

**SUNY CORTLAND
CHILD CARE CENTER
FAMILY HANDBOOK**

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INTRODUCTION

Mission Statement

The SUNY Cortland Child Care Center is a private, not-for-profit corporation established to provide quality, developmentally appropriate programming and care for children. The Center partners with families and provides a model of advocacy for children, families, and teachers. Care is provided for the children of University-affiliated families of the campus community and community at large.

Statement of Philosophy

The program is efficiently and effectively administered with attention to the needs and desires of the children, families, and staff. All programs are sufficiently staffed to meet enrolled children's social, physical, emotional, and cognitive developmental needs. The SUNY Cortland Child Care Center fosters the development of children and families through a warm and caring environment. This nurturing environment offers children varied and developmentally appropriate opportunities throughout the day. Our program respects each child, family, and colleague's dignity, worth, and uniqueness. These developmentally appropriate programs are staffed by adults who understand child development and recognize and provide for children's needs. We believe that ongoing educational opportunities are important for all staff for their professional development and that ongoing education enhances their abilities to provide the best possible practices for children. The Center is committed to the children's health and safety when families trust their children to the Center. The staff collaborates with families, communicating regularly to bring greater consistency between home and the Center families. We are committed to a leadership role in public policy regarding care and education issues for children. We are committed to a philosophy of life-long learning and maintaining a standard of excellence.

Center History and Future

The following is a brief history of the Center's beginning. In 1985, many faculty, staff, administrators, and students on campus formed a committee to study the need for a childcare center at the College. The history was extensive, and delays were frustrating, but the dedication of this committee (which later became the Board of Directors) was undying. Grant proposals were written, needs assessments were conducted, and a search began to locate an appropriate facility on Campus. When it became apparent that no available facility was acceptable, the Board investigated the possibility of a free-standing building. SUNY Central approved the building, but the additional funds to finance this project were unavailable.

The \$1.2 million for three childcare construction projects (of which Cortland was one) was not included in the 1990-91 Governor's budget. At this point, college facilities considered earlier were reconsidered, and the project became a reality when the appropriate offices approved the Twin Towers in-between area as the original Child Care Center. Grant monies were awarded from the NYS Labor Management Child Care Advisory Committee and SUNY Child Care

Advisory Committee to begin the project. SUNY Grants continue to assist us with yearly student tuition subsidies and operating costs.

The current Center opened in the fall of 2009. It expanded in size and added space for a total capacity of 106 children. The new Center is in the state-of-the-art Education Building with the Child Care Center occupying the ground floor.

Board of Directors

The Board of Directors is responsible for formulating all policies governing the Center and its operations. The Board of Directors tries to develop fair and consistent policies, allowing the Center to operate in a fiscally responsible way. A list of the current Board of Directors is available on the Center's website.

The Board realizes that sometimes, parents or guardians may find themselves in special circumstances, which make customary Center policies a hardship. In such cases, they should confer with the Center Director about the possibility of an exception. Decisions regarding exceptions are the responsibility of the Center Director, acting in consultation with the Board President and relevant Board committees when appropriate.

Mutual Respect Policy

The SUNY Cortland Child Care Center promotes teamwork and cooperation among all constituents. The program aims to achieve a physically and emotionally healthy environment where people are mutually respected. All shall be treated with the utmost respect, honesty, and consideration. This includes but is not limited to employees, parents, children, vendors, volunteers, consultants, and visitors. If at any time an individual exhibits excessive behavior that is aggressive, vulgar, or grossly inappropriate in front of or to any of the children or staff, the administration reserves the right to terminate care without notice. We are committed to providing a safe, nurturing, and educational environment.

Staff Qualifications

The SUNY Cortland Child Care Center employs professional caregivers who promote each child's physical, intellectual, social, cultural, and emotional well-being. Staff members are qualified by training and experience to carry out their respective functions in the administration, operation, and maintenance of the Center. The staff members are mature, in good physical and mental health, of good character, and possess suitable personal qualifications. Each staff member's background is reviewed and evaluated by the Director. In each classroom, one permanent staff person opens the day, and one permanent staff person closes the day. These two staff have primary responsibility for working with their group of children. They provide for ongoing personal contact with families, meaningful learning activities, supervision, and immediate care as needed to protect the well-being of your children. We strongly believe in continuity of care for your children and strive to provide sensitive bonds between teachers and children as groups and individuals.

