



# **Verny Daycare Inc.**

## **Parent Handbook**

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## **Welcome to Verny Daycare Inc also known as Vernykidz!**

### **Philosophy**

We believe that the first year of a child's life is critical to the development of a confident and capable learner who will later go on to become a competent, happy and successful adult. We also believe that a clean, safe, nurturing, high quality, developmentally appropriate environment outside of the home is beneficial to the child. The needs of the whole child must be considered and these needs fall into the domains of cognitive, physical, emotional, and social. I believe that addressing these areas along with helping to develop positive attitudes towards learning will ultimately enhance self-esteem and overall wellbeing.

### **Program and Standards**

Our program integrates each child's needs, interests, and abilities and focuses on the whole child. Planned within the framework of my philosophy, the daily program addresses all areas of a child's development including cognitive, social, emotional, cultural, and physical development. A multi-sensory approach is used to introduce each child to his/her environment. Activities are planned daily to incorporate all five senses. We try to offer a stimulating yet safe environment that encourages learning. Our day revolves around a balance of quiet and active activities, taking into consideration the developmental needs and schedules of individual children. All children are encouraged to participate in a wide variety of pursuits depending on their age including: dramatic play, music and movement, arts and crafts, story time and language arts, math and science activities, and large and small muscle activities. Weekly Activity Plans are posted on the Parent Information Bulletin Board and are available for you as well.

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We follow the State of New York guidelines for **Daycares** and meet or exceed standards in all areas. I participate in the Child and Adult Care Food Program (CACFP) ensuring our children get safe, clean and nutritious meals.

### **Non-Discrimination Policy**

We admit children from 6 weeks of age without regard to race, color, religion, national origin or ancestry. Children with special needs are accepted as long as a safe, supportive environment can be provided for the child and it is determined that we can successfully meet the needs of that child.

### **Admission Policy**

Prior to admission, a pre-enrollment interview will be conducted so that parents and child/ren can meet with the program director (Ms Williams-Rouse) and possibly his/her potential teacher(s). During this pre-enrollment interview, we will discuss individual needs and will explain our program to you. If we mutually agree to enroll the child/ren you will be given a copy of the Family Information Handbook and several forms to fill out, which will include: medical statements, application forms, and the executed Parent - Provider contract. These forms need to be completed prior to the first day of care. Failure to complete all forms may cause a delay in the start date.

### **Days and Hours of Operation**

Generally, we are open from 8:00 A.M. until 6:00 P.M. Monday through Friday. We also offer

Before care: 7AM-8AM and

After Care: 6PM -7PM



## **Holidays and Vacation**

**We will be closed on the following holidays:**

January 1<sup>st</sup>  
President Day Feb 20<sup>th</sup>  
Good Friday  
July 4<sup>th</sup>  
Martin Luther King Jr. Day  
Memorial Day  
Labor Day  
Veterans Day  
Day before Thanksgiving  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
Columbus Day

These are all paid holidays meaning tuition will not be reduced. In addition, we are generally close for two weeks per year for staff. Notice of these vacations will be given to you at least one month ahead of time. If substitute care can be arranged, care will be available. If substitute care is unavailable, you will be responsible for finding suitable childcare.

## **Pick Up and Delivery of Children**

Children should be accompanied to day care and either a sign-in sheet or an electronic sign-in method will be provided in the entryway of the daycare. Each child must be signed in and out by the parent or individual responsible for care. For safety sake, children will only be released to those individuals authorized for pick.



### **Tuition and Payment Information**

Full time Tuition is based on up to 10 hours per day, Monday through Friday. There might be a limited number of slots for part time or drop in care. For easier financial management, we can only accept monthly payments for service we provide on both a part-time and full-time basis, **prior to care rendered**. Tuition is due on the 1st of each month. It is very important that tuition be paid in a timely manner. If tuition is not received by the 3rd, a late fee of \$ 5.00 is assigned for each day the tuition is late. If tuition is not received by end of week, childcare will be refused for the following week until payment is made. Since we are available for childcare service throughout the year, there will be no reduction in fees if your child is sick or absent. We will be available to care for mildly ill children. Please see the section on children health. If you care to take a vacation, you will be granted one week of free tuition. Please let us know at least two weeks in advance.

