

SDCA Parent Handbook OF POLICIES AND PROCEDURES

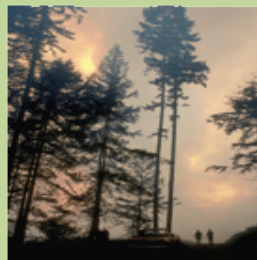
Preparing Our Children for a Successful Future!!!



Safias Day Care
Academy



Let's Learn :)



Discover the World



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Philosophy

Safia's Day Care Academy is built on Islamic values where the children's and family's well being are vital for having a functioning community.

(SDCA) provides a secure, warm and loving environment where a child has a right to learn and to be cared for without boundaries. Learning and Caring without boundaries means freedom to grow. When a child is challenged realistically, when a child explores his/her surroundings, when a child experiments with the cause and effect methods he/she is capable of developing to his/her fullest potential.

Safia's Day Care Academy molds and builds on the foundation of love, patience, enthusiasm and the understanding of each individual developmental need. This program stimulates cognitive and developmental growth which encourages care for self and care for others.

It is paramount for the Parent/Guardian to feel comfortable while knowing that their child is in a safe, warm and loving nurturing environment. This is our children's basic rights.



Curriculum

Safia's Day Care Academy cares for children ages 6 weeks through twelve years and uses a wide spectrum curriculum focusing on Global Learning, Cultural Diversity Development, Art Appreciation and Movement.

Safia's Day Care Academy incorporates Global Learning through many different Languages such as Arabic, Spanish, Urdu and etc.

Safia's Day Care Academy also offers crocheting, knitting, carpet making, Yarn designs, and so much more. Activities will be listed on the ACTIVITY/MESSAGE BOARD.

Progress reports are a daily phenomenon and Parent/Guardian involvement is the key for our child's success. In addition, the East Hartford Public Schools Family Resources Center is an added feature in building Kindergarten-Ready individuals.

The daily routine is listed below. During the hours of 8:30 AM and 11:30 AM a great deal of reading, computer play consisting of the letters of the alphabet, colors, numbers and computer art are being implemented.



Daily Routine Monday-Friday 6:00AM-8:00PM

6:00 - 9:30	Arrival Time, Free Play, Reading/Writing Exercises; Projects; Computer Play, Nap or Rest
7:00 - 8:00	BREAKFAST , Diapering; Potty Training; Bathroom; Hand-Washing
8:05	School Bus Pick Up (Pitkin School)
8:30	Computer, free and or directed play
9:30 - 10:30	MORNING SNACK , Diapering; Potty Training; Bathroom; Hand-Washing
10:30 - 11:30	Reading Time, Writing, Computer Play / (Special Guest)
11:30 - 12:30	Outdoor play or indoor motor activity, circle time
12:30 - 1:15	LUNCH, Diapering; Potty Training; Bathroom; Hand-Washing
1:30 - 3:30	Reading Time, Naps and Rest Time
3:30 - 4:00	Diapering; Potty Training; Bathroom; Hand-Washing
3:40	School Bus Drop Off (Pitkin School)
4:00 - 4:45	AFTERNOON SNACK , Diapering; Potty Training; Bathroom; Hand-Washing
5:00 - 6:00	Outdoor play or indoor play (Computer, free and or directed play)
6:30 - 7:15	SUPPER , Diapering; Potty Training; Bathroom; Hand-Washing
8:00	CLOSED

Nap and Rest Time

Nap and rest time is from 1:30 PM until 3:30 PM. All children under five must nap or rest and will be provided a comfortable sleeping area. Older children must have a rest period during this time and will be supplied with reading materials and quiet activities.

Parents/Guardians please take note of the Nap and Rest Time and schedule your visits after or before, so not to disrupt or disturb the routine.

