



# Brilliant Futures Daycare

## Parent's Handbook



# Brilliant Futures Corporation

1842 Radcliff Avenue, Bronx, NY 10462 - (718) 502-9455

## BFCD Parent's Handbook

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The BFCD Parent Handbook will provide you with general information about our program including our policies and procedures. Please read it and keep it for future reference.

**Children's Ages:**

BFDC's full time program accepts children ages 6 weeks to 6 years.

**Daily Operations:**

Brilliant Futures Corp. Daycare (BFCD) is open Monday through Friday for the hours of 8am to 6pm. All children must be picked up by the close of business.

**Holidays:**

BFCD will be closed for the following Holidays:

- New Year's Day
- MLK Day
- President's Day
- Memorial Day
- Independence/Fourth of July Day
- Labor Day
- Columbus Day
- Thanksgiving Day and the day (Friday) after Thanksgiving
- Christmas Eve and Christmas Day

**Vacations/Closings:**

Every year we will close for Summer and Winter breaks (2 weeks per year).

**2017:**      April 13, 14: BFCD Spring Recess  
                     July 3-7: BFCD Summer Vacation  
                     Dec 25 - Jan 1: BFCD Winter Vacation

Please notify BFCD if you are planning vacation time. Tuition fee schedule will continue to ensure we maintain your child's placement.

### **Substitute Care Arrangement:**

We will notify you ahead of time before a non-emergency substitute other than regular assistants caregiver stay with the children.

**EXCEPT IN EMERGENCIES, ANY PERSON LEFT ALONE WITH CHILDREN:**

- is at least 18 years of age
- holds a current certificate in first aid and pediatric CPR
- has an acceptable TB screening
- has spent time with the children before being left in charge
- understands the program routines, children's special health and nutrition needs including allergies, and emergency procedures

### **Arrival:**

Your child is to be brought and picked up by the parent or authorized adult. Under no circumstances is the child allowed to find his/her own way into daycare. We become responsible for your child after he/she has been delivered inside the daycare. To ensure quality care ALL children must arrive before 10:30am. **Children will NOT be accepted after this time without an excused lateness. Repeated lateness disrupting regular schedule and curriculum will be consider for termination from program.**

### **Permission to Leave Premises:**

For the protection of all children, we require written permission if someone other than yourself is to pick up your child. Only in the case of an emergency, you may give verbal permission for your child to leave with another adult. If your situation provides, please notify us in writing of individuals with whom we should under NO circumstances relinquish you child.

### **BFCD Attire:**

The best attire for day care is play clothes, easy to pull down pants for children who use the toilet or are learning toileting. Comfortable clothing for babies that is easily removed for diaper. Close-toe comfortable shoes that can be removed easily by children. Keep in mind that during cool weather we will play outside and your child will need a coat, hat, mittens, etc. For your child's safety, we do not allow clogs, flip flops, cowboy boots, jewelry and clothing with cords or ribbons around the neck to be worn.

**List of Items to Bring Every Week (We recommend to mark all clothing items w/child's name. The daycare or staff will NOT be responsible for lost unmarked items)**

- A change of clothes: Shirt, pants, underwear & socks (more during time of potty/toilet learning)
- Diapers/ Pull-ups (We will notify how much to bring)
- A blanket for nap/rest
- A bag to put all items and project to take home

**Blankets (\$5/day) and diapers (\$1/diaper) available for a fee.**

### **Toys Brought to BFCD:**

We have created a fun and enriching environment for your child. We have a no home toys from home policy, except for loveys, because this creates a sharing challenge with the other children and it is difficult to keep track of individual toys. We will ask parent to take back any toy brought into school. For special accommodations, we will keep toys in a safe location to take after closing.

