



Beach Kids'  
Parent Handbook

## **Beach Kids Daycare and Early Learning Center**

Hours: 7 AM-5 PM

Phone: 516-447-6720

Location: 234 Long Beach Road, Island Park NY 11558

Email: Patricia@beachfamilydaycare.com

Dear Families,

Welcome to a new school year! We promise to have a fun, exciting, safe, and educational year, as we continue our partnership, emphasizing a commitment to the finest quality of care and education.

As always, our director and teachers are eager to help every child achieve great success. We will continue to make great efforts in creating an aesthetically pleasing, safe and nurturing environment, where every member of our school feels comfortable and safe. During the year, we look forward to working together as a unit to help your child meet each and every milestone, and reach his/her full potential...It truly takes a village!

Enclosed in this handbook, you will find some very important information about our program. Please take the time to read it over and feel free to refer to it throughout the year.

With Regards,

Beach Kids

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### ABOUT BEACH KIDS' DIRECTOR

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Beach Kid's Daycare on-site director, Patricia Munisteri earned a bachelor's degree in Psychology from St. John's University, and a master's degree in Early Childhood Education, as well as a post-master's in Literacy from Queens College. She currently holds a Certification in Early Childhood Education B-2, Childhood Education 1-6, and as a Literacy Specialist. Patricia has devoted more than 15 years working in education, and with young children and their families. Prior to becoming the Director at Beach Kids Daycare, Patricia taught in both private and public schools in the city, and on Long Island. She further developed her professional skills as a Literacy Specialist over the past three years. Today, Patricia resides in Long Beach with her husband, and two young daughters. She is currently continuing her education, and completing the Orton Gillingham Practitioner's Training Program. Orton Gillingham is a direct and explicit, multi-sensory approach to teaching literacy.

## PHILOSOPHY AND RESPONSIBILITIES OF THE PROGRAM

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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; language development, cognition, social/emotional skills, adaptive skills and fine/gross motor skills. Our program provides early care, school hours, aftercare, tutoring, homework help and other activities for your child. 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.

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## MORE ABOUT OUR PROGRAM

Young children are naturally curious and motivated to learn. They may not learn the same way or at the same pace. They may not have the same motivation or even the same interests and that's ok. Learning is about understanding, so here at Beach Kids, we use a hands-on approach to teaching and work with the children based on their individual needs. We make learning fun through games, learning centers, science experiments, stories, imaginary play and so many other exciting and enriching activities. Learning should be a way for students to make sense of the world around them.

Some of the topics we explore and learn about are:

- All About Me
- Animals & Habitats
- The 5 Senses
- Emotions
- Community Workers
- Nutrition
- Dinosaurs
- Transportation
- Health & Safety
- Manners
- Holidays
- Seasons
- Marine Animals
- Around The World

### BEACH KIDS' TODDLER PROGRAM: "THE EARLY YEARS" (Starting at 18 Months)

- The Early Years toddler program is a discovery based and thematic learning experience which enhances the child's social/emotional, physical and intellectual development.
- Our 2-year-olds are learning to socialize, to share, to follow directions and make new friends.
- We also work with the children on their language skills.
- We play games and do exercises to help strengthen their muscle formation to increase their oral skills for proper speech development.
- In this class, the children are learning their ABC's, colors, shapes, and numbers.
- We have fun with our seasons and the holiday celebrations.
- Art, book stories, music, singing, dancing, and outdoor play (weather permitting) are always part of our day.

### BEACH KIDS' PRESCHOOL (3-4-year-old program)

- In our 3 to 4-year-old Preschool classroom, we look to develop and broaden the interests of our students through our monthly thematic lessons and other enriching experiences.
- The children in this class will explore such themes as health & safety, Community Workers, Animals and their habitats, the Five Senses, bees, butterflies & birds and emotions just to name a few.
- They will learn name recognition, their address and phone number.
- We continually work on our letter sounds to start to develop the foundation for reading and spelling.
- Phonics is part of our everyday routine. Our 3-year-olds will begin tracing their letters and numbers as we work on acquiring their writing skills and number concepts.
- We work in learning centers every day and our center activities change with different monthly themes.
- Art, book stories, Music, Singing, dancing and outdoor play (weather permitting) are always a part of our day.

