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Welcome

Welcome to the child care centers at Suffolk County Community College. The collective mission is to provide convenient, high quality, affordable, children's programs in a safe, stimulating, caring environment with flexible scheduling to meet the needs of each family. This handbook was designed to help parents become familiar with our philosophy and the organization of our centers.

The centers are not-for-profit and licensed by the Department of Social Services under the auspices of the Suffolk County Community College Association and the Deans of Student Services. They are supported through user fees, SUNY grants, funds from the College Fee, fund-raising activities, and services provided to us by the college.

The centers are equipped with fire alarms and meet New York State building and fire codes, Health Department regulations and staffing requirements.

Our goal is to offer a program of daily activities designed to enhance the physical, emotional, social and intellectual well-being of each child and to foster peace of mind for students and parents so that they may attend school or work comfortably knowing that their child is safe and close at hand. Most importantly, we want you to know that we recognize that you have entrusted us with your most precious gift—your child. Parents are welcome to visit the center whenever they wish.

We ask you to take some time to read through and become familiar with the information. We have tried to include answers to questions you may have. You can use this as a reference for our policies and procedures. If you have any additional questions, please call on the director for help.

Philosophy

A good early childhood program is one that meets the child's total developmental needs (i.e., physical, intellectual, social, and emotional) at his or her own level, at his or her own pace, and in a family-like atmosphere that is clean, safe, and nurturing.

The child care centers take the approach that children learn by doing through the exploration of various multi-sensory learning and interest centers with the use of carefully selected equipment and cognitively focused educational materials. Children are encouraged to develop habits of observation by learning to create questions, listen, experiment, make discoveries, express their feelings, and make decisions. Learning happens incidentally and informally. We believe that the process of learning is more important than the product. Thus, an effort is made to continually challenge the children with specific learning experiences that encourage and enhance individual interests and abilities.

The centers emphasize a positive approach in providing a non-sexist, non-violent and non-authoritarian environment. We hope that each child will become independent and learn how to solve problems while expanding his or her readiness skills. By providing social experiences and emotional support, children will develop positive self-esteem, self-confidence, and independence. Staff members foster this by guiding children through activities, supporting their efforts, allowing them to take risks and learn from their mistakes, and encouraging them to achieve accomplishments on their own.

The teachers are always nearby to lend support, answer questions, offer challenging statements, and make suggestions in keeping with each child's current level of achievement, interest, ability, and need. We recognize the importance of a child's positive self-image and the role it plays in fostering competence, creativity, dignity, and sense of trust.

Curriculum

When a parent enters the center, he or she will notice that the classrooms are arranged into learning centers. These include family living, blocks, library, discovery, manipulative, music, creative art and an outdoor area. Each center is filled with materials that enrich the child's experience in ways that are not always evident at first. For example, when children play with blocks we often think that they are just stacking objects. Children are actually developing large and fine muscle control, visual discrimination, logical thinking and problem solving skills. They are learning math, science, and socializing with other children. Often when a parent asks a child what he or she did in school, a response might be, "I just played." Feel good in knowing that play means developing readiness concepts, promoting social and emotional development, language skills, fine and gross motor coordination, sensory motor abilities, perceptual skills and conceptual skills. These are presented to the children through various experiences.

The centers follow a language-based program. Activities will be developmentally appropriate and challenge children's thinking as they start to understand written and oral language concepts. They will be exposed to language through reading, writing, singing, experience charts and cooking.

Registration

The centers will accept children of Suffolk County Community College students, faculty, staff and community residents. They do not discriminate on the basis of race, color, religion, sex, age, marital status, sexual orientation, national origin or handicap. Children must be toilet trained upon entering the three year-old or pre-school room. They may be in their kindergarten school year while attending the center.

The centers offer both a full day and a flexible scheduling option so that parents may select hours that best suit their needs. Note, however, that the minimum requirement is three days for at least three hours per day, or two days for at least four hours per day. The child's schedule is determined at registration and will continue in effect until the end of the semester. A change of schedule must be approved in advance by the director.

Drop in care is not available.

Registration continues year round until enrollment has reached capacity. Since the centers are filled on a first-come, first-served basis, we strongly suggest that you register your child as soon as you have registered for classes. Returning children will be given priority at pre-registration. Because we are sensitive to the fact that special situations may arise, we try to consider requests on a case-by-case basis.

