to find a designated parking spot near our schools. Double parking will block visibility for other children and other motorists. Visibility is further reduced during the rain and snow seasons when condensation or ice forms on car windows. Please be sure to adhere to the rules above to reduce/avoid an accident.

### **SMOKING AND DRINKING**

We have zero-tolerance for smoking and drinking while children are in care.

### **MEDICATIONS**

BEACH FRIENDS SENSORY CLUB administers absolutely NO medication.

### **ALLERGIES**

## Beach Friends Sensory Club

Please inform the provider/staff of any allergies your child may have. The Blue card will have a section where you MUST list any allergies. Please update when changes need to be made. A copy of noted allergies will be posted inside the cabinet in the refrigerator.

### **CALENDAR**

We follow the Long Beach/Island Park Public School Calendar. We will be open for summer camp in July and August.

### **NEWSLETTER**

A calendar will be uploaded each month to keep you updated on our monthly curriculum, closed dates, field trips, cleaning days, staff meetings, picture day, report cards, family day, and other important information.

### **CURRICULUM**

We use both traditional and non-traditional approaches to teaching at Beach Friends Sensory Club. Please be sure to view lessons that were learned in school and reinforce them at home. We believe in differentiated instruction across the board. Please see early learning guidelines at [ocfs.ny.gov](http://ocfs.ny.gov). As for Pre-k students, please see [NYSED.gov](http://NYSED.gov) for Pre-k State Standards.

### **DAILY SCHEDULE**

Brief overview

½ hour – circle time (cognition)

½ hour – fine motor skills (OT)

½ hour – sensory gym/play (PT/social-emotional)

½ hour – Art and music

½ hour – self-help skills/snack time/cooking/science

½ hour- Free play

### **FIELD TRIPS**

Field trips will be held once a month at the school. A separate fee is required for field trips, and you may or may not choose to participate in these events. Field trips include but are not limited

to art, music, face painting, science, baby sign language, clown and magicians, hoopla hoops/music, a trip to the library, baby yoga, and the exploration of animals

### **TOYS**

Please refrain from having your children bring in toys from home. Personal toys can sometimes create conflicts between children, especially if another child damages or breaks a toy. We will have "Show and Tell," where specific dates and times will allow for your child to bring in their desired toys/things.

### **SHOW AND TELL**

Show and Tell will be scheduled on certain days and times. Your teacher will inform you of those designated times. Show and tell is great! It gives children the opportunity to show off their favorite toy/thing. It is fun, and it promotes language and appropriate social interaction.

### **TOILET TRAINING/DIAPER CHANGING**

Beach Friends will document each Urine/Bowel movement using a U and BM on our dry erase board located in our bathroom. Please ask a teacher to give you access to the board to viewing it when needed. Families, providers, and staff will work together to help your child to begin the potty-training process. If your child is in the process of potty training, please bring pull-ups with Velcro sides for easy changing. If your child is still in diapers, please provide diapers and wipes. Please remember, we cannot share the use of anyone's diapers. If your child does not have any diapers at the daycare, then a parent must supply them before dropping them off.

### **SUPPLIES**

A list of needed supplies will be included in your registration packet. Please submit all supplies to your child's provider or in-site director promptly. These supplies are used throughout the year. The provider will request more supplies during the school year as needed.

#### **School Supplies**

1 Bookbag

1 Sippy cup

1 Folder

1 Marble notebook



1 Bagged snack (daily)

Diapers and wipes as needed diaper rash creams

6 Clorox wipes

4 Hand sanitizers

4 Tissue boxes

2 Size large box of gloves

### **CLOTHING**

Extra clothing is used if a child has an accident and gets dirty or wet in an activity. Please make sure you bring back clean clothing to replace the soiled ones. Please remember that we cannot use another child's clothes, so please remember to replenish your child's extra clothes.

### **FOOD AND NUTRITION**

Parents will be notified of unfinished food if it has become a pattern during snack time or suspect sickness/illness. We NEVER discard any leftover food as this is a means for you to understand and view your child's eating patterns at school. Parents will bring their snacks for their children every day. Please label, label, and label all containers, bottles, etc. We have about 50 different containers that come to and from school each day. We want to ensure all your personal belongings are NOT lost, misplaced, or placed in another child's snack bag. This ensures all your personal belongings are sent home each day. Parents should also have a water bottle for their child marked with their name, which will be returned at the end of the school day. We always like to keep the children hydrated throughout the day, especially in the summer months.

Please provide a separate bag with all snacks, and the snack bag will be placed in a snack crate at the start of the day. Any food not in the snack bag will NOT be accounted for and assumed for non-day-care purposes.