There is a yearly registration fee of \$ 75.00 per child. This fee helps to defray the costs of supplies and the paperwork involved in maintaining a professional service. This fee along with one-week childcare tuition will be collected when the child is enrolled. The week tuition will be held in escrow until the child leaves care and is used to pay the last week tuition payment. Tuition payments cover all the costs associated with the activities that we do daily as well as meals and snacks. Should we decide to go on a field trip, the cost of the field trip including the entrance fees will be the responsibility of the parents.

### **Written Notice:**

If you must terminate your day care arrangement then two weeks written notice is needed. You are expected to pay tuition for one of those weeks and the final week will be paid from the

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tuition that was held in escrow. If I must terminate your contract, I will give you two-weeks notice. I will also give you 30 days written notice prior to any changes in the contract.

The first two weeks of childcare are a trial period. If at the end of those two weeks it is determined that day care arrangements must be changed, either parent or provider may terminate the contract without written notice or penalty.

### **Child Health Information**

Each child is required to have on file a Child's Health Record, which includes a record of up-to-date immunizations, allergies, chronic physical problems, special needs, dietary restrictions or food supplements and a list of medications currently being administered to the child.

In addition, an Emergency Transportation Authorization must be on file and emergency numbers must be provided prior to the first day of care.

No child who is noticeably ill with a fever or rash will be admitted for that day. Symptoms that would exclude a child from care include fever if accompanied by other symptoms, diarrhea, vomiting, a draining rash, conjunctivitis or noticeable discharge from eyes, or lice. Should a child become ill during the day, you will be notified immediately. The child will be isolated on a comfortable bed or cot in our state of the art "Sick Room". If a child should contract a communicable disease and any other child is exposed, I will notify all enrolled children's parents. The ill child will not be able to return until the period of contagion has passed. I will be pleased to offer childcare for children who are mildly ill or feeling under the weather. Quiet activities and extra TLC will be provided. However, if symptoms develop during the day or the child becomes very uncomfortable, parents will be notified and asked to pick up their children.



## **Medications**

Written parental and/or physician's consent is required to administer any medications. For prescriptions and nonprescription medications containing aspirin or codeine, the medicine must be in its original container and properly labeled with the child's full name, date, and legible instructions for administration. Written instructions from the parents must include the child's name, current date, name of medication, amount of dosage, and times to be administered. A prescription label or written physician's instructions must be included for each medication. For nonprescription medications that do not contain aspirin or codeine or nonprescription topical ointments, creams or lotions including sunscreen, then parents must provide written instructions including the child's name, current date, name of medication, amount of dosage, and times of administration. Medication permission slips are available for parents. We **cannot** administer a dosage that exceeds the manufacturer's recommended dosage unless the parent provides written physician's instructions. Nonprescription oral medications will be administered for no longer than three consecutive days. If a cream, ointment, or lotion is being administered for skin irritations, we cannot apply these medicines for more than fourteen consecutive days.

## **Other Health and Safety, and Emergency Practices**

We will do everything possible to prevent the spread of germs including proper hand washing, appropriate diaper and toileting routines and sanitation of toys, equipment and linens. As part of our daily routine, we also encourage children to learn proper methods of hand washing, personal hygiene and oral health.

Fire drills are practiced monthly at different times. An evacuation plan is posted on the Parent Information Bulletin Board for your information. In addition, there are smoke detectors



throughout the daycare and fire extinguishers placed in strategic areas. Please note that our emergency meeting place is the **PS 309** 794 Monroe St, Brooklyn, NY 11221. And 992 Greene Ave Brooklyn N.Y11221

In case of a minor accident or injury, first aid will be administered. A well-stocked First Aid kit is available on the premises and also available on field trips. For minor accidents, first aid will be administered, and the parent will be notified as soon as it is reasonable. In a life or death situation, I will notify the parent, local ambulance service will be called to transport the child to the hospital or I will provide transportation. Parents are expected to sign the Emergency Transportation Authorization form prior to the first day of care.

### **Dress, Diapers & Change of Clothes**

We encourage all parents to dress their children appropriately for the weather in comfortable play clothes. We play inside and outside depending on the weather and we do a variety of art projects that often involve messy work. Each child will need a change of clothes that includes underwear and socks. It is advised that you keep a sweater or sweatshirt on site in their cubby. The daycare utilizes central air set at a comfortable temperature regardless of the season.

