

The Treehouse Child Care Center Parent Handbook



the
treehouse
Child Care Center

255 Gaffney Drive
Watertown NY, 13601
Phone: 315-788-0825 OPT 2
Hours: 6:30am – 5:30pm
Director: Autumn Weaver

1635 Ohio Street
Watertown, NY 13601
Phone: 315-786-7285
Hours: 8:00am – 4:00pm
Director: Gabbie Baker

Chief Executive Officer: Mandy Burt
Executive Director: Gabrielle Baker
HR Manager: Candy Shaw

MISSION STATEMENT

To provide a loving, developmentally appropriate environment that will encourage children to grow emotionally, cognitively, culturally, and physically while building strong relationships and promoting individualism and respect. The Treehouse strives to keep consistency in the lives of children by maintaining open communication between staff and families, and to value the family unit by integrating the child's care at the center with care received at home. Building strong relationships is of utmost importance at The Treehouse: relationships between the child and teacher, between the child and the child's peers, and between staff and parents. Strong relationships are the foundation that allows a child to grow and develop, and the key to making daycare feel like home.

PHILOSOPHY

The Treehouse aspires to join with parents to nurture children with great care and education as we build a framework of social, emotional, and physical health, woven together with love. Children will learn and thrive when they feel known and loved. We seek a high standard of integrity as we care for and educate each child, addressing their social, emotional, physical, intellectual, and language development.

HISTORY

The Treehouse began in 2014 as a drop in child care center in the Stateway Plaza. Our owner, Mandy Burt, a mother of three at the time and an army veteran, saw a need in our community and acted to fill it. Later that year, an opportunity arose to use space within New Life Christian Church to expand and offer full-time licensed child care, and so in 2015 our licensed center opened with one infant room, one toddler room, and 2 preschool rooms. In 2021, we expanded and added another infant, another toddler, and another preschool classroom. Though we sold the drop in center to another owner, we continue to pride ourselves in offering quality, licensed child care in our community.

CURRICULUM

Our program uses Creative Curriculum, a research-based and research-proven curriculum that focuses on supportive and quality environments that encourages active learning and promotes progress in all developmental areas. Learning happens throughout the day via a myriad of interactions between the teacher and the child as well as between peers. The environment is set up to encourage exploration and adhere to developmentally appropriate practice. Learning is also fostered through small and large group activities. Whenever possible, the curriculum is tailored to the interests, needs and temperaments of the individual child. In caring for children, The Treehouse follows the standards outlined in the *New York State Early Learning Guidelines*. Our staff is well qualified, motivated, and loving.

ENROLLMENT ELIGIBILITY

Enrollment is open to children aged 6 weeks to 12 years old. Children are grouped by age in Infant, Toddler, Preschool, Pre-K, and School Age. The Treehouse does not discriminate in providing services to children and their families on the basis of race, cultural heritage, national origin, marital status, religion, political beliefs, disability or sexual orientation. Toilet-training status is not an eligibility requirement for enrollment. The Treehouse reserves the right to assess a family's care needs before enrollment is confirmed. Every child in our program must be able to integrate into the classroom, with state teacher

to child ratio guidelines. The Treehouse does not provide additional staff for children needing one on one care.

CHILD CHECK IN AND PICK UP PROCEDURES

Use the main entrance of New Life Christian Church to access the childcare rooms. Upon arrival, you will enter your unique personal code into the check in tablet to engage the release of the door security system to open the second set of double doors. If you do not have a code, you can ring the doorbell for assistance. Please sign in at the check in kiosk, and then escort your child to their classroom. Please be sure to make contact with your child's teacher before leaving to ensure the teacher is aware of your child's arrival. If your child will not be in attendance on a specific day, please be sure to call and inform the office of your child's absence before 9 am the morning of the absence.

In the event that a staff member is concerned that a child's authorized guardian may be under the influence of alcohol, drugs, or any other impairment that could deem driving dangerous, the director will be notified, and the guardian will be asked to notify alternative transportation. If this person refuses, then the police will be notified.