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General Information

Hours of Care

Monday-Friday..... 6:00 AM – 8:00 PM

Appointment Meetings Mon-Fri..... 6:30 PM – 7:30 PM

Holiday Closings:

- Eid Al-Fitr
- Eid Al-Adha

Holiday Openings:

- New Years Day
- Martin Luther King
- Memorial Day
- Independence Day July 4th
- Labor Day
- Thanksgiving
- Christmas Day

Inclement Weather

Safia's Day Care Academy will close due to the inclement weather and is subject to the East Hartford Public Schools closing. Parent/Guardian will not be charged for these days.

Vacation

You will not be charged for one week of vacation time. A two-week advance notice is required. You will be notified at least one month in advance prior to Safia's Day Care Academy vacation which will be one week per year.

Sick Days

In the event of a serious illness of the provider (SDCA) or the provider's child, Safia's Day Care Academy will be closed and, Parent/Guardian will be notified as soon as possible so alternative arrangements can be made. Parent/Guardian will not be charged for these days.

Other Notices

When an unexpected family emergency arises, SDCA will be closed only if an Assistant Care Provider is unavailable. Parent/Guardian will receive as much notification as possible in these instances.



Admission and Enrollment Procedures

Interview Procedures

A complete interview will be conducted. Both parties must feel comfortable and confident that the arrangements will work.

Registration Package

A one-time \$50 registration fee plus one week tuition fee for each child is due at the time of enrollment. The registration fee holds your child's slot. All Parent/Guardian MUST complete and sign the following forms found in their Registration Package BEFORE a child will be admitted into care. All fees are non-refundable.

Forms

- ◆ [Child Care Agreement Between Provider and Parent \(Sample-Contract\)](#)
- ◆ [Child Enrollment Form](#)
- ◆ [Emergency Medical Care](#)
- ◆ [Transportation Permission Form](#)
- ◆ [Early Childhood Health Assessment Records](#)
- ◆ [Infant/Toddler/Preschool/School Age Child Development Form](#)

Additional Forms May Be Required

- ◆ [Infant Care - Daily Information Sheet](#)
- ◆ [Daycare Alternate Transportation Request](#)
- ◆ [Parent/Guardian Authrzttn For The Adminis. Of Non-Prescription Medication](#)
- ◆ [Written Order From An Authorized Prescriber/Parent's Permission](#)



Tuition

You are required to pay for the days your child is absent. Exceptions are Drop-Ins and during the one week of vacation which you are not charged for.

5% SIBLING REDUCTION FOR EACH ADDITIONAL CHILD

Programs	Drop-In Rates	Part Day 0-5 hours BS: 1-3 hours AS: 1-3 hours	Full Day 5-10 hours B&AS: 3-6 hours	Part Time Wkly Fees: 3 days	Full Time Wkly Fees: 5 days
Infant/Toddler (6 weeks-2 yrs)	\$5.00/hr	\$25.00/day	\$40.00/day	\$120.00/wk	\$200.00/wk
Preschool (2-5 yrs)	\$5.00/hr	\$25.00/day	\$40.00/day	\$120.00/wk	\$200.00/wk
School-Age (5-12 yrs) B&A School	\$5.00/hr	n/a	15.80/day	\$47.40/wk	\$79.00/wk
Before School (BS)	\$5.00/hr	\$10.00/day	n/a	\$30.00/wk	\$50.00/wk
After School (AS)	\$5.00/hr	\$12.50/day	n/a	\$37.50/wk	\$62.50/wk
School-Age Vacation/Holiday	\$5.00/hr	\$25.00/day	\$31.00/day	\$93.00/wk	\$155.00/wk

Rate Changes

Parent/Guardian will receive one month notice of any upcoming rate increases.

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Drop-In Fees

Drop-Ins are charged \$50.00 Registration Fee and billed \$5.00 an hour. If you exceed an hour, you are charged for an additional hour. For Example, if you signed in at 12:00 PM and signed out at 1:01 PM you will be charged \$10.00. **Payment is due upon receipt of invoice.**

Advanced Service Payment

Invoices are made on Wednesday and due on or before the following Monday.