Non-potty-trained children will need diapers. Parents are responsible for sending a supply of diapers and replenishing the supply as needed. We only use disposable diapers in day care for sanitary purposes. Diapers are changed approximately every two hours, more frequently if needed, or less frequently depending on the child. Our diaper change procedures are typical of the state regulations for center-based care.



**Please do not give your child money, jewelry, toys, videos or audiotapes** to bring to school. Also, please do not send your child/en to daycare with beads and clips in their hair. These clips and beads present a choking hazard.

### **Meals and Snacks**

We participate in the CACEP food program and that ensures you that your child is getting the best possible nutritious foods and snacks. We like to serve a variety of healthy foods including fresh fruits, vegetables, familiar and unfamiliar ethnic types of dishes. We encourage children to try whatever is served; however, we do not insist that they eat. We will let you know if your child is having difficulty at mealtime and we can discuss alternative plans.

We serve breakfast around 8:30am and Lunch at 12:00 noon. We also provide two snacks, one at about 10:00am and one at approximately 3:00 pm or following naptime. Children still present at the daycare at 5:45pm will be given a snack. Menus are posted on the Parent Information Bulletin Board. If you would prefer your own copy, we will be happy to provide that for you. If your child is on a special diet or requires special food supplements, please let us know and provide that information in writing on the Child's Application Form. You will be responsible for providing the food for your child.

If your child is an infant, you may be asked to provide his/her food. You will be responsible for providing formula or breast milk in sufficient supply for the day. It is also recommended that you purchase a small can of powdered formula to be kept on hand in the event that you forget to bring formula or that we run out. Please label each bottle with the child's name and date. Solid foods will be introduced gradually in accordance to your preferences and those of your pediatrician. A written plan will be kept on file that includes the type of food, formula or breast



milk, the amount and the feeding times. Formula or breast milk will not be heated in hot water. All babies will be held during feeding.

### **Sample Menus for Toddlers and Preschoolers**

**Breakfast:** pancakes, eggs applesauce, and organic whole/2% milk, water

**AM Snack:** water cheese and crackers

**Lunch:** spaghetti and ground turkey meat, tomato sauce, garden salad, berries, milk

**PM Snack:** organic fruits/ vegetables, grass fed organic cow's milk, almond milk or 100% fruit juice

**Late Afternoon Snack:** Bake banana bread & Almond Butter

### **Field Trips**

We may go on field trips. You will be notified well in advance. Your permission to allow your child to go on the trip must be in writing. We generally plan field trips around the various themes that we are studying. According to New York State law, your child must remain secured in a federally-approved child restraint device up to the age of four. Children less than age four who weigh more than 40 pounds may be secured in a booster seat. Children ages 4, 5, and 6 must be secured in an age- and size-appropriate child safety seat or booster seat. Therefore, parents will be asked to provide a car seat or booster seat when applicable. We also carry emergency information on each child and a well-equipped first aid kit.

### **Naptime Routine**

Children who are present in the afternoon will participate in the naptime program. Naptime is generally a quiet time where children can rest or sleep. Older children who do not nap will be required to play quiet games, puzzles or participate in an arts and craft activity. During naptime

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children sleep in a crib, cot, or mat. Infants fewer than 35 inches will sleep in a crib. Each child will be assigned to his/her own mat, cot, or crib, which will be provided by the daycare; however, **parents should provide clean bed linens, weekly.** Children may bring a comfort toy such as a stuffed animal or doll to sleep with if they like. Please do not allow children to bring any other toys to daycare.

### **Discipline (Behavior Management)**

Acceptable behavior is encouraged by using positive guidance, redirection, and the setting of clear-cut limits that foster the child's own ability to become self-disciplined. We encourage children to respect other people, to respect property and to learn to be responsible for their actions. Discipline involves teaching character and self-control. Because everyone differs in how they approach discipline, I encourage families to discuss their goals of discipline and their methods that best achieve their goals for their child. We will not use physical punishment or abusive language, as I believe that these approaches teach children to respond in the same manner. We might, however, ask a child to "take a break" which means that the child is separated from the group for a specified period, generally approximately his/her age in minutes. This method is used when children are exhibiting a temper tantrum, hurting themselves or others, or deliberately destroying property. Once the child has calmed down, they will be asked if they care to rejoin the group.