Hours of Operation

Suffolk Kids' Cottage:

7:30 a.m. – 4:00 p.m. * when college classes are in session (all sessions)

Campus Kids Child Care Center:

7:30 a.m. – 4:00 p.m. * when college classes are in session (all sessions)

* Hours are subject to change dependent on student need.

Arrival and Departure Procedures

All children must be brought in to their classroom by their parent/guardian. The parent must sign the child in upon arrival and sign him or her out upon departure. **This procedure is very important for attendance records and safety measures in emergencies.** Although parents are often in a rush, please remember to say good-bye to your child!

Parents are expected to adhere to the pre-arranged schedule approved by the director. If a child arrives early and/or is not picked up on time, a late charge will be assessed (\$5.00 for every 15 minutes or part thereof)! If a parent is habitually late, he/she will be asked to leave the center. In addition, if the parent is late and has not called the center, the teacher will contact the names on the emergency list (after one-half hour). If these contacts cannot be reached, and it is one-half hour past closing time, the teacher will call Child Protective Services to report the situation and have the child picked up. The center assumes no responsibility for children en route to or from the center.

No child will be released to anyone other than an authorized parent or guardian designated in writing. A person unknown to the staff will be required to show picture identification. A written authorization for changes in your child's normal pick-up must be recorded in the office with the director. If there is a court-ordered custodial agreement or order of protection, please leave a copy on file.

Financial Obligation

1. A non-refundable registration fee is due at the time of registration for each semester:

Registration Fees:

- \$75.00 Full Year
 - \$25.00 per Semester (Fall or Spring)
 - \$15.00 Summer Session
 - \$10.00 Intersession
2. Tuition due for the semester is equal to the number of hours contracted per week, times the number of weeks in the semester.
 3. Registration can only be done in blocks of one-half hour multiples. Scheduled arrival and departure time will be made only on the half hour or hour.
 4. Anyone who arrives between the hours of 9:00 a.m. and 1:30 p.m. is attending during peak time.
 5. Each semester is divided into three pay periods. The first payment must be made a week prior to your child's attending classes. Subsequent payments are due on the first of October and November for the fall semester and March and April for the spring semester.
 6. There will be a \$15.00 late payment fee for any payment not made within one week of the due date.
 7. There will be a \$15.00 fee charged for returned checks.
 8. If a child is picked up later than the scheduled time, there is a \$5.00 late fee for every 15 minutes!
 9. No refund or credit will be given for days missed or for withdrawal before the end of the semester. Parents are responsible for the entire sum contracted. There are no exceptions to this policy. (The refund policy follows the college refund policy as stated in the college catalog).
 10. Awarded financial aid over the amount requested for tuition and fees may be used to pay child care tuition. All paper work must be on file the first day of the semester.

Health Policy

The goal of the centers is to maintain the health and safety of all children. A nurse visits once a week.

Each enrolled child is required to have a complete current physical examination prior to admission with the results recorded on an original form provided by the center. It must show that the child has been immunized appropriate to age as mandated by the Board of Health and has had a Tuberculin test.

Children are checked daily upon arrival for health problems by the staff. Parents are asked to keep their child home if he or she shows symptoms of illness. Children will be sent home if they are suffering from or develop any of the following symptoms:

1. Signs of possible illness or inability to function in a group setting.
2. A fever higher than 100° F (degrees Fahrenheit). Child must be fever free for 24 hours before returning to the center.
3. Presence or development of any type of skin rash that may be considered contagious, until the rash is gone or a physician confirms in writing that it is not a health hazard.
4. Two (2) or more episodes of vomiting, which cannot be related to a non-medical reason.
5. Persistent cold symptoms which have affected the child in such a way as to interfere with his or her daily activities. This includes nasal drainage, which is other than clear in color, any type of purulent eye drainage, or repeated episodes of sneezing or coughing, which are markedly disrupting the child's day.
6. Presence or development of an eye, ear or throat infection that may be considered to be contagious until such time as the infection is gone or a physician determines that the child may return to school. A physician's note is necessary.
7. Any other symptoms that a qualified member of the staff might deem suspicious with regard to communicable diseases which are known to be prevalent at the time.
8. Evidence of head lice. The child may return after treatment as long as inspection shows she or he is nit free.
9. Failure to comply with New York State Immunizations.

Any child sent home due to illness may not return to the center until he or she is well. If a physician designates that a child may return to school while on an antibiotic, the child must have completed a minimum of 24 hours on medication and must have a note from the physician stating when he or she may return to school and is no longer contagious.