Care 4 Kids Advanced Service Payment

The Parent/Guardian will be invoiced weekly on Wednesday but a minimum of \$25.00 is due on or before the following Monday. This amount can increase. All fees become payable in full if Care4Kids has not approved within 30-45 days. Reimbursements are given once payment is received from Care4Kids.

Late Fee

A weekly late fee of \$10.00 will be added to any account that is over 7 days past due.

Early Drop-off Fee

\$1.00 per minute is charged if a child is dropped off before **Hours of Care** and payable at the time of pick up or the next day at pick up. Cash Only.

Overtime Rates

Prearranged overtime fees are \$10.00 per hour. If you have not notified SDCA you will be charged \$10.00 plus \$1.00 per minute.

NSF Charges

A \$35 fee will be charged on any NSF/bounced check. Fees thereafter are to be made by Cash, Money Order, Certified Check or ACH Transfer only.

Contract for Services

Parent/Guardian MUST sign the Child Care Agreement Between Provider and Parent (Contract) before their child is accepted into care.

Trial Period

Your child's happiness is paramount, as it is for all the children in SDCA's care. To ensure everyone is happy with the child care arrangements provided for your child, a two-week trial period exists prior to the finalization of care. Either party may terminate care without notice.

Termination of Care

Parent/Guardian may terminate care with a written two-week notice dated from the last invoice. No refunds are given.

If the Parent/Guardian wishes to resume Day Care Services the registration fee will be waived for a year starting from your original contract date. New enrollment forms and an addendum to the contract will then need to be filled out.

SDCA reserves all rights in terminating care (see SDCA Termination of Care on page. 21).

Arrival & Departure

Parent/Guardian must sign his/her child in/out of care using the Drop-Off and Pick-Up Log located in the arrival area. Parent/Guardian with infants is required to fill in or have prepared their Infant Daily Information Form so that appropriate care is provided according to the child's needs for the day. Parent/Guardian of toddlers, preschoolers and school age children can use their Family Envelope to leave notes.

Releasing Your Child

Your child will only be released from care to those persons listed on your Child Enrollment Form. If someone other than the designated persons will be picking up your child, a new Child Enrollment Form must be completed. Your child will NOT BE RELEASED to anyone who is not on the Child Enrollment Form. Parent/Guardian will be notified immediately if someone not on the Child Enrollment Form comes to pick up their child.

Please Note:

Safia's Day Care Academy will not release a child to a Parent/Guardian who is clearly under the influence of alcohol, unless there is a designated driver. Proper identification is required of the driver who accompanies the Parent/Guardian.

Parent/Guardian Involvement

Safia's Day Care Academy operates under an Open Door Policy. Parents/Guardians are welcome to visit the home at any time. Please schedule these visits around the children's scheduled nap times. Parents/Guardians are encouraged to schedule meetings with Safia's Day Care Academy to address any concerns regarding their child. Meetings are held between 6:30 PM - 7:30 PM. Appointments Only. To let Parents/Guardians know what is happening at Safia's Day Care Academy weekly menus, weekly activity chart, and information of all sorts are available to you.



Health & Sick Child Policies

Please go over this section very carefully.

Children get sick without warning. Parents/Guardians are well advised to have a backup child care plan in place. For the health of all the children, Safia's Day Care Academy has the right to refuse to take a sick child into care and to determine when a child is too ill to remain in care. Please **DO NOT BRING** your child to care if he/she has the following symptoms:

- **Temperature that exceeds 101 degrees F**
- **Head lice**
- **More than one undiagnosed nausea, vomiting or diarrhea**
- **Yellow skin or eyes**
- **Eye infections, i.e. conjunctivitis (PINK EYE)**
- **Severe cold and/or cough**
- **Undiagnosed skin rash**
- **Discharge of the Eyes and Ears**
- **Complicated respiratory illness**
- **Sore throat**
- **Ear infection**
- **Contagious illness such as measles, chicken pox, mumps, conjunctivitis (PINK EYE) etc.**
- **Any symptoms requiring one-on-one care or causing severe discomfort**
- **Any open or oozing sores, bloody gums, or bloody feces**

Parents/Guardians **MUST** notify Safia's Day Care Academy immediately if their child becomes infected with a contagious disease so that the other Parents/Guardians can be notified in order to contain the spread of the disease so that no one else becomes at risk.