Staff/Child Ratios

When the Center is in operation, adequately qualified staff must be on duty to ensure the health and safety of the children in care. A qualified substitute must be provided for an absent staff member. The Center will provide adequate staff supervision at all times, including during indoor and outdoor play. The Center staff supervision meets the requirements of the New York State Office of Child and Family Services (OCFS) and NAEYC standards as follows:

Minimum Supervision Ratios Based on Group Size for Infants, Toddlers, and Preschoolers

AGE OF CHILDREN	TEACHER/CHILD MAXIMUM RATIO	MAXIMUM GROUP SIZE
6 weeks to 18 months	1:4	8
18 months to 36 months	1:5	12
3 years	1:7	18
4 years	1:8	21
5 years	1:9	24

Hours and Days of Operation

The Center is open Monday through Friday, 7:00 am to 5:15 pm, fifty-two (52) weeks per year, excluding the following holidays, week-long December closure, and professional development days.

The Center is also closed for the following holidays* and payment is required for these days:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day

*If the holiday falls on a Saturday, the Center will be closed the Friday before. If the holiday falls on a Sunday, the Center will be closed on the Monday that follows the holiday.

Annual December Closure

The Center will be closed one week per year from December 24 or December 25, depending on the year, through January 1 each year, or it will be adapted to the schedule at the recommendation of the University. Families are still responsible for payment during the closure.

Annual Staff Development Day

The Center will close for one day during the New York Association for the Education of Young Children (NYAEYC) annual conference. The date will be posted in the Center calendar shared at the beginning of the year. Attending the conference will enable the staff to participate in seminars on child development, education, and related early childhood issues. Families are still responsible for payment during the closure.

Opening Day

The first day of the Center's academic year will be the Monday of the first week of the University's fall semester classes. Fall tuition begins at this time.

ENROLLMENT

Process

The process for admission is as follows:

1. A parent/guardian fills out the application form online at www.cortland.edu/childcare. If no opening is available, the child will be placed on the waiting list according to priority level and the date of the application.
2. When an opening does become available, the parent/guardian will be notified by the Director or Program Coordinator. The parent then supplies the required medical and Center documentation and pays a non-refundable registration fee of \$50 along with two weeks' tuition payment to hold the slot. This will be used for their first and last week of tuition.
3. The child is considered enrolled in the Center after all paperwork is completed.
4. Once a child is accepted, enrollment attendance must commence within 2 weeks of the offered date or on the date of the opening as assigned by the Director. If the child is not born before the date of offer, the parent may hold a spot up to 6 weeks but must pay the full tuition to do so. Exceptions to the enrollment date will be considered on an individual basis by the Director and Board Chair. Payment will be required from the date of the opening.

Waiting List Basic Procedures

1. Spaces will be offered according to the Admission Priorities (see section below) and application date.
2. Priority is given to children with siblings already attending the Center (siblings enrolled in the Universal Pre-Kindergarten program are the exception).
3. If a space becomes available, the Director offers the space under the condition that the space is paid for according to the existing payment scale. Applicants are given 24 hours to respond to the offer. The space must be retained within six weeks of the date of

availability. The Director can make special considerations for financial hardship. A parent who does not want to reserve a space may refuse it.

4. If a family refuses a space, the Director offers it to the parent/guardian with the next earliest dated application in the highest priority category in which applications are pending. The Director continues the process this way, exhausting all the pending applications. The Director continues the process in each priority category before proceeding to the next category until the space is filled.
5. Parents/guardians may continue to refuse an offer of an opening in the Center up to three times. At that time, the application is re-dated to the date of the last refusal.
6. Applications will remain on file unless the applicant requests that the file become inactive by asking to remove the application from the current wait list.

Admission Priorities

The priorities for the Center are as follows:

1. Sibling children of those currently enrolled at the Center (*New UPK do not count in this ruling*)
2. SUNY students who qualify for the Federal Block Grant and are enrolled in classes
3. All other SUNY students; NYS Labor Management Union members (UUP, Council 82, PEF, GOER, CSEA, DC 37, AFSCME, GSEU, NYSCOBA, Management Confidential, ASC, and Research Foundation); Union employees who are grandparents of children to be admitted; NYS Employees who are a NYS Labor Management Union Member; or Off campus NYS Labor Management Union members
4. SUNY Cortland Alumni
5. Community resident

The Director reserves the right to require proof of matriculation status or union membership.

