



2023

PARENT

HANDBOOK

2946 Bailey Ave. Buffalo, NY 14215
Monday-Friday 6:30am-5:30pm
(716)896-3800

1000 Main St. Buffalo, NY 14202
Monday-Friday 6:30am-5:30pm
(716)332-4160

CEO

WELCOME MESSAGE

Thank you for choosing My Precious Angels Childcare Center. It is our goal to give your little angel the education, love, care, and attention that is needed for them to become the leaders that our world needs.

Our daily routines will consist of teaching through language and playing, promoting positive social and emotional behavior.

You and your children are very important to us. It is very valuable to keep an open line of communication as we share the responsibility of something so important, "Our Children."

Please remember that our team will develop a bond with your child. We will be apart of your child's life for many years. It starts as early as six weeks and will continue until your child is a teenager. For that reason, we will always have continuous training on a regular basis.

Thank you for giving us the opportunity to share with you in educating and nurturing your child. I encourage your input and suggestions as we begin the journey for a positive and meaningful relationship.



FELICIA WILLIAMSON
CEO Company

Felicia Williamson
Executive Director

OUR MISSION



Our mission is to nurture each child with love, education, security, and self-worth, giving them a proven solid foundation for their future.

ENROLLMENT

Enrollment will be open to all children, as long as the daycare can meet the needs of that child based on the NYS regulations. Enrollment will be granted upon availability of openings. Enrollment is also granted without regard to sex, nationality, political or religious belief. Before any child can start, the parent must complete and return the following forms:

- Enrollment Application
- Blue Card
- Just about me form
- Infant feeding agreement
- Authorized pick-up list
- CACFP eligibility form
- Policy Checklist

- Medical statement/immunization record
- Transportation agreement
- Sleeping Agreement
- Authorization for emergency medical care
- Signed Contract (private pay only)
- Information Sheet

HOURS OF OPERATION



Our hours are Monday – Friday from 6:30 am to 5:30pm. An adult must bring all children to their classroom. The hours your child will be allowed in daycare will be specified on the contract or daycare approval letter. These specified times will be the only times allowed unless approved by the director. Due to NYS Regulations, teachers are not allowed to be over ratio of children. Picking up your child late will not be tolerated. We will enforce the overtime rate and possible termination of care. If the pick-up person is late, we will contact an alternate person on the list to pick your child up.

Notify us immediately if your child will be absent. If we do not receive notice of an absence and the child does not show up by 9am, we will assume the child will be absent.

Parents whose hours vary from week to week will need to submit their schedule by noon on Friday's of the week before. If we do not receive your schedule in time, there is a chance that we will not have enough staff for your child to attend on a particular day.

PROCARE SOFTWARE



We use a software called, "Procure". This software allows parents to connect directly with their child's classroom, as well as administration. It will be used to send notifications to the parents about what their child is doing throughout the day. It will include meal, bathroom, and nap times. It is very important that you are signed up, as this will be how we communicate with one another. Teachers will be able to message parents about important dates coming up, things your child may need, and any questions they may have regarding your child. Although you will have access to message your child's classroom at all times, please keep in mind our priority is educating and staff can only respond during naptime. If it is something urgent, please call the daycare phone to speak with someone. If you have any difficulties with the app please call the daycare for further instructions.

HOLIDAYS, CLOSINGS & CALENDAR

The daycare will be closed on the following holidays:

- | | |
|--|---------------------------|
| New Year's Day (Jan) | Good Friday (March/April) |
| Memorial Day (May) | Juneteenth (June) |
| Independence Day (July) | Labor Day (Sept) |
| Thanksgiving Day and the day after (Nov) | |
| Christmas Eve and Christmas Day (Dec) | |
| New Years Eve (Dec) | |

Parents will be notified through Procure if there is a need to close the daycare. We will post all weather closings on the following television channels: WGRZ (2), WIVB (4) & WKBW (7). If schools are closed for bad weather, we may still be open; it will be at the director's discretion if we should close. If you are unsure of the status, please text the director.

You will receive a calendar every month. This will inform you of any upcoming events, activities and days the daycare will be closed.

CHANGE OF ADDRESS / PHONE NUMBERS

Please remember how important it is to keep your child's file up to date. This will help prevent any problems later. Staff will ask you to verify if your information is still correct on your information sheet, the first of every month. If any of your information changes, please inform staff immediately.