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A child presenting any of the symptoms noted above while in care will be isolated for the protection of the other children. The Parents or emergency contact person will be notified to pick up the child immediately. Your child will be kept as comfortable as possible until you arrive.

**A child MUST be symptoms free for 24 hours
before he/she will be accepted back into care.**

Administering Non-Prescription and Prescription Medication

SDCA's certification:

- CPR - Child and Infant
- CT Child Care
- Medication Administration

For your child to receive medication from SDCA, Parent/Guardian must complete, sign and adhere to the form(s) listed below:

- ◆ [Parent/Guardian Authrzt n For The Adminis. Of Non-Prescription Medication](#)
- ◆ [Written Order From An Authorized Prescriber/Parent's Permission](#)

Emergencies

Medical

In the event of an emergency, Parents or the designated emergency contact person will be contacted immediately unless the injury/illness proves to be life threatening at which time first call priority will be to 911, the hospital, doctor, poison control, etc. In order to secure emergency medical care for your child, Parents/Guardians MUST complete and sign all



medical emergency permission forms. Minor scratches, cuts, and so on will be treated with general first aid practices of cleansing the wound with soap and water and bandaging. Parent/Guardian will be notified of these injuries immediately upon their arrival to pick their child up and will be given an Accident Illness and Injury Report.

Fire

The children at Safia's Day Care Academy practice quarterly fire drills to ensure their safety and knowledge of the dangers of fire.

Child Guidance

Three simple rules apply:

1. Do not hurt yourself.
2. Do not hurt others.
3. Do not hurt things.

When behavioral problems occur, the following methods are used to teach the children appropriate behavior:

Redirect

Children most often squabble over toys and possessions. When this happens the children are explained why such behavior is not acceptable and suggestions are offered for other toys or activities that will redirect the child's attention and generally solve the problem.

Time Out

If a child is causing a significant disturbance and not responding to the redirection, removal of the child from the immediate area and having him/her take a brief time out to calm down. The child will be explained why the behavior is not appropriate, offer

suggestions, and then leave him/her alone for just a minute or two. The child will then be welcomed back into the activity.

Privilege Removal

When children are hurting things such as toys, using the equipment in an unsafe manner or fighting over toys, etc., the privilege to use the equipment/toy will be taken away from the child, at which time he/she will be redirected to another activity.

Parental Support

Should behavioral problems exist with a child who is not responding to the above forms of behavior management, the help and support of the Parents/Guardians are needed. A child learns best when the guidance is consistent both at home and at Safia's Day Care Academy.

Removal from Care

A child will be removed from care in extreme circumstances if he/she is not responding to the guidance above and is disruptive or dangerous to other children or to Safia's Day Care Academy.



Meals & Snacks

SDCA is a member of the Child & Adult Care Food Program CACFP. Meals and snacks provided are based on the FDA guidelines.

Breakfast: 7:00 AM - 8:00 AM	Morning Snack: 9:30 AM - 10:30 AM
Lunch: 12:30 PM - 1:15 PM	Afternoon Snack: 4:00 PM - 4:45 PM
Supper: 6:30 PM - 7:15 PM	Evening Snack: 8:30 PM - 9:15 PM

Special Diets

Accommodations will be made for children on special diets. Special diets should be cleared by a doctor with regards to SDCA. A letter from the doctor is required prior to receiving day care services.

Infant Food

Parents/Guardians of infants may provide their own formula. SDCA provides Walgreens Soy with Iron and Lipids formula.