Photo identification is required of any individual requesting to pick up a child who is not recognized by a staff member, and only those individuals authorized through written consent of the child's parent or guardian will be allowed to pick up. Please ensure your authorized pick-up guardians are updated by informing the office and having them entered into our Procure system.

ADMISSIONS PROCEDURE & CHILDREN'S RECORDS

1. Tour of the facility with child, parents are given parent handbook, family questionnaire and ASQ-SE
2. Family Interview going over questionnaire and parent handbook
3. Letter of acceptance into the program, enrollment packet given to family.
4. Parents must complete and return Enrollment Packet
5. Enrollment fee of \$45, as well as payment for the first week of care, is due at the time of enrollment

DAYS AND HOURS OF OPERATION

The Treehouse operates year-round, Monday - Friday 6:30 AM to 5:30 PM with the exception of one week of vacation between Christmas and New Year's Day, in which our center will be closed. Tuition will be billed for only half of the weekly rate during the center's closure. Our decision to take one week off during the year is twofold: to allow our teachers the rest and rejuvenation they need, and also to encourage parents to do the same and spend quality time with their children.

PLANNED CLOSURES

New Year’s Day Holiday – January 1

Martin Luther King Jr Day – third Monday in January

Presidents Day- Third Monday in February

Good Friday- Friday before Easter

Memorial Day Holiday – last Monday in May

Juneteenth – June 19th

Independence Day Holiday – July 4*

Labor Day Holiday – first Monday in September

Columbus Day- Second Monday in October

Veteran’s Day – November 11

Thanksgiving Day Holiday – fourth Thursday November

Day after thanksgiving -Closed

Christmas Eve – December 24th

Christmas – December 25th

*If holiday falls on the weekend, the holiday will be recognized on the nearest weekday.

SNOW DAYS

Every effort will be made to remain open during snow emergencies. If the center must remain closed, open late, or close early, every attempt will be made to reach parents by phone and the announcement will be posted on KidReports, Facebook and reported to WWNY TV 7. Parents may call the office at any time to check the operating status. Please note if we are closed the best way to reach an office staff member is through the daily communication app KidReports.

Tuition Fees

New Life Christian Church Location

Cost	Birth – 18mo	18mo – 2yrs	3yrs – 5yrs	6yrs – 12yrs
Weekly (4-5 days)	\$363	\$311	\$268	\$245
Grant Wrap Around*			\$145 weekly for 4y/o \$165 weekly for 3y/o Hourly rate: \$14*	

A 2.5% convenience fee will be added for those paying with a debit/credit card.

Ohio Street Location:

Cost	Birth – 18mo	18mo – 2yrs	3yrs – 5yrs	6yrs – 12yrs
Weekly (4-5 days)	\$348	\$296	\$253	
Grant Wrap Around *			\$125 weekly for 4y/o Hourly rate: \$14*	

A 2.5% convenience fee will be added for those paying with a debit/credit card.

*Hourly rates are available for children who may receive care outside of their reserved slots. Hourly care is subject to enrollment and staff-to-child ratios. Though every effort will be made to accommodate the parent’s need for childcare, the center reserves the right to deny hourly care any time and without notice. Once the child is in attendance, the enrollment is secure for that day

*Grant wrap around: If your child is in full time wrap around care, school closures (staff development days and snow days) will be covered by the grant wrap around tuition and your slot will be available to you during those school closures. School vacations will be billed at the full-time preschool rate should your child stay in care during the vacation (winter and spring breaks). If your child is only enrolled as hourly wrap-around you will be charged any of the above rates as applies to the slot your child is taking during non-grant days (school closures and vacations). You must ask in advance to ensure there is a slot for your child outside grant hours. The Treehouse reserves the right to deny care for last minute needs to ensure staff to child ratios are met.

Children may not attend The Treehouse unless FULL payment and ALL fees have been paid up to date. If payments cannot be made and DSS assistance is needed, your child may not start the program until the Provider Notice of Authorization/Schedule is received. Your child’s slot given at the time of enrollment may not be changed unless prior approval by the director, which, if approved, may take up to two weeks.