### **Illness and Sick Policy:**

Child health checks are performed daily at the start of the day. A child with the following symptoms cannot attend or will need to be picked up:

- A suspected or diagnosed communicable disease as defined by the NYS State Department of Health until evaluated and approved for inclusion by a health care provider to participate in the program. Examples any viral rash (chicken pox), pink eye, strep throat, flu
- A fever 1 hour after given medications
  - less than six months of age - 100°F or higher temporal
  - six months of age or older - 103°F or higher temporal

**If temperature lowers with medication and child's behavior is normal child may stay. If child stays, parent must be available to give medication or pick up in case fever returns.**

- A child with fever accompanied by a behavior change, stiff neck, rash, unusual irritability, poor feeding, vomiting or excessive crying
- Forceful vomiting or diarrhea more than once per day
- Looking or acting very ill or getting worse quickly and cannot participate in activities.
- Neck pain when the child's head is moved or touched
- A stiff neck or severe headache and looking very sick
- A seizure for the first time
- Acting unusually confused
- Unequal pupils (black centers of the eyes)
- A blood-red or purple rash made up of pinhead-sized spots or bruises that are not associated with injury
- A rash of hives or welts that appears and spreads quickly
- Breathing so fast or hard that the child cannot play, talk, cry or drink
- A severe stomachache that causes the child to double up and scream
- A stomachache without vomiting or diarrhea after a recent injury, blow to the abdomen or hard fall
- Stools that are black or have blood mixed through them
- Not urinating at least once in 8 hours, dry mouth, no tears or sunken eyes
- Continuous clear drainage from the nose after a hard blow to the head

### **Contagious Disease Report:**

Notify us promptly of a known exposure to, or contraction of, a contagious disease. Parents of exposed children will be notified.

### **Absences:**

Your fee reserves a place for your child at BFCD for the two-week period. In an effort to limit the disruption in your child's daily routine while at BFCD, a policy of no substitutions has been adopted.

### **Curriculum:**

The Curriculum will be carefully planned to meet the physical, mental and social needs of each child. Activities will include art, crafts, quiet time, music, blocks and outdoor play.

### **Developmentally appropriate learning activities:**

BFCD supports an individualized curriculum and strives to provide children with a quality "home-away-from-home" atmosphere while promoting the development of a positive self-image, self-discipline, and cooperation in each child.

We provide a fun learning environment that is based on developmentally appropriate practices and activities. Age-appropriate programs enhance each child's development by providing an environment in which all activities are appropriate for their individual differences.

Our children progress naturally because they're constantly stimulated to be creative and curious, to learn and have fun learning. By instilling in them a desire to learn rather than pushing them to learn "advanced" material, we are positively preparing them for the tough challenges ahead.

As children grow through our program, they will be introduced to many creative and fun tools and materials that increase curiosity and learning. Our comprehensive early childhood education programs focus entirely on the needs of the individual child; we learn your child's strengths and build on them with stimulating activities and lots of positive reinforcement.

Daily activities utilize early math, science, motor and social skills.

### **The Use of Screen Media:**

At BFCD we understand children learn by doing and interacting rather than spending time using screen media. We are amending our screen policy to support learning through videos, music and dancing using



screen devices like iPad or tablet. The use of screen time will be limited to no more than 1 hour daily for either education purposes or to promote physical activity. We will discourage children under 2 to watch screen media providing engaging alternatives. At no point, will any child be forced to participate in a screen/media activity. There will be alternatives and options for children to use during these activities.

### **Live Animals, Science Area & Pet Policy**

As part of our learning activities we will have age-appropriate live animals and pet interaction. These may include but are not limited to reptiles, fishes, bugs etc. We ensure proper handling and sanitation when interacting with our classroom animal friends. These precautions include proper hand washing before and after any activity involving live animals, adult supervision and instruction regarding the safety of our animal friends. Currently we have a lovely fish in our aquafarm. Caring for small animals instills a sense of responsibility and teaches small children a valuable lesson about empathy and caring for others.

### **Daily Schedule:**

We plan a predictable and flexible daily schedule for infants and toddlers and keep a routine schedule for older children to prepare them for school. The updates to the schedule are posted on Facebook closed group.

#### **BFGD Sample Daily Schedule**

8:00-9am	Children arrive, Learning Centers, Play
9am	Breakfast/Social time
9:30-10am	Free Play/Choice Activity
10:30am	Circle Time/Dance class (Wed Only)
11:00am	Table Activity/Art, Craft or Fine Motor
11:30- 12pm	Outdoor Exploration/Active play/Dance
12pm	Lunch/Social time
1-3:00pm	Quiet/Nap/Rest Time
3:00-4pm	Choice/Free play
4:00pm	Dinner
5:00pm	Small group activity/Yoga class (Friday Only)
5:30pm-6pm	Departure, Free play

### **Nap Time Policy:**

Naps and/or rest time are mandatory for all children at BFCD. Surprisingly enough after a busy morning at daycare most children welcome the chance to rest and can do so in a large group of other tired children. If your child is not in the habit of napping at home please explain to your child that he/she is required to rest quietly on his/her mat while allowing their friends who want or need to nap the opportunity to do so. Please bring your child a blanket and a lovey if needed. Please clearly mark each item with your child's name.