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### **MISSION STATEMENT**

Beach Kids Daycare will provide licensed care for children 18 months old- 4 years of age, in a loving, developmentally appropriate environment that will allow each child to grow to his or her full potential.

### **LICENSED PROVIDER/STAFF HELPERS**

Beach Kids Daycare prides itself on appropriate staffing, safety, and cleanliness. Our center is both licensed, and has been established based on the most current rules and regulations of the New York State Department of Children and Family Services. Beach Kids Daycare services children 18 m/o -4 years old. All staff has been cleared through the NYS Children and Family Services, fingerprinted, provide references, cleared through a NYS database, and completed a criminal background check. All staff members are CPR and First-Aid trained, and serve as mandated reporters (see below). The Staff at Beach Kids are required to participate in a minimum of 30 hours of professional development every two years, as well as an annual updated medical.

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### **MANDATED REPORTER**

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

### **LIABILITY INSURANCE**

Beach Kids Daycare carries private business liability insurance.

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

Beach Kids Daycare will have one director at each site, head teachers who are CDA qualified and assistants and substitutes when needed. These employees are qualified and trained employees who have been approved by New York State Office of Children and Family Services. They too, have specific qualifications and training that is needed to be able to work with children and families. Staff meetings/formal and informal observations will be held and documented.

### **PRIVACY POLICY**

1. Beach Kids Daycare shall respect and maintain the confidentiality of child/family records and any other information generated with individual child's services.
2. It is Beach Kid's legal and ethical responsibility to protect the privacy, confidentiality, and security of all educational records.
3. Beach Kids Daycare shall make no voluntary disclosure of discussion, deliberations, and child/family records, except to persons authorized to receive it in the conduct of Beach Kids Daycare

4. Beach Kids Daycare will do all that it can to protect your family's privacy and will abide by the state privacy law. Beach Kids Daycare will keep all records and information about your child and your family private and confidential, unless provider has written permission to reveal specific information.

### **CLASS-SIZE, AGED GROUPS AND RATIOS**

Beach Kids Daycare: 24 children/Separate classrooms

Classroom #1: Toddler, ages 18 mo. – 3y/o

1:5 Ratio required. Here at Beach Kids', we have 3 teachers in our toddler classroom, regardless of class size, with a max of 12 children at any given time.

Classroom #2: ages 3-4 years old

1:7 Ratio required. Here at Beach Kids', we have 3 teachers in our preschool classroom, regardless of class size, with a max of 14 children at any given time.

### **DISCRIMINATION CLAUSE**

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

### **CONTRACTS/SECURE ENROLLMENT**

Your personal contract will be renewed and reviewed EVERY August. Please sign and return in a timely manner to ensure a guaranteed spot. Contracts are updated as you change your weekly schedule. To secure your enrollment, a one-time registration fee and a two-week security deposit must be paid at the time of registration. The security is held and rolled over to the following year if your child continues with us. The security is never refunded, rather it will be applied towards your child's last two weeks of school/care.

## **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 personal contract and scheduled agreement.

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## **COMMUNICATION**

Communication between home and school is extremely important to ensure the success of your child. Please feel free to discuss any concerns you have with your child's teacher or the center director. We ask, in the best interest of your child's emotional development, that you and the teacher avoid having in-depth conversations about your child in front of him/her, or any child and his/her parent/guardian.

It may not be possible for you to have a lengthy conversation with your child's teacher at drop-off or pick-up times as the teachers are responsible for supervising all of the children in their care. If you have a special concern, a meeting or phone conference may be arranged. Beach Kids provides many opportunities for parents to receive information on the progress of their child as well as the activities and events at our school. The following details the types of communication that parents will receive:

- HiMama: Teachers and Administration will communicate via HiMama messages, notices, and daily photos/videos which will showcase lessons and activities of the day... as well as photos of fun and sweet moments.
- Progress Reports: Progress reports will be distributed in January and June. Individual conferences are available upon request.