Enrollment Fee

The initial enrollment fee is \$45 per family which must be paid at the time of enrollment and is non-refundable. There is an annual \$25 reenrollment fee which covers administrative and program costs. Field trip fees are assessed at the time of the field trip and reflect the cost of bus use, provisions, and admission to the event.

Late Payments

In the event payment has not been received for the week in advance, the parent will be notified of the missed payment and payment must be received by the following Friday for the missed week *and* the week in advance or services will be suspended.

Late Pick Up

It is vitally important that children are picked up on time, and no later than 5:30pm. Our staff work very hard every day, and they need to finish their closing duties before they can leave the building. Any child that stays past closing time will be charged \$1/minute per child. If a parent continues to violate our closing time, we reserve the right to dismiss care.

Tuition Fees

The first week of care must be paid by Friday the week before the child begins receiving care. All subsequent fees must be paid weekly. Invoices for childcare will be billed on a weekly basis for the week in advance. If monthly payments are preferred, parents can pay a lump sum for the month and a credit will be on the account from which the weekly invoices will draw from. Each family must have an account on file from which weekly EFT (electronic funds transfer - automatic drafting from bank account or credit card) payments are drafted. If a family prefers to pay with cash, the payment must be received before Friday to avoid the bank account drafting. There will be no refunds or reductions for missed days, snow days, or holidays. For those receiving subsidized care: if it is determined that your care is not billable to DSS or if we submit a bill for payment and DSS does not pay for the hours your child was in care, you will be responsible for the balance due. DSS families must pay for the first two weeks of care out of pocket. If DSS ends up paying for these two weeks, the amount is kept on the account as a deposit, and will be refunded as long as the account is in good standing once care is complete.

Withdrawal

If you are withdrawing your child from our program, we require a two-week notice. If you withdraw your child without a two week notice you will be responsible for payment of the two weeks starting from the day in which the notice was given.

Vacation

If you are going on vacation for a week or more and do not need childcare but would like to keep your child's slot, 50% of the tuition must be paid for the time away in order to keep your child's slot. On top of the week of Christmas vacation, families are allotted two additional weeks of vacation discount per year. If your child is in a part time slot, aside from Christmas vacation, there are no discounts for vacations and payments must be made in full to keep the part time slot.

Returned Payment

There is a minimum \$15.00 fee for returned payments, including returned checks and declined credit/debit cards.

The Treehouse reserves the right to terminate care for any reason. A two-week notice will be given under usual circumstances. However, we reserve the right to immediate termination of services under certain circumstances (i.e. children who are a threat to others, non-payment etc.)

Grant Wrap-Around Care

If your child is in full time wrap around care school closures will be covered by the grant wrap-around tuition and your slot will be available to you during school closures and vacations. School vacations and closures will be billed at the full-time weekly rate (or daily rate if applicable), not the wrap-around rate. If your child is only in as-needed hourly wrap-around, you will be charged an hourly rate for any time in care before 8am and after 1pm, and any of the above rates as applies to the slot your child is taking during non-grant days (school closures and vacations). You must ask in advance to ensure there is a slot for your child outside grant hours. The Treehouse reserves the right to deny care for last minute needs to ensure staff to child ratios are met.

School Age

School age care is offered over the summer only.

PERSONAL HYGIENE

Children should be brought to the center in clean clothes, dressed weather appropriate, and have a groomed appearance. To best care for your children we ask that you supply the following:

- Diapers/wipes weekly or as needed (infants/toddlers)
- Clean bottles/tops/nipples (infants)
- Pacifiers (if applicable)
- *Breast milk or formula (for infants up to 12 months) if not participating in the food program (we provide Member's Mark Infant Formula in accordance with CACFP)
- 2 extra changes of clothes, including an extra pair of shoes (infants, toddlers, and preschool)
- A blanket (toddlers and preschoolers)

All personal belongings must be labeled with the child's first and last name. Blankets must be taken home on Friday to be laundered and brought back Monday morning.