### **Nutrition Policy:**

All children are served nutritious meals and snacks. BFCD participates in the Child and Adult Care Food Program (CACFP), therefore all meals and snacks will be provided by us. Children are not allowed to bring their own food and specialized diets can be created upon request.

#### **Meal Patterns- Based on USDA CACFP guidelines**

Breakfast: 1 Grain/Bread, 1 Fruit/Vegetable, 1 Serving of Milk

Lunch/Supper: 1 Meat/Protein, 1 Grain/Bread, 2 Vegetable/Fruit, Milk

Snacks: 1 Grain or 1 Protein & 1 Fruit/Vegetable and water

All our food is prepared daily from wholesome ingredients using sanitary cooking practices. Parents will receive weekly menus posted on Facebook. Menus are also posted on our bulletin board and brightwheel communication.

***We are a peanut-free facility and we aim to be allergy-friendly. Please let us know of any known and new food allergies as soon as possible.***

### **Breastfeeding Policy:**

BFCD is a Breastfeeding Friendly Day care! We promote & support the mother's breastfeeding goals:

- We provide a safe comfortable space the mom can breastfeed before leaving for work, during the day and at the end of the day

- Training to ensure proper human milk handling to ensure minimal waste of the mother's precious "liquid gold"
- Proper bottle feeding techniques for the breastfed baby
- Ensuring all staff is breastfeeding friendly

### **Parent Visits Policy:**

We expect parents to stay involved and active in their child's daily life through constant feedback and communication. Parents are provided with calendars and parent/teacher conferences twice a year. The Staff is always available to talk with parents because we value the parent/child/ teacher relationship. We provide choices for daily feedback including but not limited to email reports, texts and in-person conversations.

We have an open-door policy, and parents are encouraged to visit, in particular during transitions and for breastfeeding infants.

Open-door policy will be defined as an occasional visit to the program that lasts less than the time the child is in care. Visiting parents will be required wash hands or use hand sanitizing lotion (above cubbies), and remove shoes when entering. Based on regulation NYS 416.9 (l) a child may only be disciplined by the approved daycare staff. During your visit to our program we ask you to please keep this in mind when interacting with the children.

**Birthdays Policy:** Parents may bring special cookies or cupcakes to the Daycare on the day to celebrate the month's birthdays so that their child may celebrate his/her birthday with other children. Birthday cookies or cupcakes will be given to children after they finish their nutritious meal or snack. Send enough for everyone.

### **Late Pickup Policy:**

Your child must be picked up by 6:00 PM each day. There will be a late charge of \$25 per child if you are late picking up. This late pick up fee will be ACH collected from the account on file.

If you need to speak with the staff, please allow yourself extra time and arrive early.

*To receive a 15 minutes grace period for emergency reasons, call us to let us know you will be late; this will allow us to put your child's worries to rest and accommodate for the later pick-up.*

### **Medical and Emergency Procedures:**

A medical authorization form must be on file at BFCD before a child will be permitted to attend the program. This form is required by the hospital and/or physician, should your child need emergency medical care. Should your child need emergency medical attention, he/she will be taken to the nearest medical facility if approved by the parent/guardian.

A Medical Statement form is required and updated annually. Based on our signed contract without an updated form your child cannot attend program. No exceptions. You may fax forms with a cover letter Attn: Brilliant Futures Daycare to 347-772-3038.

### **Procedure In Case of Injury:**

Although the staff takes every possible precaution to advert injury to any child, accidents can happen. In case of emergency the parents will be notified immediately. Immediate medical care will be obtained.