## **PARENT INVOLVEMENT**

There will be many times and ways you can get involved in your child's preschool/daycare experience. You are welcome and encouraged to participate in any or all of these. Some examples of ways to be involved include but not limited to:

- Lending objects and materials for units of study
- Talking about your job or special interest (particularly when connected to unit of study).
- Reinforcing and helping your child at home with the concepts we are learning about in school (see HiMama/Calendar)
- Reading to the class
- Volunteering to help with projects or games
- Attending a school event.
- Keeping in regular communication with your child's teachers

## **BEHAVIOR MANAGEMENT**

Children may experience and show undesirable behaviours 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 basic need (hunger, thirst), illness, to gain attention, to gain a tangible reward, to gain sensory feedback, to combat boredom, because they are over stimulated, out of habit and/or to gain control of a situation (i.e., to gain power)

How do we manage these behaviours? 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 behaviours.

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

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

Verbal Cues, praise, and gestures help the children stay on task in a positive way. Children love to be praised, so when appropriate behaviours are shown, stickers, high fives and certificates will be used for rewards. We have a bucket jar in school. What is a bucket jar? If the children/child show desirable behaviours such as helping a friend, being polite and sharing, the children will be rewarded. Once the bucket is filled, the children will get a present or have a party.

At Beach Kids, we prefer positive words versus negative words. For example, if a child is acting inappropriately and not following classroom rules or routines, 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’s try to stay away from negative attention! We strive to maintain a positive environment at Beach Kids.

## **RULES OF THE CLASSROOM**

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



## **ARRIVAL/DISMISSAL**

Please refrain from dropping off your child after 9:30 AM, or picking your child up before 3:00 PM. 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.

Staff will sign in and out children every day.

Parents must share any marks, bruises or any new findings on their child with his/her teachers and/or notify the director. Staff will perform a health check upon arrival. 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 the Daycare if there is to be a change in dismissal arrangements.

## **ABSENCES**

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

## **BAD WEATHER CLOSING**

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

## **IMMUNIZATIONS AND UPDATING RECORDS**

Upon enrollment, any child in the program will provide a written statement signed by health care provider verifying that the child is able to participate in a child day care and currently appears to be free from contagious or communicable diseases. A Child-In-Care Medical Statement for each child must have been completed within the 12-months preceding the date of enrollment

It is the responsibility of the client 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, immunizations records, and a list of the people who are authorized 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.

Beach Kids will accept a child who has not received all required immunizations only as allowed by regulations. We will keep documentation that each child has received the immunizations required

by New York State Public Health Law unless exempt by regulation. (Medical exempts ONLY. Religious exempts are no longer accepted by New York State).

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

Beach Kids Daycare will take appropriate measures when dealing with injuries that occur while in the daycare. You will agree that you will not hold Beach Kids responsible or any staff responsible in case of accidental injuries that occur during play activities in which children might engage in. If Beach Kids cannot contact parents and/or emergency persons listed on the Emergency and Release Persons Form, you will hereby give permission 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 Kids will only care for well and mildly ill children. Well children are non-sick children who have no symptoms of any minor childhood illness and that do not represent a risk to other children. If a child becomes sick, a doctor's note of clearance is needed to return to Beach Baby Daycare. If we feel your child is unsafe or a risk to others, regardless of a clearance from the doctor, we will determine if your child can return back for care.

If 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 100.3 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 back 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.

Beach Kids holds a mandated fire drill once a month. We also conduct "shelter in place" drills twice a year.

### **SICKNESS POLICY**

One of our main goals here at Beach Kids is to keep everyone as healthy and safe as possible. However, the fact of the matter is, children do get sick, and often it's at unpredictable and inconvenient times. Many illnesses are contagious, and we have to be as careful as possible not to unnecessarily expose the children to them. Here at Beach Kids, we have a responsibility to protect your children, all of our families, and staff.

Here at Beach Kids, we care for well and mildly-ill children only. Mildly-ill children can participate in the routine program activities. The care of the mildly-ill child does not interfere with the care or

supervision of the other children.

Of course, there are obvious symptoms and center exclusions, where you would have no question of keeping your child home such as fever, vomiting and diarrhea. However, there are times when you may question whether your child should come to school.

If your child...

- has a runny nose (green/ not-clear, thick with mucus, and/or one that is constant)
- is coughing severely or frequently, and it has not yet been treated by a physician.
- is mooney, is not acting him/ herself
- has a fever
- has pink eye (conjunctivitis), or another contagious or unknown rash

**Please keep him/her home for the day.**

\*Use your good judgment to make your decision, remembering if your child is uncomfortable, he will not have a good day at school. Would you want your child sharing toys and holding hands with a child who's not feeling well or who is wiping toys and each other with nasal discharges?