MEALS AND SNACKS

The Treehouse participates in the Child and Adult Care Food Program. Breakfast and PM snack will be provided by The Treehouse. Children must be sent with a healthy, packed lunch every day they are in care at The Treehouse. The Treehouse can keep lunch cool in the refrigerator or reheat food, but we cannot cook lunch. The Treehouse strives to encourage children to healthy eating habits. In order to best accomplish this goal, we will not accept any sweet snacks for birthdays/celebrations. If you would like to bring in a snack for such occasions, we ask that it be of nutritional value (fruits, veggies, cheese and crackers, etc.) Also, we ask that, if a child does not want and/or will not eat the breakfast provided by The Treehouse, that parents do their best to feed their child before drop off, or the parents may provide a nutritional substitute for breakfast. If a parent chooses to substitute breakfast for their child, it will be given at the same time The Treehouse breakfast is provided.

BREASTFEEDING

We are breastfeeding friendly! The Treehouse recognizes breastfeeding as a healthy and beneficial way of feeding infants. We aim to encourage and support the families' choice to breastfeed. Here at the Treehouse we understand that it may take some time for breastfed babies to transition to a bottle. Our staff is here to help you with that transition and make it as easy and smooth as possible. We do have a private room designated just for breastfeeding moms who may want to stop in to nurse their little one, or pump. The child's classroom is also available to nursing moms, if they so choose. There is a fridge and

freezer located in our small kitchen just off from the infant room for plenty of storage space for expressed and frozen milk. The staff here at the Treehouse have received training on how to properly store, handle and serve breastmilk. The Treehouse staff is here for *you*, they will follow your schedule for your child, as well as learn hunger and fullness cues for each individual infant, feed accordingly and keep you updated with any changes. Any family with questions or concerns regarding breastfeeding are encouraged to reach out to us, so that we can help answer or direct them in the right direction for assistance.

INFANT-SLEEPING

Safety is paramount and the following state regulated precautions are our goal:

Infants will be placed on their back for sleeping, unless the child's health-care professional orders otherwise in writing. Infants will nap in an individual crib, port-a-crib, playpen or bassinet that will not contain pillows, comforters, stuffed animals or other soft, padded materials. The cribs will have firm, properly fitted mattresses with clean coverings, and will not contain any potential head-entrapment areas.

DAILY AND PROGRESS REPORTS

Daily communication and progress reports will be made available through our communication app Kidreports. A welcome email will be sent within the first 24hrs of enrollment. Parents simply follow prompts in the welcome email to set up an account and download the free app on their mobile device. Parent teacher conferences will be made available within 2 weeks of a parent's requests. The treehouse does offer parent teacher conferences to all families twice a year, and the date will be posted two weeks in advance. Parent teacher conferences are not mandatory in general, but highly recommended.

TEACHER CHILD RELATIONSHIPS

The Treehouse strives to promote quality and continuity relationships between your child and their caregivers. We do our best to make sure that your child feels secure, safe and relaxed at all times. During our interview process we take into consideration the applicant's ability to make these long lasting relationships with your child. As part of our licensing requirements all caregivers participate in quality early childhood trainings on a regular basis.

CONFIDENTIALITY STATEMENT

All information contained in a child's file is confidential to only the parent and teachers involved in the child's care. Information will be released only to another party with written and explicit consent of the parent.

CONCERNS AND CONFLICTS

In addition to the twice-annual parent/teacher conferences, parents are encouraged to request a meeting with the director or teacher at any time to discuss concerns. When a parent or a teacher has a concern it is necessary to communicate openly and in a timely manner. Parents are asked, and teachers are required, to keep concerns between themselves and the person(s) directly involved so as to uphold confidentiality. Gossip must be stringently avoided. Still, in any organization there are concerns and conflicts. Below is a

“Behavioral Covenant” to be followed to better ensure a positive, timely resolution satisfactory to all parties involved.