Whenever a child has been exposed to a communicable disease (e.g., chicken pox, strep throat), parents are asked to report the situation to the director. This information is often vital to other children and their family members. If a child has been ill and absent for five days or more, he or she must have a doctor's note stating that the child is in good health. There are no make-up days due to illness, nor reduction in tuition.

Medical Requirements

According to New York State Law, each child at the center is required to have an annual complete physical examination, signed and dated by a physician. For children over six months, the form must be signed within the 30 days of enrollment and for infants under six months within 15 days of enrollment. The following immunizations are required for children in a child care center:

2 months	DTP, TOPV (Triviral Oral Polio), HIB (Hemophilus Influenza B), HEP B
4 months	DTP, TOPV, HIB, HEP B
6 months	DTP, an optional TOPV, HIB*, HEP B
12 months	HIB*
15 months	MMR (Measles, Mumps, Rubella) One dose of a combined format is preferred. DTP and HIB*
18 months	DTP, TOPV (referred to as a "booster" HIB*), Varicella
4-6 years	DTP, TOPV, MMR boosters Lead Screening

- ❖ Different HIB vaccines have different schedules. Your health care provider will tell you if this dose is necessary.

Medication

Based on the provisions of New York State law, as of January 31, 2005, the centers will only be able to offer the administration of over-the-counter topical ointments including sunscreen lotion and diapering preparations to children enrolled in our centers. We will be unable to administer any over-the-counter medication, prescription medication, assist a child with a nebulizer, or an EpiPen®. The centers will submit a medication plan to the Department of Social Services for approval for any child who qualifies under the Americans with Disabilities Act.

Accident/Injury Policy

The center's policy is to notify parents of accidents involving their child only when medical attention is required. Minor accidents, such as scraped knees and routine bumps and bruises, are attended to by the staff. Parents who feel that it is important to be notified about these minor accidents should notify the director.

When accidents or symptoms of illnesses occur, we will make an immediate attempt to contact you. If we cannot reach you, we will call the emergency numbers on file at the center.

In the event that a child needs immediate medical attention, the director or designated staff member will make a decision as to the best care for that situation. This may include a call for a local ambulance or paramedics, a call to the campus Health Office and/or a call to the child's physician. In the event that a child must be transported to the hospital, the director or staff member will accompany the child with his or her medical records to the nearest hospital within the area.

— **Be assured that the staff will continue to try to contact you.** —

About the Staff

All full-time staff are experienced early childhood educators, often with a bachelor's or master's degree in Early Childhood Education, although a two-year college degree is the minimum requirement. All staff participate in continuous programs of in-service education and attend numerous conferences throughout the year. Besides our paid staff, we have student teachers and work study students from the college. Those students may participate in the program to meet a requirement for a course upon written request from their professor.

Separation Anxiety

It is quite normal for some children to experience some separation anxiety (fear) when a parent leaves. This is especially true at the beginning of a child's stay at the center. Children may approach this new experience with hesitation since they have not yet formed secure attachments with their teachers or classmates. Please be assured that the teachers and the director will assist the parent and child during this time. We will help the parent find the best way to say good-bye for the day. Sometimes it may require that the parents stay for a little while so that both the child and the parent feel comfortable. If the parent has a positive feeling about leaving, this is transmitted to the child. However, if the parent is overly anxious, the youngster will sense this. Children can be prepared for the adjustment of "going to school" in several ways:

1. Visit as often as necessary until you see that your child feels secure and comfortable.
2. Talk to your child about where you are going, what he or she will be doing, and when you will return.
3. Acknowledge your child's feelings and offer comfort, support, and assurance.
4. Always say good-bye before you leave. Good-byes build trust. Repeated good-byes strengthen the child's belief that you will return.
5. Upon picking up your child, take a moment to share in his or her activity. This will leave the child with positive thoughts and feelings about school.

Children with Special Needs

A goal of the child care centers is to provide quality care for all children. It is recognized that young children learn and develop at different rates. Often, these differences will even out, but some children need extra help. Free services outside of the centers are available to help your child grow and develop. These outside services (often provided by your school district) provide early identification, screening and assessment of hearing, vision, speech, physical and occupational therapies, nutrition and psychological services.

Is one of the following true of your child?

- ❖ has difficulty sucking or swallowing?
- ❖ is too active, or not active enough?
- ❖ has health problems?
- ❖ has problems seeing or hearing?
- ❖ is not talking?
- ❖ talks differently than other children?
- ❖ is not rolling, walking or moving like other children the same age?