### **FOOD PREPARATION**

Parents/guardians must cut up the child's food into appropriate sizes before bringing it to school. During snack time, we sit with all of the children and ensure they are eating safely and taking their time, and if we notice hazards we take it upon ourselves to cut up/break apart their food and ensure they take small bites. We would be appreciative if this preparation was done at home as we have a short 3 hour program. Some examples of food that must be prepared for our little ones are whole bananas, whole oranges, whole grapes, uncooked carrots, whole cheese-sticks, whole sandwiches, etc. Our nursery room needs this preparation more, but our preschool room is also

under the age of 4, and although they may eat those foods all the time at home, at school it is not appropriate/safe for these age groups.

### **PACIFIER USE**

We strongly advise no pacifier use after 12 months of age. Pacifiers have been shown to significantly affect speech sound development leading to speech disorders, can cause dental problems and ear infections. Other professionals recommend weaning children off of pacifiers around 6 - 8 months of age. If you would like more information/research please reach out to the director of the program.

### **PICTURE DAY**

Picture day will be held in October and May.

### **FAMILY PICNIC**

Beach Friends will host a party in June for families that were previously enrolled and currently enrolled. This is a beautiful opportunity to meet and mingle with other moms/dads and families.

### **SOCIAL MEDIA**

Please visit us at Beach Friends on Facebook and Instagram. Our primary communication is through the HiMama app.

### **COVID-19 POLICIES**

WE WILL FOLLOW THE DEPARTMENT OF HEALTH-INTERMIX GUIDANCE FOR CHILD CARE DURING PUBLIC HEALTH EMERGENCIES. HERE ARE SOME OF BEACH FRIENDS EXTRA PRECAUTIONS DURING THIS TIME.

1. CHILDREN AND STAFF MUST WASH HANDS OR USE HAND SANITIZER BEFORE ENTERING DAYCARE.

2. A HEALTH CHECK IS PERFORMED DAILY.

3. PARENTS MUST SIGN A WAIVER THAT INDICATES THEY ARE RESPONSIBLE TO SCREEN

AND TEST THEIR CHILD EVERY DAY BEFORE THEY ENTER THE CENTER.

## Beach Friends Sensory Club

4. PARENTS, CHILDREN, AND STAFF WILL TRY AND SOCIAL DISTANCE WHEN NEEDED.
5. STAFF MUST WEAR A MASK EVERY DAY. CHILDREN MAY OR MAY NOT WEAR MASKS  
INSIDE. WHEN ON A WALK OR IN PUBLIC, CHILDREN MUST WEAR MASKS.
6. STAFF MUST MAINTAIN A CLEANING LOG WITH DATES AND TIMES OF DESIGNATED  
AREAS WHEN SANITIZED.
7. SHEETS WILL BE RETURNED DAILY, AND A CLEAN SHEET IS REQUIRED EVERY DAY.
8. FREQUENT HAND WASHING IS REQUIRED THROUGHOUT THE DAY.
9. UPDATED MEDICAL STATEMENTS ARE REQUIRED
10. BEACH FRIENDS SENSORY CLUB WILL SANITIZE TOYS SESSION.
11. A NEW STAFF AND CHILD LOG-IN SHEET WITH COVID CHECKLIST WILL BE USED.

### **BENEFITS and FEATURES**

- New (Enthusiasm, NO burnout, Willing to grow and learn)
- Professional Development and Credentials in relation to learning/curriculum
- Talents/background of staff
- Field trip every month
- Picture Day
- Special Events
- Daily updates and pictures via HiMama/Facebook page/Instagram
- Family owned and operated
- Small intimate setting

## Beach Friends Sensory Club

- Location/neighborhood
- Health: Nutrition/Mindfulness
- Safety: Natural Alternatives and Environmentally Responsibility
- Mixed Age Groups/kids learn from each other
- Regulations- Meet and Excel

\*We are so excited for this upcoming year. We will always do our best to work efficiently with you and your child while creating an open line of communication always.

Please contact the director, Timothy Kanhai, if you have any questions, comments, and/or concerns. Thank you for choosing to be a part of the Beach Friends family. We believe in what we do and are confident that our program will benefit your child.

Love, Beach Friends

### **Price list**

Please speak to the director regarding pricing

Siblings receive a 10 percent discount.

One-time non-refundable Registration Fee: \$75.00

Tuition is billed on a month to month basis regardless of closures

Field trips are 1x a month which requires a separate fee. You may choose or not to participate in this activity.

Deposit is required and is based on the days your child is enrolled.