\*Whenever you have questions about your child's symptoms, a call to your pediatrician is best.

\*If your child feels sick, stay home rather than risking further spreading the virus at school.

\*At the beginning of each day, teachers assess the health and appearance of every child. Should any child display any of the symptoms above, s/he may be sent home promptly with the recommendation that you contact your pediatrician.

\*Should your child become ill during the school day, s/he will be brought to the front of the school until you or a designated person picks up.

\*Also consider your child's recovery when deciding to return to school. Often times as children recover from an illness, their resistance is low. Having them return to school too soon causes them to become reinfected all over again. It is recommended home until 24 hours after they are free of fever or symptoms, without the use of fever reducing medications and they no longer have symptoms.

\*Please remember to call or e-mail on the day your child is not at school telling the staff the reason for their absence.

Practicing normal, good hygiene is more important now than ever. Washing hands, disinfecting surfaces, avoiding touching eyes, mouths, and noses with dirty hands can all help stop the spread illness.

Encourage your child to practice good health care. Washing hands frequently with warm, soapy water; practicing sneezing and coughing into their elbows as well as learning to properly blow their noses and using a tissue are ways that we can all be proactive.

Here at Beach Kids, we promise to continue to do our part in keeping your children healthy. Temperatures are taken upon arrival, hand-washing/sanitizing are being practiced excessively

throughout the day, proper hygiene lessons are being practiced and implemented, all toys, surfaces, and furniture, are being cleaned and sanitized between use, as well at the end of each day.

## **MEDICATION**

Beach Kids will administer EMERGENCY MEDICATION ONLY. Emergency medication includes epinephrine patient-specific auto injectors, diphenhydramine in combination with epinephrine auto-injector, asthma inhalers and nebulizers.

Beach Kids will administer over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellent, which the parents supply ONLY. Parent permission must be obtained before any non-child specific over the counter topical ointments, lotions and creams are applied.

If emergency medication and/or over-the-counter topical ointments, lotions and creams, and sprays are administered, the dose and time of medications/product will be documented using the OCFS-LDSS-7004- Log of Medication Administration form.

## **ALLERGIES**

Please inform provider/staff of any allergies your child may have. The Blue Card (provided upon registration) will have a section where you MUST list any allergies. Please update when changed need to be made. A copy of noted confidential allergies will be posted within each classroom.

**Please see Beach Kids' Allergy and Anaphylaxis Emergency Plan Policy** for a detailed outline of our allergy plan.

\*It is the responsibility of Beach Kids to provide our clients with a copy of our Health Care Plan, as well as our Allergy and Anaphylaxis Emergency Plan Policy, upon registration.

### ALLERTING EMERGENCY SERVICES

The following numbers will be used to report fires and other emergencies. The Emergency and Poison Control numbers are posted on or next to the phone(s).

Emergency	Poison Control
911	1-800-222-1222

Backup Fire: (516) 431-1213

Backup Police: (516) 573-8800

Backup Ambulance: (516) 678-2670

### ACTIONS UPON DISCOVERING A FIRE

In the event of a fire the RACE procedure will be followed.

**R:** Remove persons in immediate, imminent harm to a place of greater safety.

**A:** Alarm, sound the alarms or otherwise let people know there is a fire.

**C:** Close doors to reduce spread of flame and/ or smoke.

**E:** Evacuate the building / Extinguish fire only as necessary to safely evacuate the building.

\* The elements of **RACE** may occur out of order or simultaneously depending on fire conditions, personal safety, available staff, and needs of children.

### NOTIFICATION TO OCCUPANTS

Notification of an actual fire emergency will occur through the use of the building systems and other means which include: pull stations, and smoke detectors.

Notification of the need to evacuate for other reasons will include: pull stations, in-person notification, and cellphones, and/or phone calls to the classrooms.

### RELOCATION

When relocation is necessary due to the nature of the emergency, the following are the site(s) where the children will be taken until parents/ guardians can pick them up. Permission has been granted from the person in charge of each location to utilize the site for relocation of this childcare program.