Learning to “**speak the truth in love**”

-our behavioral covenant for working together

- We will be as honest as we can with each other
- We will speak to each other with respect
- We will communicate directly to each other using the first person
- We will ask questions for clarification in order to confirm that we have understood correctly and ask others to do the same
- We will affirm the merit of each other's comments or suggestions before criticizing
- We will strive together to understand and speak from factual information, rather than leaping to conclusions based on assumptions or speculation
- We will listen to understand one another's point of view, but don't necessarily have to agree

If a parent feels they have not been heard or have been treated unprofessionally, they are asked to involve the director. If the parent feels the director has not responded to them in an appropriate manner they are asked to seek out the business coordinator, Mandy Burt. If the parent still feels their issue has not been addressed properly, then a complaint can be filed with the Syracuse Office of Children and Family Services.

ADMINISTRATION OF MEDICATION

In the event that a child is on medication for a contagious disease, the child must be on the medication for a minimum of 24 hours before being eligible to return to child care. All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent with form OCFS-LDSS-7002 filled out by the child's doctor. Except for the application of over the counter topical medications such as lip balm, sunscreen, or insect repellent, only teachers who have been certified through the Medication Administration Training course will be authorized to administer medication to an enrolled child. All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over-the-counter medications must be in the original manufacturer's packaging.

The teacher will not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container will be administered in accordance with a written physician or pharmacist's descriptive order.

Unless otherwise specified in a child's individual health care plan, the medication will be stored out of the reach of children and under proper conditions for sanitation, preservation, security and safety during the time the children are in care and during the transportation of children.

Those medications found in United States Drug Enforcement Administration (DEA) Schedules II through V will be kept in a secured and locked place at all times when not being accessed by an authorized individual. Prescription medications requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator maintained at temperatures between 38°F and 42°F.

Emergency medications such as epinephrine auto-injectors will be immediately available for use as needed. Medication will be returned to the parent with the intention that the parent will dispose of it properly. When possible, all unused, discontinued or outdated prescription medications shall be returned to the parent and such return shall be documented in the child's record. When return to the parent is not possible or practical, such prescription medications will be destroyed and the destruction recorded by a manager or supervisor in accordance with policies of the licensee and the Department of Public Health, Drug Control Program. No staff shall administer the first dose of any medication to a child, except under extraordinary circumstances and with parental consent. Each time medication is administered, the teacher will document in the child's record the name of the medication, the dosage, the time and the method of administration, and who administered the medication, except when a topical medication is applied to a diaper rash in which case the educator will inform the child's parent(s) at the end of each day.

DEALING WITH POTENTIAL EMERGENCIES

In the event of an emergency including, but not limited to, a missing child, evacuation of children to safety in the event of a fire, natural disaster, loss of power, heat or hot water or other emergency situation the staff will follow the steps below:

1. The teachers will remain calm and, using a predetermined and practiced audio cue, e.g. gathering song or fire alarm, immediately gather the children and proceed to safety.
2. The lead teacher of the classroom will take the daily sign-in sheet and lead the children to the gathering area. Once in a safe place, the sign-in sheets are used to account for each child. The sign-in sheets contain parent telephone numbers and the parents will be contacted as soon as possible regarding the emergency and, if necessary, pick-up.
3. Depending on the threat of the emergency children will be evacuated to the following places:
 - a. Another classroom, lobby, or auditorium. Escape routes are posted in every classroom.
 - b. Fairfield Inn and Suites located at 250 Commerce Park Drive, right across the street from the church.
 - c. Hilton Garden Inn, which is also located in the Stateway Plaza within walking distance.
4. The appropriate authorities will be notified via cell phone after the children have been evacuated. The numbers are posted in each classroom and are in the directories of personal cell phones.
5. In the event of a more widespread threat, the teachers /Fire Department and/or Police will be in contact to determine whether to evacuate or shelter in place

TRANSPORTATION

Transportation is the responsibility of the parent. The Treehouse does not transport children unless special arrangements are made, e.g. a teacher is authorized to do so by the parent on a field trip consent form, or in the event of an emergency when emergency vehicles or a bus may be utilized.

GUIDANCE AND DISCIPLINE

The guidance and discipline of children is one that must come from the heart with consultation to the head. Mainstays of good discipline include consistency, clear communication, boundaries, accountability, modeling good behavior, gentleness, self-control, kindness, firmness, words of affirmation, intolerance of hurtful behaviors, and above all, love.