If one of the above conditions exist, we may recommend that you have your child tested through the Early Intervention program. For your information, please call Growing Up Healthy at (800) 522-5006.

On occasion, a child may have a difficult time adjusting to his or her classroom. The director and staff will make every effort to help both the parent and child with this adjustment. We feel it is important to provide continuity for the child and moral support for the parent. At the same time, we expect the parent to make every effort to support the staff. This is important in maintaining a healthy and safe environment for all children. If a child's needs are such that he or she cannot function without causing undue stress to himself or herself, other children, or the teachers, or his or her behavior creates harm to others, we will ask the family to make other child care arrangements.

Nutrition

The center is an approved site for the Child and Adult Care Food Program (CACFP). We serve breakfast, lunch and an afternoon supplement to all our children.

We fully comply with the CACFP regulation for balanced nutritious meals and snacks, always encouraging good nutrition at the center.

Birthdays & Special Occasions

We celebrate special occasions during the snack period. Please let the teachers know in advance if your child would like to share his or her birthday with friends at the center. We would prefer that parents send muffins, donuts or cookies made with enriched flour since this will meet the Child and Adult Care Food Program (CACFP) requirement. Of course, any nutritious snack is fine. We only serve full strength fruit or vegetable juices to the children, no punch or sugary drinks. Our teachers will add a festive atmosphere with songs, cheers and candles to make this a special day for your child.

Dress

Children will be working with paint, water and other messy materials and therefore should wear comfortable clothing, suitable for a variety of activities that can be easily laundered. Children are usually asked to participate in cleaning up after these activities. Since it is important for children to use the toilet themselves and be able to dress themselves, we ask that they wear simple clothing free of complicated fastenings. One-piece outfits often require that the children completely undress to use the bathroom.

When you dress your child, keep in mind that there may be a change in the weather. Even though the sun may be out at 9:00 a.m., it might be cold and cloudy at 10:00 a.m. Provide sweaters, jackets and hats even on the first sunny days of fall. It is much easier to remove an unwanted item than to put on something you don't have. It is our policy to always go outdoors even in cold weather. Please dress children appropriately.

Active outdoor play is an important part of the day for the children. If your child is well enough to come to school he or she is well enough to go outside. Children will go out in all but rainy or frigid weather.

Parents are asked to bring one extra set of seasonally appropriate clothing sized large enough to last the semester. Store clothing in a clearly marked shoebox and leave it at the center. If the child uses the clothes, please replace them with another set the following school day. Clogs, flip-flops and sandals are not appropriate for wear at the center.

Children need a hat, two pairs of mittens, a warm coat (waterproof is best) and snow pants. Boots are necessary once snow begins since there is sometimes snow in the playground even after it stops falling. If they do not need them to go to and from the center, please leave a pair in their cubby during the winter months.

Rest

Full-day children will rest for 45 minutes or more each day and may continue to rest for a longer period if they are asleep. Each full-day child may need to bring a small blanket to be kept in his or her school. Check at your center.

Conferences

Throughout the year, the teacher will have the opportunity to meet informally with each parent about his or her child's progress in school. While a formal conference will be held each semester, meetings may be scheduled throughout the year if desired.

Fund Raising

Each semester, parents will be asked to participate in a fund-raiser. These monies are used to purchase art supplies and educational materials for the children. Since these funds are built into the budget and help keep tuition costs down, please make every effort to participate.

School Closing

The center will be closed whenever classes are canceled at the college. The following stations will announce any cancellation of classes or delayed opening due to inclement weather:

WALK	1370 AM – 97.5 FM or www.walkradio.com
WBAB	102.3 FM – East 95.3 FM
WBLI	106.1 FM
WLNG	92.1 FM
WRCN	103.9 FM
WMJC	94.3 FM
WBZO	103.1 FM
WRIV	1390 AM
WLVG (LOVE)	96.1 FM
NEWS 12 LI	Cable News

Information regarding cancellation of classes or a delayed opening will also be available by calling: (631) 696-4910, 451-4110 for Ammerman Campus and (631) 851-6700 for Grant Campus.

Toys from Home

We ask parents to leave their children's toys at home or in the car. If you have a book that may be of interest to all of the children, we will appreciate your sharing this with the class but ask that it be left for several days. We also appreciate special records or materials for curriculum enrichment. However, we discourage guns, war toys or other toys of destruction. If a child needs to express feelings of aggression, we will redirect them to Play Doh or other appropriate activities, which will allow them to deal with these emotions.