- **Primary Relocation Site:** Classic Market Place  
275 Long Beach Road  
Island Park NY 11558  
(516) 432-3708
- **Secondary Relocation Site:** Island Park Public Library  
176 Long Beach Road  
Island Park NY 11558  
(516) 432-0122

\*Transportation to both relocation sites will require the following: Walking

The following items will be taken from the relocation site as time and safety allow:

- Blue cards/Emergency contact information
- Phone
- Flashlights
- Coats (dependent on weather)
- Emergency supplies
- Food

#### EVACUATION PROCEDURES AND ACCOUNTABILITY

Following notification of an emergency requiring evacuation, the director on-site and staff will:

- Remain calm and account for all the children
- Leave the building, closing doors behind them when possible
- Take attendance after leaving the building
- The Director on-site and/or the head teachers will be responsible for bringing the attendance record, parent contact information & emergency supplies.
- The teacher responsible for each group will take attendance.
- The Director, or the person assigned to supervision functions in the absence of the director is designated to make sure that everyone has left the building and is accounted for.
- Teachers will be responsible for supervision of children, and the Director will have responsibility to notify emergency services whether all children and adults have been accounted for.

Evacuation will consist of: full evacuation

Method of Evacuation: walking/ carrying children

## Evacuation Assembly Areas

Room/Area	Primary Exit	Primary Assembly Area	Secondary Exit	Secondary Assembly Area
Toddler classroom	Back door located in the toddler room	Along the fence of the outdoor play area	Primary exit - front entrance	In front of the neighboring business  (Dental office)
Preschool 3/4 yr. old room	Front entrance	In front neighboring business (dental office)	Back door located in the toddler room	Along the fence of the outdoor play area.

## SHELTER-IN-PLACE

Shelter-in-place procedures will be initiated in response to an emergency that creates a situation in which it is safer to remain in the building rather than to evacuate and relocate. The safest space for sheltering-in-place has been determined based on the situation. 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 staff to an interior space with no/ minimal window
- Turning off heat and air conditioning systems

## NOTIFICATION OF SHELTER-IN-PLACE

Depending on the situation, notification of the need to shelter-in-place will be made to staff, children and volunteers using all the following methods:

- In-person notification
- Phone calls to classrooms
- Cell-phone communication

## SHELTER-IN-PLACE LOCATIONS

The following spaces have been identified where the program can shelter-in-place:

### PRESCHOOL CLASSROOM

**Primary Space:** Classroom 1- preschool classroom

**Secondary Space:** Classroom 2- toddler classroom

### TODDLER CLASSROOM

**Primary Space:** Classroom 2- toddler classroom

**Secondary Space:** Classroom 1- preschool classroom

## 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. These supplies take into account 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 director on-site, and the teachers will have access to the shelter-in-place supplies. The supplies will be kept at the director's desk, and include:

- First Aid Kit
- Flashlight
- Food and water
- Telephone
- Toileting/diaper supplies
- Games and books

Emergency supplies will be reviewed during the shelter-in-place drills. Supplies will be inspected **monthly**, for condition, quantity, expiration date, and in consideration of the age, number and needs of the children.

## COMMUNICATION

Following any emergency, which requires the program to evacuate, relocate or shelter-in-place, the Office of Children and Family Services will be notified as soon as possible, as required by regulation.

Evacuation- In the event of an actual emergency, which requires the program to **evacuate**, parents/guardians will be notified as soon as possible. Methods that will be used include the following:

- Telephone
- Email
- Social Media (FB page)
- Text



Relocation- In the event of an actual emergency, which requires the program to **relocate**, parents will be notified as soon as possible. Methods that will be used include the following:

- Telephone
- Email
- Social Media (FB page)
- Text

Shelter-in-Place: In the event of an actual emergency which requires the program to **shelter-in-place**, parents will be notified as soon as possible. Methods that will be used include the following:

- Telephone
- Email
- Social Media (FB page)
- Text

#### ACTIVITIES TO OCCUPY CHILDREN

The first priority is always to make sure the children are in the safest location possible whether it requires sheltering-in-place, evacuation or relocation. As time and situation allows, the program is prepared to offer the following activities to occupy the children:

- Reading
- Songs
- Games
- Quiet Play
- Coloring

#### CONDUCTION DRILLS

**Evacuation Drills** will be conducted monthly for each shift of care. Drills will be initiated in exactly the same manner as an actual emergency (except for notifying emergency personnel). A written record of monthly evacuation drills will be kept on file using the [LDSS-4439 Record of Evacuation Drills](#) form or approved equivalent.