Usually a child simply needs redirection, reminding and guidance when there is a behavior problem. When a child needs disciplining, he/she is taken aside, and the rules are explained, or the child is reminded of what is expected of them. The child is given the opportunity to explain themselves. When it is in the best interest of the child or the other children, the child is removed and placed in another area to play, calm down or regroup. They are able to return to the play or activity when they exhibit a spirit of cooperation.

Our program will use the following acceptable child guidance techniques:

- Redirect. In a conflict, give an alternate toy or activity to one of the children competing for the toy. Multiples of popular toys will be provided to allow more than one child to play with the same toy.
- Focus on "Do" rather than "Don't." For example, "We walk inside" instead of "Stop running."
- Offer choices. "You can either sit on the rug or at the table for story time."
- Encourage children to use friendly words rather than physical acts. For example, suggest using the phrase, "I was playing with that toy."
- Praise positive behavior. "Thank you for using your words."
- Model desired behaviors in order for the children to learn by example.
- Arrange the program space to positively impact children's behavior. For example, avoid large open spaces that might encourage children to run indoors.
- Listen to the children and respond to their needs proactively to achieve their goals. Keeping the children engaged with activities helps prevent conflict.
- For preschool and school age children, involve the children in the development of the classroom rules and consequences.

The following methods of behavior management are PROHIBITED:

- Corporal Punishment is prohibited.
- No child can be isolated in an adjacent room, hallway, closet, darkened area, play area or any other area where a child cannot be seen, or supervised.
- Withholding or using food, rest, or sleep as punishment is prohibited.
- Methods of interaction that punish, demean, or humiliate a child are prohibited.
- Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is absolutely prohibited. Any child care program must not tolerate or in any manner condone

an act of abuse or neglect of a child by an employee, volunteer, or any person under the programs control.

- Physical restraint is prohibited.

SICK CHILD POLICY

Children are going to be sick from time to time. In an effort to protect them, the teachers follow health guidelines and promote healthy practices among the children. Our program will accept children who exhibit symptoms that are under the OCFS' "Mildly Ill Children" category which states:

A child who meets any of the following criteria is defined as "mildly ill":

- The child has symptoms of a minor childhood illness which does not represent a significant risk of serious infection to other children. Examples: colds, ear infections, or low-grade fevers (a temperature of no more than 100.4 degrees).
- The child is able to participate in the routines of your day care program with only minor accommodations, such as giving them special foods to eat, more time for naps or quiet play.
- The care of the mildly ill child does not interfere with the care or supervision of the other children.

It is understood that children get sick and parents need to continue to work. The well-being and health of each child enrolled and our staff is a priority. A child is considered too sick for attendance if the illness:

- effects the time an educator can be with the other students
- is a contagious virus or infection
- involves excessive diarrhea or vomiting
- presents a fever over 100.4F (a degree is added if temperature is taken axillary)

The child may return once they are symptom free for a full 24 hour day (this means if they are sent home on a Monday they may not return to care until Wednesday) without the aid of medication. If a physician is seen, a physician's note indicating that the child is no longer contagious will be required before the child may return to the program. Parents will be notified when a child becomes ill and are asked to remove the child from the program within one hour. While awaiting the parent's arrival the child will be made as comfortable as possible and every effort will be made to quarantine the illness.

In the event of a serious illness, a note will be posted in the entryway detailing the date, symptoms, and which group was exposed. When warranted, per the EEC list of contagious illnesses, a letter detailing the illness will be sent home to parents.

When a child is sick with a **gastrointestinal sickness** (any form of stomach sickness) the child may not return to care until 48 hours symptom free. This includes vomiting, diarrhea or any symptom associated with a

gastrointestinal sickness that is contagious. **If a child is seen by a doctor a note must be provided for them to return to care. The note MUST be given to the office BEFORE your child is dropped off to their class.**

ALWAYS CALL when you know your child will not be in attendance. In this way, we can work with you to keep your child safe. We will make every effort to call you if your child does not show up and we have not heard from you.