PROGRAM POLICIES

Each classroom is set up to enable our staff to promote growth and development of your child. Our indoor activities include; exercise, dance, music, puzzles, learning, arts and crafts, dress-up, manipulatives, singing, reading etc... Our outdoor activities include; riding toys, walking to playground, nature hikes, playing in the snow & leaves, chalk, blowing bubbles etc...

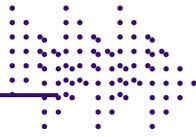
Each classroom will keep a daily journal of all activities, lesson plans and concerns. All teachers will have on-going training so we can provide the children with age appropriate classrooms and activities.

It is our goal to make sure all children reach each age milestone in learning. Each classroom will develop lesson plans for the group but also create individualized lessons for children who may need some extra help in some areas. Twice a year we will conduct parent teacher conferences. Conferences will be to discuss your child's progress and/or any concerns we may have. If any of our concerns are urgent we will discuss them with you immediately.

HYGIENE

In order to have a healthy environment, your child will wash their hands several times throughout the day. Children in the program will receive their own toothpaste and toothbrush to keep at daycare. The children will brush their teeth after lunch every day. Please allow the children to practice good hygiene at home as well.

NUTRITION



All children 12 months old and older will be provided with a nutritious USDA approved hot or cold meal daily. Our meal schedule will be breakfast (8:30am), lunch (11:15am) and afternoon snack (2:00pm). Your child will receive any of the above based on their schedule of attendance.

All meals will be served to each classroom in a family style setting. This will give our staff a teaching opportunity to sit with the children and promote language development through conversation. If your child does not come in until after a meal is served, it will be your responsibility to make sure the child eats prior to arriving.

It is very important to inform the daycare of any food allergies your child may have or develops immediately. If your child is on a medical controlled diet, please obtain a doctor's statement of all the foods the child cannot eat. Please do not send in prepared meals for your child. We cannot accept any outside food due to other children who may have allergies. Children are also not allowed to bring food into the daycare that they are eating prior to arriving. We are a nut and pork free daycare.

PAYMENTS AND FEES

If you are a private pay family, the weekly tuition is due every Monday before services are rendered. If you have a co-pay through Social Services, your payment will be due every Friday.

We accept, cash, cashapp, zelle, personal checks and money orders. Make checks payable to My Precious Angels with your child's name in the memo section. There is a \$40.00 fee for all checks returned by your bank, and you will no longer be able to pay by check. Payments must be placed in our payment envelopes with your child's name, your name, amount and date and placed in our payment mailbox. Under no circumstances should any payments be given to our staff. Receipts will be given upon request.

If your childcare is paid for by the dept of social services, it will be your responsibility to maintain this service. We will need a new approval letter every time the current one expires. Your child will not be able to attend without it (NO EXCEPTIONS). This is why it is very important to recertify on time and always be aware whenever you need to send them paperwork. You are responsible for any payments they do not pay.

MEDICATION POLICY AND ALLERGIES

At this time, our daycare will not be able to administer medication to any child. If your child does need to take medication during the hours they are in daycare, yourself or a responsible adult 18 yrs or older will need to come in and give the child that dosage. We will need a written note from you giving this person permission.

NYS does allow us to administer emergency medication such as, inhalers, nebulizers and epi pens with a note and instructions from the child's doctor. We are also able to use over the counter topical ointments such as, diaper rash creams and sunscreen with a note from yourself giving us permission to do so.

Please advise us of any allergies your child may have such as, food, latex, animal or any outdoor allergies at the time of enrollment. If the allergy develops after enrollment let us know immediately so we can take the necessary precaution.

HEALTH / MEDICAL

All Children are required to have a complete physical examination prior to enrolling in daycare. All of the child's immunizations must be up to date and maintained. A new medical statement will be required annually. A new immunization record will be required every time the child gets a new immunization.

ILLNESS – If your child develops a cold with fever, diarrhea or a contagious virus such as (ringworm, pink eye, strep throat, chicken pox, etc...) please keep them at home and notify the daycare immediately. This will allow us to notify other parents of possible symptoms to look for in their child. In the event the child develops a contagious disease, a doctor's note will be needed clearing the child to return to daycare and stating what they diagnosed the child with. If your child gets sick while in daycare, we will notify the parents or your emergency contact to come pick your child up. If the illness is possibly something contagious, your child will be separated from the other children and will need to be picked up immediately and not returned until authorized by the doctor. If there is no one to pick up the child, medical services will be called to transport the child to the hospital of your choice at your expense. Remember to always keep your emergency contact list current to avoid any problems. Also, please remember it is always best to keep the child home when they are sick.