Aggressive physical behavior towards other children or teachers will not be accepted. We will intervene immediately when a child becomes physically aggressive to protect other children. The child responsible will be separated from the group and counseled towards more acceptable behavior.



**Parental Involvement**

We always encourage parents to become involved with their child/ren’s activities. We have a parent roster where parents may receive the names and telephone numbers of other children in our care upon request. If you do not want to be on this parent roster, please let me know.

We are available for a formal conference if necessary, but most of our communication will be done informally (via emails) or when you drop off and pick up your child. For infants, we generally provide written daily reports specifying the types and amounts of feedings, toiling, and activities.

Toddlers and preschoolers will occasionally bring home artwork and other projects that they have made. While we encourage arts and crafts on a daily basis, our emphasis is on process not product. Please encourage your child to tell you about her/his work and children love to see their work proudly displayed on the refrigerator door. We also display the children’s work on the parent bulletin boards.

Parents are always invited to drop in and visit. Children love to see their parents playing or participating in activities. Our first priority is to the children, so we may not be able to visit with you during daycare hours. Parents are also invited to accompany us on field trips and of course, we always enjoy the extra help. Please let us know ahead of time so that we can make plans.

**Typical Daily Schedule**

**Infants**

7:30 - 8:15 a.m.	Arrival / Health Check /Diaper check/ wash Hands, Free Choice in Activity
8:15 - 8:45 a.m.	Breakfast



8:45 - 9:00 a.m.	Clean-up, toileting/Diapering Wash Hands
9:00 - 9:30 a.m.	Group Time: Action songs ~ singing time ~ finger plays ~ hello songs ~ concept games ~ Story
9:30 – 10:00 a.m.	Outdoor play/walk
10:00 -10:15a.m.	Toileting, Diapering/Wash faces and Hands/ Snack/Nap (babies)
10:15 - 11:15 a.m.	Activity Areas - Children who can are allowed to select their activities from standard equipment and a changing variety of teacher provided materials. - Some teacher directed activities as well as some self-directed activities are included. - Example of activities: reading, discovery, block building, dramatic play, language art/listening, peek –ah-boo, dramatic role play, fine motor manipulative, gross motor skills.
11:15 - 11:30 a.m.	Toileting/ Diapering/ Wash Hands Preparation for lunch
11:30 a.m. - 12:00 p.m.	Lunch
12:00 - 12:30 p.m.	Preparation for nap, perhaps a quiet story
12:30 - 2:30 p.m.	Naptime - Children are required to rest for a reasonable period but not required to sleep. Quiet activities are available for those who are awake before others, i.e., quiet books.
2:30 - 3:00 p.m.	Toileting/Diapering/ wash hands Snack
3:00 - 3:30 p.m.	Group Time Free choice in activity areas
3:30 - 3:45 p.m.	Toileting/Diapering/ wash hands and preparation for outside walk
3:45 - 4:45 p.m.	Outdoor Walk or indoor play/ Music/Dancing



4:45 - 6:00 p.m.	Free choice in activity areas Preparations for departure Children leaving
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### Toddlers

7:30 - 8:15 a.m.	Arrival / Health Check / Free Choice in Activity Areas
8:15 - 8:45 a.m.	Breakfast Children engage in free choice activity areas after finishing.
8:45 - 9:00 a.m.	Diapering/toileting, clean-up
9:00 - 9:30 a.m.	Group Time ~ action songs ~ singing time ~ finger plays ~ stories ~ concept songs ~ discussion of daily activities ~ hello and other routine songs
9:30 - 10:45 a.m.	Free choice in activity areas - Children are allowed to select their activities from standard equipment and a changing variety of teacher provided materials. - Some teacher directed activities as well as some self-directed activities are included. - Example of activities: creative art, gross motor skills, sand and water play, cooking, block building, dramatic role play, fine motor manipulative, science/discovery, language arts/listening.
10:45 - 11:00 a.m.	Diapering, toileting, wash hands, preparation to go outside
11:00 - 11:30 a.m.	Outdoor play games or vigorous indoor activity (including teacher-directed games)
11:30 - 11:45 a.m.	Diapering/toileting, wash hands preparation for lunch
11:45 a.m. - 12:15 p.m.	Lunch
12:15 - 12:30 p.m.	Routine time toileting, preparation for nap, perhaps a quiet story
12:45 - 2:30 p.m.	Naptime - Children are required to rest for a reasonable period but not required to sleep. Quiet activities are available for those who are awake before others, i.e., quiet books, puzzles done while sitting on cots.