HEAD LICE POLICY

If your child is sent home with head lice, they will not be able to return to care until they have been treated for head lice and are completely free of both live bugs and nits (dead or alive). The day the child is to return to care they should be brought to the office before their classroom, so that the child can be thoroughly checked. The child will continue to be checked for up to 10 days. If new live bugs and/or nits (dead or alive) are found again at any time during these ten days, they will be sent home and the process restarted.

INFECTIOUS DISEASE LIST

To limit the spread of infectious disease, children with the following conditions will not be allowed into the childcare center:

- a. A contagious illness including but not limited to pertussis, tuberculosis, varicella, measles, mumps, or hepatitis A.
- b. A fever over 100.4 (one degree added if axillary). In such cases the child may return when they are found to be illness/fever free WITHOUT the aid of a fever reducing medicine for a full day, this means if a child is sent home on a Monday they may not return until Wednesday. Medication may not be used to disguise a contagious illness.
- c. Diarrhea that is not contained by toilet use or diaper as well as stools that contain blood or mucus.
- d. Vomiting two or more times in previous 24 hour period, unless vomiting is determined to be a non-communicable condition and the child is not in danger of dehydrating.

CHILD ABUSE AND MALTREATMENT:

Child educators are mandated reporters and must, by law, report suspected child abuse or neglect. Teachers will not sit in judgment, investigate, or determine allegations of abuse. The following excerpt pertaining to child abuse and neglect has been taken directly from the Office of Children and Family Services' (OFCS) website:

- (c) In accordance with the provisions of sections 413 and 415 of the Social Services Law, child day care center staff must report any suspected incidents of child abuse or maltreatment concerning a child receiving child day care to the Statewide Central Register of Child Abuse and Maltreatment, or cause such a report to be made, when such staff have reasonable cause to

suspect that a child coming before them in their capacity as child day care center workers is an abused or maltreated child. This must be done in the following manner:

(1) Child day care center staff must report such information to the director of the program or his or her designee.

(2) The director of the child day care center, or his or her designee, is responsible for making or causing to be made an immediate report to the Statewide Central Register of Child Abuse and Maltreatment by telephone, followed by a written report within 48 hours, in the form and manner prescribed by the Office, to the child protective service of the social services district in the county in which the child resides. If the staff becomes aware that the director or his or her designees has not made a report to the Statewide Central Register of Child Abuse and Maltreatment, then staff must report the alleged abuse or maltreatment directly to the Statewide Central Register of Child Abuse and Maltreatment.

(3) If the director of the child day care center is the person allegedly responsible for the alleged abuse or maltreatment, staff must report the alleged abuse or maltreatment directly to the Statewide Central Register of Child Abuse and Maltreatment

The number to the Statewide Central Register of Child Abuse and Maltreatment is:

1-800-342-3720

TERMINATION

A parent may terminate enrollment at any time with a two-week written notice.

The Treehouse will strive to avoid the suspension or termination of a child from the program due to challenging behavior. Opportunities for the parents to meet with the teacher(s) and director will be provided to discuss options other than suspension or termination. Parents will be offered referrals for evaluation, diagnostic or therapeutic services. Options for supportive services to the program will be pursued including consultation, training, and outside observations. A plan for behavioral intervention at home and in the program will be developed and recommended to the parent.

The Treehouse reserves the right to terminate in the event that the rules and regulations of the program are not being followed, the quality of care for the other children is jeopardized, or the tuition fees have fallen in arrears. Notice of termination will be in writing with a two week notice unless the situation warrants immediate termination.

PLEASE NOTIFY

Please notify The Treehouse when there are changes in work, home or cell telephone numbers, address, Physician's name, address or telephone number.

PLEASE SUBMIT UPDATED PAPERWORK

When your child receives updated immunizations or physical please submit an updated copy of such to The Treehouse. Please be prepared to update your signature annually which may include updating enrollment paperwork as well.

*This handbook will be reviewed/revised as needed to keep information accurate and updated. The Business Manager reserves the right to make changes at any time, and to inform parents of such changes.