Evacuation Drills will begin by the director alerting the staff and children.

**Shelter-In-Place Drills** will be conducted twice per year during each shift of care. A written record of shelter-in-place drills will be kept on file using the [OCFS-6007 Record of Shelter-in-Place Drills](#) form or approved equivalent.

Shelter-in-place drills will occur twice per year. Parents will be notified in advance of drills using the following methods:

- E-mail
- Hi Mama! App
- Social Media (FB page)

### **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

### **SMOKING AND DRINKING**

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

### **CALENDAR**

We follow the Long Beach/Island Park Public School Calendar. We will be open for summer camp in July and August. Families will be provided with an Operational calendar upon each school year.

### **NEWSLETTER**

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

### **CURRICULUM**

We use both traditional and non-traditional approaches to teaching at Beach Kids. 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).

### **DAILY SCHEDULE**

Please

### **PROGRESS REPORTS**

Progress reports will be distributed in January and June. Individual conferences are available upon request.

### **SCHOLASTIC BOOKS**

Parents may order your books at [www.scholasticbookclub.com](http://www.scholasticbookclub.com). By purchasing books, we will gain points and with points, we receive free books. Shop Our Beach Kids' Scholastic Book Club page at:

<https://orders.scholastic.com/Y4RK9>

### **FIELD TRIPS**

Field trips will be held once a month at the day-care. 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 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 favourite toy/thing. It is fun, and it promotes language and appropriate social interaction.

## NAPS AND QUIET TIME

Please review our daily schedule as we have a designated naptime between 12:00-2:00 PM every day. Remember to please provide a fitted sheet and a small blanket for your child to be used during rest. This will be returned at the end of each week. Please, DO NOT, bring any extra blankets to school, as we have limited space to store bulky items. If your child does not nap, we will provide them with a quiet activity.

## TOILET TRAINING/DIAPER CHANGING

If your child is still in diapers, please provide us with a package of diapers and a container of wipes, as well as any creams they may need and check periodically if we need any additional. *In addition, in consideration of the number of diapers our staff needs to change in a day, please provide us with diapers or pull-up that has a tape or Velcro-like opening/closure.* We cannot remove every item your child maybe wearing and then put on again for diaper changing. So please....**No closed-sided pull ups.**

If your child is ready to learn toilet independence, we want to partner with you. Please talk with your child's teacher and director to establish a supportive plan. Beach Kids looks for both physical readiness and emotional readiness.

**Your child may be ready for toilet training if he/she:**

**Physical Readiness:**

- Tells you when the diaper needs to be changed.
- Tells you when he/she is going in the diaper
- Shows an interest in using the toilet

**Emotional Readiness:** (if a child shows any signs of duress, staff will immediately stop potty training and will speak with the parents to discuss best course of action)

- When asked to use the potty, happily is willing without any duress or anxiety

Toilet training should begin at home on a weekend or holiday. During potty training period, your child should be in pull-ups. Training without pull-ups is not acceptable practice at Beach Kids. Once potty trained (meaning no accidents in pull-ups) children can then be sent to school without pull ups and in underwear... If an accident occurs after the child appears to be potty trained 2 or more times within a few days period, student will be put back in pull-ups and continue the potty "training" process. Parents will be informed in advance.

## **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, in a timely manner. These supplies are used throughout the year. The provider will request more supplies during the school year as needed.

## **CLOTHING**

We ask parents to bring in a complete set of LABELED clothes to be kept here at school. Extra clothing is used in case a child has an accident, gets dirty or wet in an activity. Please make sure you bring back clean clothing to replace the soiled ones. We are not permitted to use another child's clothes, so please remember to always replenish your child's extra clothes bin. Beach Kids' on-site director and/or your child's teachers will alert you as the seasons change, and your child's extra clothes need to be swapped out.

## **SUMMER**

During the summer months, your child will come to school dressed in their bathing suits every day. Please bring extra clothes in a zip lock bag, along with a towel every day.