Miscellaneous Notes

If you are experiencing a problem that is school related or personal, please tell the director or staff. The staff has access to both campus services and community services that may be of help to you.

As you walk into the center, you will see our parent bulletin board with up-to-date information you might find helpful.

Please check your child's mailbox daily for his or her work and notes that we have sent home.

Please alert the staff whenever there are changes in address or phone numbers, new additions to the family, etc. It is also helpful for the teacher to be made aware of any situation that may be disturbing your child.

Daily Schedule – Infants

7:30-9:00	Arrivals, greetings, health check, child-centered play, music, songs, finger plays, diaper changes
9:00-9:15	Greetings to new arrivals, health check, teacher-directed activities
9:15-9:30	Wash-up and prepare for breakfast
9:30-10:00	Breakfast
10:00-10:20	Clean-up, diaper changes, listening and talking activities, (story time) or outside play
10:20-10:40	Creative activities, naps as needed
10:40-11:00	Outdoor play, weather permitting
11:00-11:20	Stories, music, finger plays
11:20-11:30	Wash-up and prepare for lunch
11:30-12:00	Lunch
12:00-12:30	Clean-up, diaper changes, teacher-directed activities, and "learning about our world" activities
12:30-1:00	Naps as needed, child-centered indoor play or outdoor play
1:00-1:30	Teacher-directed activities
1:30-1:40	Wash-up and prepare for snack
1:40-2:00	Snack time
2:00-2:30	Clean-up, diaper changes, listening and talking activities
2:30-3:00	Physical or creative activities
3:00-4:00	Diaper changes, child-centered play, teacher-directed play, music, stories, finger plays

Daily Schedule – Toddlers

7:30-9:00	Arrivals, greetings, health check. Free play, self-directed activities including: table toys, blocks, easels, coloring, little kitchen, stories
9:00-9:20	Music, dance, finger plays, flannel board, puppets
9:20-9:30	Wash-up, clean-up, prepare for breakfast
9:30-9:50	Breakfast
9:50-10:10	Clean-up, diapering, potty
10:10-10:50	Choice of child-centered activities/thematic lessons including: art, music, movement, story, language activities, games, water play, cooking, food tasting activities. Lessons include: learning about colors, shapes, simple concepts, holidays, or seasons
10:50-11:00	Clean-up, wash-up, dress for outdoor play
11:00-11:30	Outdoor play (weather permitting), or indoor games or movement activities. Wash-up for lunch
11:30-11:50	Lunch
11:50-12:15	Clean-up, diapering, potty, cots set up for rest time
12:15-1:20	Nap time (for full-day children)/outdoor play (for part-time children, weather permitting) or quiet indoor play
1:20-1:30	Wash-up, clean-up, put cots away
1:30-1:50	Snack
1:50-2:10	Wash-up, diapering, potty
2:10-2:30	Afternoon child-centered activity (lesson) including: art, music and movement, story, language activities, games
2:30-3:00	Quiet activities, free play, stories, clean-up
3:00-4:00	Free play or outdoor play

Daily Schedule – 3-5 Year Olds

7:30-9:00	Arrivals, greetings, health check. Free play, self-directed activities including: table toys, puzzles, easels, computers, water play, arts and crafts, board games
9:00-9:20	Circle time, including: weather, jobs, music, dance, finger plays, story
9:20-9:30	Wash-up, clean-up, preparation for breakfast
9:30-10:00	Breakfast
10:00-10:50	Choice of unit activities (lessons) including: art, music, movement, language arts, science, math, water play, cooking, food tasting activities, set up on a rotating basis. Also, choice of: dramatic play, block play, floor puzzles, small vehicles and animals, puppets, library
10:50-11:00	Clean-up, dress for outdoor play
11:00-11:30	Outdoor play (weather permitting), or indoor games or movement activities. Wash-up for lunch
11:30-12:00	Lunch
12:00-12:15	Wash-up, clean-up, cots set up for rest time (full-day children)
12:15-1:20	Nap time (for full-day children)/afternoon lesson, free play, including: table toys, puzzles, easels, computers, games, arts and crafts
1:20-1:30	Wash-up, clean-up, put cots away, preparation for snack
1:30-1:50	Snack
1:50-2:10	Story time, library
2:10-2:30	Music time
2:30-4:00	Outdoor play or quiet activities, table toys, arts and crafts