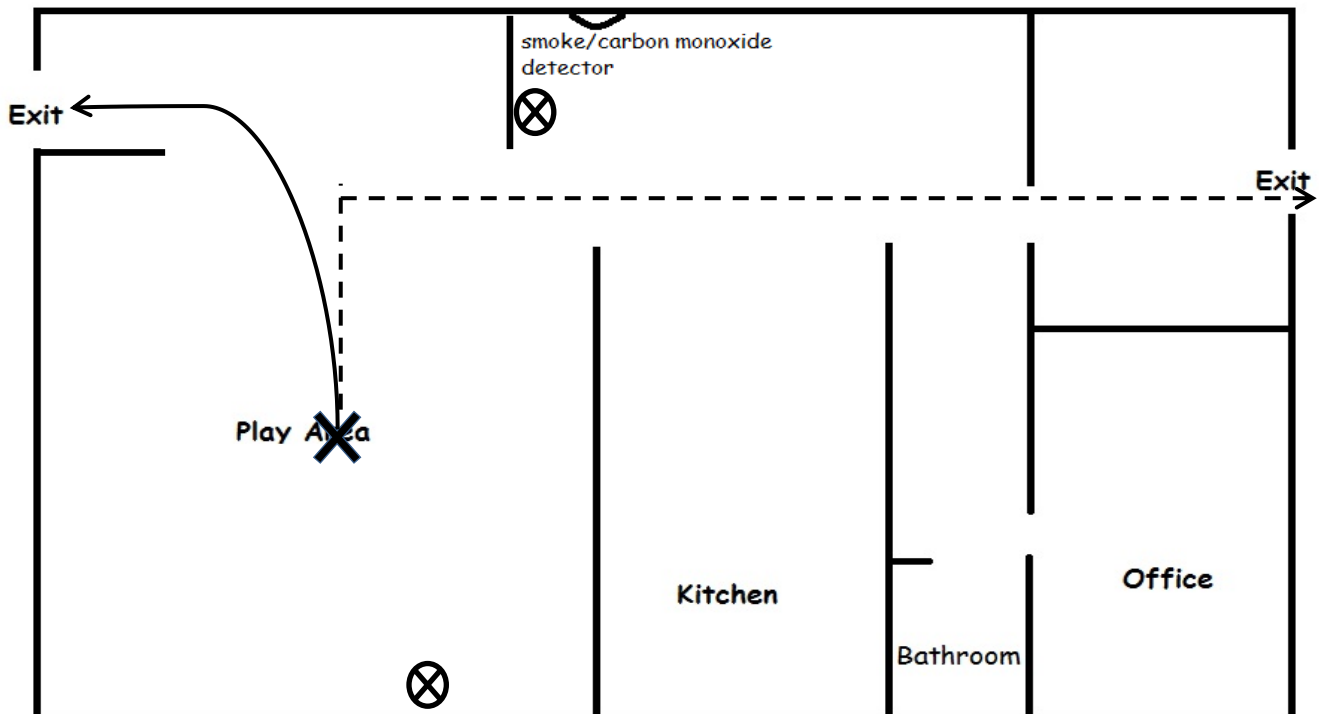
**Safety Regulations and Procedures:** Fire and emergency drills will be regularly held and children will be instructed on the procedures. BFCD is adequately equipped with fire exits, extinguishers and smoke alarms.

### Disaster Preparedness Policy:

We have a complete plan for responding to a disaster, such as fire, flood, tornado, earthquake and bomb threats. The Staff and children will perform drills twice per month. If we have to evacuate the Program, our emergency safe locations will be:

- 1) Morris Park Public Library: 985 Morris Park Ave, Bronx 10462 - (718) 931-0636
- 2) Golden Eagle Restaurant: 975 Morris Park Ave, Bronx NY 10462 (718) 863-4028

### Emergency Evacuation Plan



### Weather Closings Policy:

In case of severe weather WARNINGS; proper precautions will be taken for floods, storms, tornado, earthquake, etc. BFDC will be closed if the weather condition does not allow us to offer a safe environment for your child. If NYC Public School are closed, we will be closed.

## Reporting Child Abuse and Neglect Policy:

New York State Office of Children and Family Services require individuals working with families to become **mandated reporters**. This means providers are required by State Law to report child abuse and neglect. What is child abuse and neglect?

"Child" means any person under eighteen (18) years of age;

"Abuse" means any physical injury, mental injury, or sexual mistreatment inflicted on a child other than by accidental means, or an injury which is at variance with the history;

"Neglect" means a failure to provide, by those legally responsible for the care and maintenance of the child, the proper or necessary support; education as required by law; or medical, surgical, or other care necessary for his/her well-being; or any maltreatment of the child.