UPK exception: Cortland City School District Universal Pre-Kindergarten (UPK) priority will be first come, first served, including on the waiting list and depending on how many slots we are allowed by the district, as new children enter the program.

Sibling Admission Priority

Sibling children will move to the top of the list for their admission priority. In the case of multiple siblings on the waiting list, priority will follow the date of application.

Inclusion of Students with Disabilities Policy

The SUNY Cortland Child Care Center will provide childcare services to all children regardless of race, color, national origin, sex, religion, or disability. Reasonable accommodations will be provided.

When a child enrolled in the program demonstrates a unique learning need possibly requiring additional assistance, the Director and staff will do the following:

1. Evaluate their techniques and skills and document interactions with the child.
2. Evaluate the environment to determine if it is hindering the child's development or negatively affecting the child's behavior.
3. Seek advice from the family to determine if the parent/guardian(s) are observing the same behaviors or concerns similar to staff concerns. Formulate a plan of action for the family and staff at home and the Center.
4. Seek evaluations from colleagues, the Program Committee, and/or outside resources such as Early Intervention evaluators and providers through the Committee on Preschool Special Education programs to determine if any changes can or should be made in the program or daily schedule.
5. If steps are necessary to meet the child's individual needs and require special equipment or services, the Center must consider the expense to and/or architectural changes requiring substantial financial burden. The Finance Committee, the Facilities Committee and Center Director will determine the costs and recommend to the full Board.
6. Arrange for approved support services to be carried out in the Center setting. Work with the families to provide consistent methods between home and the Center.

Registration Process

Completion of all permission forms will be required at the time of registration. In addition, a developmental history of the child, an enrollment agreement, and health forms indicating an up-to-date physical and immunizations must be completed and returned before the child enters the Center. Parents/guardians can stay for a portion of the child's first day if they choose.

One Free Week of Tuition Per Fiscal Year

After a child has been enrolled for one year, they are eligible for one free week of tuition per fiscal year (September 1 – August 31). To use the free week (i.e., Monday – Friday), families must notify the Director in writing at least two weeks in advance. During this free week, the child cannot attend the program.

Withdrawal from Program

Withdrawal from the Center requires written notification no less than two weeks before the intended withdrawal date. Failure to give this notice will result in the loss of the security deposit.

SUNY Cortland Child Care Center reserves the right to require a child to be withdrawn if the child's behavior is determined to be detrimental to the program or if the health and safety of other children are jeopardized. Only after all appropriate referrals have been made and proper communication channels with the family have been used will parents be asked to withdraw their child from the program.

FINANCIAL POLICIES

Registration Fee

There will be a non-refundable registration fee of \$50 per child. This fee will serve as an agreement between the parents and the Center that an opening exists and that the parents wish to enroll their child in the Center. This fee will be due at the time of registration.

Security Deposit

A security deposit equivalent to two week's tuition will be required when the child is enrolled. This deposit will be credited for the first and last weeks' tuition payments. For student parents or those receiving Department of Social Services (DSS) subsidies, the Director may make arrangements on a case-by-case basis pending financial aid verification. Security deposits are **not** returned if a family changes their enrollment decision.

Families must notify the Director in writing two weeks before withdrawing their child from the program. This provides the Center adequate time to fill the vacancy. If timely notice is given and accounts are current, the deposit may be used toward payment for the last week the child is in the Center. Failure to give two weeks' written notice will result in forfeiture of the deposit. The deposit will be held without payment of interest.

Tuition Payment Policies

Tuition must be paid via the Brightwheel app. No checks or cash will be accepted. Tuition payments will be made every two weeks and are due on the Friday in advance of care. Tuition for all weeks, regardless of vacation or illness, must be paid to maintain the child's enrollment at the Center. In the case of a child's long-term illness or family crisis, payment of fees should be discussed with the Director on an individual basis.

Sibling Fee Reduction

Parents who enroll more than one child will receive an additional \$15.00 reduction off the base fee for the other child(ren) enrolled beyond the first who resides in the same household. An effort will be made to give priority enrollment to siblings based on their priority category. For priority categories, see the Admission Priorities section above.