This not only benefits your child but also benefits the other children and staff. Here are some important symptoms to watch for:

Temperature of 100 or more, Nausea/Vomiting, Diarrhea, Stomachache, Headache, Pale/Flushed Face, Persistent Cough, Sore Throat Rash/Infection on the skin, Red or Pink Eye, Sever runny nose, bumps that resemble hand, foot, and mouth

The children will be screened daily by our staff for any health concerns. Minor concerns will be brought to your attention when you pick up your child. If there are any major concerns, you will be contacted via phone immediately. The staff will be authorized to refuse care if any of the symptoms are present.

IMPORTANT- We are very sympathetic to the needs of all our children and parents. We will make every effort to accommodate mildly ill children who feel well enough to be in daycare. However, I will not tolerate parents sending their children to daycare knowing the child is too sick or has something contagious. At times, it can be hard to take off from work or find someone to watch your child, however we cannot put the other children and our staff's health in jeopardy.

In the event of a health concern, we will contact you immediately. If you cannot be reached, we will call someone on the emergency contact list. If the emergency is life threatening we will call 911 first and then notify you. The parent will be responsible for all medical expenses.

TRANSPORTATION – BAILEY AVE. LOCATION ONLY

Transportation will only be provided to parents that do not have other means to get their child to and from daycare and will be based on our schedule. There will be a \$10.00 to \$20.00 a week fee according to the distance, for private pay parents. There is no fee for parents that receive help from social services. This fee is automatically calculated into the amount they pay for you. We will advise you of the times your child can be picked up and dropped off. Please have your child ready on time to be picked up as well as making sure someone is there at the scheduled drop off time. The driver will not release a child to any person who is not on the list and they will need to show proper picture ID. The driver will not be able to exit the van to put children inside van. The driver will only wait approximately 3 minutes for you to bring the children to the van. Help us to teach the children proper behavior and safety while being transported. Please notify daycare immediately if anything changes that would affect your child's transportation. Help us to teach the children proper behavior and safety while being transported.

Sometimes there may be reasons that could cause transportation to run late. Such as weather, accidents, heavy traffic, etc... you will be notified when this happens. On days we do not have transportation or our vehicle is down, we will inform you in advance to make other arrangements.

IMPORTANT - Failure to comply with any of the above may cause your transportation privileges to end.

CLASSROVIDEO RECORDING / PICTURES

Our building is equipped with a recorded surveillance system in every room. The director will primarily use this system to monitor each classroom. It is also used to ensure that the children, our staff and personal property is protected. On occasion, we may take pictures of the children to be used for daycare purposes only. We will also use them for some projects, activities or social media.

FIELD TRIPS

When the weather permits, we will take the children outside often. This would include walks through the neighborhood and to the playground. We will send home field trip permission slips whenever we go on traveling field trips. The permission slip will need to be signed and returned by the due date and include any money that is due for your child to attend the trip. If your child cannot attend the field trip, you may need to find alternate childcare for that day.

SAFETY AND BEHAVIOR HEALTH

Our daycare is committed to maintaining a safe and healthy environment for the children we care for. Our building has an automatic fire and smoke detector as well as manual alarms in the event of a fire. This system is automatically linked to an emergency response system. Fire drills are practiced and recorded monthly. Evacuation plans are posted in every room and each classroom is equipped with a first aid kit. Each staff is required to complete an incident report for any injury or accident that happens at daycare. We will make every effort to minimize any incident.

There may be differences in each child's developmental stages. Our staff will work with parents to address any social/emotional or behavior concerns your child may be experiencing at home or while in our care.

We may not be equipped to service all children and despite every effort to modify a child's behavior, the child may require more specialized attention than we can offer. If there are continuous behavioral concerns and keeping the child in daycare may cause significant risk of health or safety to other children or our staff, we will terminate enrollment immediately. Some unsafe behaviors include but not limited to:

- Biting, hitting, scratching, spitting or any aggressive behavior that may cause injury to themselves or others.
- Any disrespectful/inappropriate language
- Running away from staff or out the classroom, putting themselves in danger

INFANTS & TODDLERS

Parents are responsible for all change of clothes, diapers, bottles, pacifiers. All items will need to be labeled with your child's first and last name. We will notify the parent when the child's supplies get low. We will refuse your child if we do not have the items needed to take care of your child.