The telephone number to report Child Abuse and Neglect is 1-800-482-5964.

## Behavior Management and Positive Guidance Policy:

- 1) **We expect greatness:** On the first day of classes we familiarize the children with classroom rules. Rules are posted by the activity table area in the kitchen. We expect everyone to follow these rules and support a positive classroom environment.
- 2) **Reinforce Positive Behavior:** We will ensure to notice "good behavior" more often than criticize negative behavior. We will use positive language and focus on desired behaviors.
- 3) **Proximity & Space:** We will maintain competent and proximal supervision to ensure the safety of all children. If there are behaviors that are disruptive or may cause harm to self or others we will physically remove child to a safe location and support their lack of emotional control.
- 4) **Eye Contact on Their Level:** Whenever possible we will speak to the children at their eye level to communicate respectfully and mindful of their space and comfort level.
- 5) **Mindful Behavior Management:** Teachers will practice mindfulness and self-care to manage their emotions to model

calming down techniques. This may include breathing and stretching to operate at a calmer state of mind during tense moment.

**6) Teach empathy, intrapersonal awareness & problem solving:**

Whenever is appropriate we will ask the students to reflect about their actions & to find solutions to conflict.

**7) Pull for their inner greatness:** When challenging behaviors occur, we will try to focus on the root cause of the issue. Our priority is to support the whole child, including his or her emotional well-being. Children who are empowered to behave positively are more likely to show higher executive function and adaptability.

**Biting & Behavior Management:**

Our staff understands that growing children sometimes use physical forms of communication which may include biting. It is our policy that biting in our program will be treated as follows:

Children under 2 will be redirected, maintain at proximal supervision and discouraged from biting by offering alternatives such as teething toys and food to bite.

Children over 2 will be given explanation as to the rules on safety and told that biting is unacceptable behavior.

If biting continues beyond an isolated incident with the same child(ren), parents will be notified and a special behavior management plan will be implemented with parent's cooperation. Behavior management may include evaluation from medical professional to rule out any medical reasons for the biting.

## Parents' Responsibility Policy

BFCD is a wonderful nurturing community in which parents can trust in quality care for their young children.

Families' involvement is a strong priority in our program.

We interview and build rapport with parents prior to the start of their children in their program.

We expect parents to remain active and involved in our program.

We request parents to join both our closed Facebook Group community and use the Brightwheel communication tool to receive daily updates of their children.

Our parents believe and understand that we must work as a team in issues such as guidance, toileting and learning.

We expect to formally meet with parents twice a year regarding their child(ren)'s progress in our program.

We believe the family and home are a child's first learning environment, therefore we must build a solid school-home connection to allow children to be given the appropriate support to meet their needs. We create this relationship through open communication, mutual respect and trust.

Our relationship starts with the BFCD Contract agreement and parents reading and acknowledging our policy handbook.

We reserve the right to terminate our contractual agreement with families we feel may be better served by another early learning program.



## Financial Obligations:

### **Admissions and Discharge Procedure:**

- All required forms must be completed and returned to BFCD along with enrollment fees and set up of payment schedule.
- Written two-week notice is requested before a child is withdrawn from BFCD to ensure discontinuance of ACH payments.
- BFCD reserves the right of dismissing any child who seems unable to adjust to the child care setting. Non-payment of fee is also grounds for discharge.

### **Tuition:**

- Child care fees have been established and contracted at the time of enrollment. All payments will be automatically withdrawn from a registered checking account the Thursday/Friday in advance of scheduled care.
- Scheduled automatic ACH payments will occur for the agreed upon time regardless of the child's attendance or daycare closings.

### **Tuition and Fees Payment Schedule 2017:**

According to the age of your child(ren), shown in the left-handed column, your cost will be:

Child's Age	Bi-Weekly Fee
Full Time (Infant under 1 year old)	\$730
Full-time (1-2 years old)	\$630
Full-time (2-4 years old)	\$530 Diaper-free or training \$580 Diapers
School-age (Kindergarten+)	\$50/full-day
Must be BFCD Graduates	\$250/after-school

Brilliant Futures Daycare  
A Place for Nurturing Minds, Bright Beginnings &  
Brilliant Futures



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