



EMPLOYEE DAY CARE PROGRAM PARENT INFORMATION GUIDE

Welcome to the SCOPE Employee Day Care Program. This program is a cooperative effort between SCOPE Education Services and the school district to provide a high quality, affordable day care to meet the needs of working parents within the school district.

Philosophy

The Employee Day Care Program is designed to meet the physical, emotional, social and intellectual needs of children. We understand that each child is unique, with an individual pattern of development, temperament, learning style and family background. The Day Care Program respects these qualities through its program activities and staff/child/parent communications. Our staff members help children to feel good about themselves, get along with others and to learn more about the world around them in a warm, caring and stable environment.

Safety

The SCOPE Day Care Program is licensed by the Office of Children and Family Services (OCFS) meets and/or exceeds all state requirements. Staff members are trained throughout the year and are evaluated annually. Periodic site visits are conducted by SCOPE administrators and OCFS to ensure a high quality program is maintained.

For the safety of your children, parents must sign their children in and out of the program each day by their parent/guardian or a person, at least 18 years or older, authorized by the parent. Children will not be released to any unauthorized pick-up person. Picture identification will be required from authorized individuals if they are unknown to the staff. The program will not release a child to a parent or designated pick-up person if said person is acting in a way that is consistent with the inappropriate use of drugs or alcohol.

Social Practices

Children are helped and encouraged to resolve their own differences. The staff reinforces positive behavior and seeks to redirect the negative. Staff work together with parents to ensure consistency is promoted by keeping actions and reactions to inappropriate behavior uniform and to help children develop appropriate behavior.

Wellness Policy

It is important to keep the Center Director up to date on any inoculations, medications or health changes/problems. In order to promote wellness and to protect the health of your child and other children, parents will need to keep children home if any of the following symptoms are exhibited:

- **A temperature of 100 degrees or above within a 24 hour period**
- **Vomiting two or more times within 24 hours**
- **Diarrhea or unusually loose stools (two or more per day)**
- **Rash of unknown origin that is possibly infectious**
- **Pink or red conjunctivitis with yellow or white discharge**
- **Persistent, frequent cough**
- **Undiagnosed red throat**
- **Untreated earache**

Sick children will not be admitted into the Center. Children must be kept home for a 24 hour period once they are prescribed medication by a doctor. Written permission from you and your doctor is required before prescription medication can be administered by the SCOPE certified MAT staff member. Over-the-counter medication also requires your written permission. Medication will only be administered if it is in its original bottle/container.

In the event of a medical emergency, you will be contacted. Should your child become ill while at the center and you are called, please pick up your child promptly. We will not call unless your child needs to be at home. If your child becomes ill with a contagious disease, please notify the program immediately so that SCOPE can notify other parents and anyone who has been in contact with your child.

Typical Day

Play and fun is the core of our curriculum. Children should be dressed and ready to participate upon arrival. Please feed your child at home if you arrive after 9 AM. Your child's individual daily routine/activities/disposition will be posted on a weekly chart for you to review at pick-up time and to take home at the end of each week.

A typical day includes:

- **Arrival, parent/staff exchange**
- **Free play; one to one interaction**
- **Breakfast/bottles**
- **Clean up, diaper change/toileting**
- **Nap or floor play for non-sleepers**
- **Arts & crafts, music & movement, role play and water table**
- **Indoor/outdoor walks**
- **Individual & group story time**
- **Lunch**
- **Clean up; diaper change/toileting**
- **Quiet time (bottles/naps); one to one time for non-sleepers**
- **Wake up; diaper change/toileting; snack**
- **Pick-up; free play; one to one communication**

The actual day will operate according to the needs exhibited by the children. Healthy snacks are provided each day, and children are fed according to their individual food plans. Sufficient time is allowed for meals so that children will not be hurried. Children are encouraged to gain independence in feeding themselves and are encouraged to learn acceptable table manners appropriate to their level of development.

Attendance

The Center operates in accordance with the school district calendar for teachers. If the school district deems it necessary to delay opening or to close early for safety reasons, the Center must comply. Parents are expected to pick up their children immediately in the event of an unscheduled early dismissal.

The Center has specific operating hours. Parents may not bring their children to the Center before operating hours and they should arrive promptly at or before closing time. If you are unavoidably detained and cannot pick up your child on time, it is important that you arrange to have an authorized pick-up person do so for you. Excessive lateness may result in your child being removed from the program.

Day Care Checklist

All possessions, including bottles must be clearly labeled with your child's name. All washable clothing, sheets and blankets must be laundered at home at least once a week. Each Friday parents are given a checklist of any items needed. The following items should always be on hand at the Center and replenished as necessary:

- One complete change of clothing, including underwear and socks
- Appropriate outdoor clothing
- Smock (or over-sized shirt) for art projects
- Weekly supply of diapers (minimum of 5 per day). If your child uses the toilet, please leave an adequate supply of training pants.
- Baby health aids (ointment, powder, etc.)
- Thermometer
- Cup, bowl, spoon, bib, wash cloth
- (2) Port-a-crib sheets and (2) blankets
- Parents of infants are responsible for supplying bottles and food. Provide a full day supply of food/bottles which must be brought in and taken home daily. Bottles must be plastic only and all formula must be prepared and provided the parent daily.

NOTE: SCOPE is a peanut/nut free program.

Fees

The SCOPE Employee Day Care Program is designed to be affordable and self-supporting through parent fees. All school closings have been built into the annual tuition which is calculated for the year and divided into equal payments.

There are no refunds, absence credits or make up days permitted for any reason, including unscheduled school closings, delayed openings or early dismissals.

Tuition is payable in advance in accordance with the SCOPE payment schedule. A late fee will be charged for payments received after the due date. If payment has not been made, SCOPE has the right to deny admittance and enroll another child in his/her place.

SCOPE requires at least one month notice of withdrawal, and you are responsible for the full month's tuition if you are withdrawing your child during the month.

Parent Review

Parent input and participation is valued and invited. SCOPE has an "open door" policy and encourages parents to visit their children at any time. We do, however, ask parents to respect the routine of the program by restricting the length of their visits. To facilitate our shared commitment to the well-being of your child, we encourage continuous communication between you and the staff at mutually convenient times.

**SCOPE Education Services Administration
100 Lawrence Avenue, Smithtown, New York 11787
(631) 360-0800 Ext. 207 (Billing) Ext. 100 (Registration)
Office Hours: 9:00 AM - 4:30 PM
www.scopeonline.us**