## **FOOD AND NUTRITION**

Parents will be notified of unfinished food if it has become a pattern during lunch or we suspect sickness/illness. We NEVER discard of any leftover food as this is a mean for you to understand and view your child's eating patterns at school. Parents will bring their own food and snacks for their child 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 lunch bag. This will help in making sure all of your personal belongings are sent home each day. Children should also come to school with a labelled water bottle each day. We have a filtered water machine on the premises, and will

refill your child's water bottle throughout the day, as we always like to keep them hydrated throughout the day, especially in the summer months. WE ARE PROHIBITED TO GIVE CHILDREN BOTTLES DURING REST AS PER OCFS REGULATIONS. PLEASE NO BOTTLES (milk/formula), AFTER THE AGE OF 2 YEARS OLD.

Please provide a separate lunch bag with all meals, water, bottles and snacks, The lunch bag will be placed in a lunch craft at the start of the day. Any food not in the lunch bag will NOT be accounted for and assumed for non-day-care purposes.



### PICTURE DAY

Picture Day will be scheduled 2 times during the school year (September-June), once in the Fall, and again in the Spring. You will be notified of the exact date/time and sent specific details through our HiMama app.

### PHOTOS AND VIDEOS

Photos and videos are taken by teachers and staff members to be posted on our HiMama App, for school community use only.

### SOCIAL MEDIA

Only photos and videos of children whose parent/s gives authorization, will be used for, and/or posted on social media. This consent can be found in the registration packet.

## **FACEBOOK /INSTAGRAM**

Please visit and “like us” at *Beach Kids Daycare and Early Learning Center* on Facebook, and *Beachkidearlylearningcenter* on Instagram, for pictures and weekly updates. Please note that our main source of communication is through our HiMama app.

## **COVID-19 POLICIES**

WE WILL FOLLOW DEPARTMENT OF HEALTH-INTERMIN GUIDANCE FOR CHILD CARE DURING PUBLIC HEALTH EMERGENCY. HERE ARE SOME OF BEACH BABY’S EXTRA PRECAUTIONS DURING THIS TIME.

1. PARENTS MUST DROP OFF AND PICK UP OUTSIDE OF THE DAYCARE. NO-ONE IS ALLOWED INSIDE THE DAYCARE AT ANYTIME UNLESS APPROVED BY THE DIRECTOR.
2. CHILDREN AND STAFF MUST WASH HANDS OR USE HAND SANITIZER BEFORE ENTERING DAYCARE.
3. A HEALTH CHECK IS PERFORMED DAILY.
4. PARENTS MUST SIGN A WAIVER THAT INDICATES THEY ARE RESPONSIBLE TO SCREEN AND TEST THEIR CHILD EVERYDAY BEFORE THEY ENTER THE DAYCARE.
5. STAFF MUST MAINTAIN A CLEANING LOG WITH DATES AND TIMES OF DESIGNATED AREAS WHEN SANITIZED.
6. FREQUENT HAND WASHING IS REQUIRED THROUGHOUT THE DAY.
7. UPDATED MEDICAL STATEMENTS ARE REQUIRED AS PER OCFS REGS.
8. BEACH KIDS WILL SANITIZE TOYS EVERYDAY.
9. PLEASE NO OUTSIDE TOYS/ITEMS FROM HOME.

## **BENEFITS and FEATURES OF BEACH KIDS DAYCARE**

- Experienced provider and staff (over ten years)
- Certified Mastered Teachers
- CDA Trained Teachers
- New (Enthusiasm, NO burnout, Willing to grow and learn)
- Professional Development and Credentials in relation to learning/curriculum
- Talents/background of staff
- Head teachers: Teaching certifications/ CDA Certified
- Field trip every month
- Report cards
- Picture Day
- Special Events
- Outdoor activities/Nature walks/Science driven

- Daily updates and pictures via text/Facebook page
- Family owned and operated
- Small intimate setting
- Location/neighbourhood
- Health: Nutrition/Mindfulness
- Safety: Natural Alternatives and Environmentally Responsibility
- 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 on-site director, if you have any questions, comments and/or concerns. Thank you for choosing to be a part of the Beach Kids family. We believe in what we do, and are confident that our program will benefit your child.

~Beach Kids Daycare