2:30 - 3:00 p.m.	Toileting, snack
3:00 - 3:30 p.m.	Group Time Free choice in activity areas
3:30 - 3:45 p.m.	Diapering/toileting and preparation for outside play
3:45 - 4:45 p.m.	Outdoor play or indoor play (music /dancing)
4:45 - 6:00 p.m.	Free choice in activity areas, preparation for departure

### Pre-scholars

7:30 - 8:15 a.m.	Arrival / Health Check / Free Choice in Activity Areas
8:15 - 8:45 a.m.	Breakfast Children engage in free choice activity areas after finishing
8:45 - 9:00 a.m.	Routine time, toileting, clean-up
9:00 - 9:30 a.m.	Group Time ~ action songs ~ singing time ~ finger plays ~ stories ~ concept songs ~ discussion of daily activities ~ hello and other routine songs
9:30 - 11:00 a.m.	Free choice in activity areas - Children are allowed to select their activities from standard equipment and a changing variety of teacher provided materials. - Some teacher directed activities as well as some self-directed activities are included. - Example of activities: creative art, gross motor skills, sand and water play, cooking, block building, dramatic role play, fine motor manipulative, science/discovery, language arts/listening.
11:00 - 11:30 a.m.	Group Time - ex. story Routine time, toileting, preparation to go outside
11:30 a.m. - 12:00 p.m.	Outdoor play games or vigorous indoor activity (including teacher-directed games)
12:00 - 12:15 p.m.	Routine time Toileting, wash hands, preparation for lunch
12:15 - 12:45 p.m.	Lunch
12:45 - 1:00 p.m.	Routine time Toileting, wash hands, preparation for nap



1:00 - 2:30 p.m.	Naptime - Children are required to rest for a reasonable period but not required to sleep. Quiet activities are available for those who are awake before others, i.e., quiet books, puzzles done while sitting on cots.
2:30 - 3:00 p.m.	Toileting, wash hands, snack
3:00 - 3:30 p.m.	Group Time Free choice in activity areas
3:30 - 3:45 p.m.	Toileting, wash hands and preparation for outside play
3:45 - 4:45 p.m.	Outdoor play or vigorous indoor play e.g. music./ dancing
4:45 - 6:00 p.m.	Free choice in activity areas, preparation for departure

#### **School-Age**

2:30 - 3:00 p.m.	Arrival/ Health Check/wash hands Toileting, snack
3:00 - 4:45 p.m.	Group Time Homework
4:45 - 5:00 p.m.	Toileting and preparation for outside play
5:00-5:45 p.m.	Outdoor play or vigorous indoor play
5:45 - 6:00 p.m.	Free choice in activity areas, preparation for departure

Although the daily schedule helps us organize the day, we don't want it to limit our ability to be spontaneous and flexible. For example, if it is a particularly beautiful day, we may want to spend most of the day outdoor.

#### **What to Expect on the First Few Days**

It is normal for your child to have some fears and if this is the first time away from you, the transition may be traumatic. Depending on the age of your child and their disposition, you may experience clinging, temper outbursts, refusal to eat, bed wetting, thumb sucking, or nighttime waking. Separation anxiety is strongest after 8 months old. These problems are normal and



usually temporary. As long as you remain positive about the situation and lovingly firm, these behaviors should go away.

Parents are often worried about leaving a crying child. Trust me, most children do not cry long. Usually the child will settle down shortly after you leave. The best way to handle sad good-byes is a cheerful hug and kiss, a loving smile, and a reassuring word that you will be back after work (or in terms that the child can understand such as " I 'll be back after you wake up from your nap"). Lengthy good-byes generally do not help. If you are worried about first day jitters, and your schedule permits, you may want to have your child spend a couple of hours in the daycare prior to their first full day. Anyway you tackle first day nervousness, be assured that your child will undoubtedly be just fine and it's always harder on the parents.

Violet Williams – Rouse Production (2003) Revised (2007, 2010, 2014, 2016, 2018)

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