Junk Food

Parents/Guardians are asked NOT to send candy, sweets, gum, and potato chips, or other unhealthy foods with their child.

**Only Kosher or Halal meats and Kosher or Halal foods will be provided.
Products containing pork or alcohol will NOT be served.**



Transportation and Field Trips

Transportation

Please sign the Transportation Permission Form for your child(ren) to be transported without notice in an emergency situation (ie. Provider's child becomes sick at school and needs immediate pick up). SDCA will inform you if such a situation has occurred.

School Bus Transportation: SDCA is in the Pitkin School district. Please fill out the Daycare Alternate Transportation Request and take it to the East Hartford Board of Education. SDCA must have a copy on file.

Field Trips

From time to time the children will go on field trips. Parent/Guardian will be given prior notice of these trips so they can ensure their child has the appropriate clothing and/or supplies for the day. Notices will be posted in the arrival area. Field Trip Permission forms **MUST** be completed, signed, dated and returned one day prior to the trip. Children whose form is not returned **WILL NOT** take part in the outing and, Parent/Guardian will be responsible for finding alternate care at this time.

Admission fees for outings are the responsibility of the Parent/Guardian.

Please note: Field Trips will only be conducted when all the children in SDCA are able to walk on their own, able to speak clearly and are potty trained.

Supplies & Equipment

Safia's Day Care Academy Supplied

Safia's Day Care Academy will provide all the necessary general equipment, toys and learning materials for the proper and safe care of your child.

Parent/Guardian Supplied

Parent/Guardian is responsible to ensure their child has a change of clothing with them each day. All Items belonging to the child must be labeled with the child's Name, Address and Phone Number. SDCA is not responsible for any lost or broken items. No shorts, no short skirts, no short dresses. Please have your child dressed appropriately with tennis shoes or comfortable sneakers for out- door play. Please supply a stack of diapers or pull-ups, wipes and diaper ointment at the beginning of the week. You will be notified when your supply is low. Supplies need to be replenished immediately.

Items Not Welcomed

Parents/Guardians please do not send toys or other goodies with children unless it is cleared first, with the exception of Show & Tell times and as long as your child understands he/she will have to share his/her possessions. Items such as guns, knives, swords, or other weapon type apparatus or toys containing these items are NOT permitted under any circumstances. Safia's Day Care Academy is not responsible for broken, damaged or lost possessions.

Potty Training

Potty training requires a combined effort on the part of the Parent/Guardian and Safia's Day Care Academy. Please keep an open communication about your views on Potty training when your child is ready for that step. Please note that until your child is fully trained and



able to announce that he or she has to use the bathroom, sleeps through naps without wetting or dirtying themselves, Pull-Up pants will be used. Please ensure that your child has an adequate supply of clean clothing to get through the daily training phase. This should consist of three complete outfits including socks.

Child Abuse:

Safia's Day Care Academy shall report actual or suspected child abuse or neglect of any child to the nearest office of the Department of Children and Families as mandated by Section 17a-101 and 17a-102 of the Connecticut General Statutes.

SDCA Termination of Care

Parent/Guardian will be given a two-week notice. Safia's Day Care Academy reserves the right to terminate care without notice under the following circumstances:

- ◆ Failure to abide by the policies in this handbook.
- ◆ Failure to abide by the terms set out in the child care contract.
- ◆ Failure to make payments on time or not paying for care at all.
- ◆ Failure to repeatedly not pick up your child at the agreed upon time.
- ◆ Failure to complete all required forms in the Registration Package.
- ◆ Inability of the Parent/Guardian and Provider to communicate effectively.
- ◆ Inability of the child to adjust to the child care being provided after a reasonable amount of time.
- ◆ Provider's inability to meet the needs of the child after exhaustive efforts to do so.
- ◆ Child's behavior is disruptive to the rest of the children in the daycare.

Please Note: SDCA Parent Handbook of Policies and Procedures are subject to change at any time.