Potty training for your child must start at home first. We cannot assume full responsibility of potty training with out your assistance. Keep in mind all children potty train at different times, they will let us know when they are ready. Advise us when you have started, so we can encourage it at daycare as well. You must continue to send your child in diapers or pull-ups until they have shown potty training behavior. This will be determined and discussed by both the parent and our staff. We do not allow personal potty chairs in our classrooms. Once on-going training begins, you will need to send in extra underwear, pants and socks for the many accidents that may happen. When we are potty training there will be much emphasis and praise given to the child when they successfully use the potty. When an accident does occur, we will not scold the child but will remind them how good it feels to be dry. This is also an important time to teach the children proper hygiene. We will teach them proper wiping techniques, flushing the toilet and washing hands.

SCHOOL-AGE CHILDREN

When the children arrive from school they will be given a snack (lunch on ½ days of school). Children will start their homework after snack, but may need to finish it at home so please check your child's homework because we may not have a chance to check it before they leave.

It is the parent's responsibility to inform the daycare of the pick-up and drop-off times as well as the bus number for each child. If the times and bus number ever changes please notify us. In the event the child misses the bus due to our mistake, we will transport the child to school. If the child misses the bus due to your mistake, you will need to find alternate means for your child to get to school. In the event it is the school bus fault, you will need to find alternate means

for your child to get to school. If there are bussing issues, we will notify you. You will also need to inform us when there are ½ days of school and when schools are closed (do not always assume we know). We follow Buffalo Public Schools calendar only. If your child goes to a different school please notify us in advance of any days off.

RELIGIOUS BELIEF / BIRTHDAYS

Please advise us in advance if there are any religious beliefs that would not allow your child to participate in holidays, birthdays, blessing their food and talking about GOD. At times, we may read stories that would reflect on heaven, Jesus etc...

We do celebrate the children's birthdays. Parents are allowed to bring in store bought cupcakes, and treat bags. If you do not bring anything in, we will purchase the cupcakes. Children will also be allowed to pick from our birthday gift bin, and will receive a birthday hat and balloon.

DISCIPLINE POLICY / CHILD ABUSE

Under no circumstances do we allow any corporal punishment, spanking or shaming of children. When a child is displaying behavioral concerns, we will encourage a

more positive behavior. We will also try to redirect the child and/or remove the child from the classroom to help them calm down. If the behavior continues, the child will be removed from the activity to sit in time away with direct supervision. We will always notify the parents when there are any concerns. We will discuss a plan with you moving forward and possibly set up extra services to assist with any other concerns.

We are mandated by law to report any incidents of known or suspected child abuse, neglect or maltreatment of any child.

SPECIAL NEEDS

Our daycare does service children with special needs and/or disabilities. Including hearing, speech, behavior, language/visual or emotional disabilities. We will also work with you and any trained professional that may need to come to our facility for a one on one with your child.

It is important to advise us in advance of any special needs or concerns you have regarding your child. This will help us to prepare the staff in that classroom based on the needs of your child.

DAYCARE DRESS CODE

Please have your child wear comfortable clothing. Appropriate outdoor clothing is necessary, as outside activities are part of our daily routine when the weather permits. The clothing should also be easily managed for children to manage bathroom task with little assistance. Also, please allow children to be appropriately dressed for our childcare environment.

Each child is required to have an extra change of clothing (pants, socks, underwear, & shirt) to leave in their cubby in the event of an accident. In the event we use the extra clothing, please remember to bring in another set the following day. Please label all the clothing with your child's first and last name.

For everyone's protection, please do not send the children in with jewelry, expensive clothing or any valuable items that you do not want lost, stolen or damaged. We will not be liable if anything happens to these items.

COMMUNICATION AND CONFERNCES

Procare will ensure you are kept informed of all your child's daily activities. If there are any questions or concerns, please discuss them with your child's teacher

and/or the administration team. If your concerns are urgent, please reach out to the director.

Once a year, the director will schedule a conference with you at which point we will sign a new agreement, check the paperwork for any changes and go over any concerns that may need to be discussed.

Our door is always open to any questions or concerns you may have. The happiness of our families with our service is very important to us. We are open to suggestions that would help us to improve our program. The director's mailbox will be centrally located and used for any communication needed, suggestions, problems and payments.



THANK YOU.



716-896-3800



www.mypreciousangels716.com



mypreciousangelsdaycare@gmail.com



2946 Bailey Ave. Buffalo,
New York 14215