Tuition Rates

Fees for care are assessed on a twice annual basis and are affective at the rate set by the Board for all weeks in that time period. Discounts will not be given for breaks in care for any reason. Continuation of care is dependent on paying the full weekly rate over these time periods whether the enrolled child is in attendance or not. Failure to pay full rate over an extended time period could be cause for a child to be unenrolled in the Center. Exceptions can be made for a SUNY

student's contribution for care over SUNY breaks and will be reviewed by the Director and as directed by the Federal Block Grant on a case-by-case basis.

Late Payments

A \$5 per day late fee will be added for failure to make prepayment on the tuition payment due date. Fees unpaid for two consecutive weeks will serve as notice of intent to withdraw the child from care and forfeiture of the security deposit.

Late Pick-Up

A charge of \$5 for every five minutes or part thereof will be added to a family's next tuition check if a parent does not arrive by the Center's closing time.

Center Attendance

Full-time attendance is the only option for care at the Center. To maintain your child's enrollment, tuition must be paid, regardless of illness or vacation.

GENERAL INFORMATION & PROGRAM DESCRIPTION

Arrival

Please remind your child to use their walking feet as they enter the building. Families are expected to have their child within arm's reach, accompany them into the classroom, and sign the child in on the Brightwheel app. Families should assist their child with removing outer clothing and ensure that the child is comfortably settled into the classroom and is under the care of a teacher in charge before leaving. Please wash your hands and those of your child upon entering the classroom. Please take time to communicate pertinent information about the child's well-being to the teacher in charge, and please remember to say goodbye. Families should check their child's mailbox before leaving the Center.

Saying Goodbye: The Four B's

- **Be** aware of your feelings! Avoid transferring your anxieties onto your child.
- **Be** firm! "Goodbye, I'm leaving now. I love you." Avoid saying, "Is it okay for me to leave now?"
- **Be** specific! Young children have a hazy sense of time. "I'll see you right after snack" is better than "I'll be back later."
- **Be** there! Don't betray your child's trust. If you'll be late or someone else will pick your child up, be sure to let your child know.

Suggestions for a Smooth Adjustment

1. Use rituals and routines.

2. Be consistent about dropping off and picking up your child.
3. Let the early childhood professional invite your child into the group.
4. Bring a favorite huggable/comfort item from home.
5. Avoid rushing out the door.
6. When you are ready for the staff member to take your child, please let them know, as they will not interfere with your role as a parent/guardian.

Departure

Children will not be released to anyone who has not been authorized on the pick-up permission form. The staff may require proof of identification (i.e., driver's license). This is for identification when we have a new staff member or a substitute teacher who may not be familiar with the pick-up person. Please remember to sign out on the Brightwheel app and check your child's mailbox. Please be sure that your child always remains within arm's reach of you as you exit the building.

The Center closes promptly at 5:15 pm. Parent/guardian(s) or designated people are asked to arrive prior to this time and leave the Center by closing time. If no one has arrived by 5:15 pm, the staff will call the parent/guardian, and if unavailable, the emergency contact person(s) will be notified to come for the child. If no one can be reached, and no one has come for the child by 5:45 pm, the staff will first notify the Director or person in charge, then contact the local Police Department and Child Protective Services.

Program Description

The program includes developmental activities and schedules of an average day for each group.

The Director and Program Coordinator will supervise, administer, and direct the childcare facility. Under their leadership, the staff will be trained to express warmth, understanding, and sensitivity to the needs of each unique child in the program.

The multi-faceted curriculum provides opportunities for developing social and emotional skills, gross and fine motor skills, and perceptual and cognitive readiness, accompanied by sound health and good nutritional practices. Safety is always stressed. Through teacher/child and child/child interactions, children will learn language and problem-solving skills. Children will be offered a rich assortment of varied activities to allow them to make choices. Children will be grouped according to age and developmental maturity. Choices of activities will alternate between quiet and active play, indoors and outdoors, to keep children stimulated, interested, and relaxed.

Infant Program

Our goal for the infant room is to provide the children with a nurturing, safe, and healthy environment where each infant can grow and develop at their own rate by giving them the freedom to learn, explore, and experiment. Each infant (6 weeks – 18 months) needs to play, sleep, and eat differently. The staff will be aware of individual needs through observation,

knowledge of the child's specific routine, and daily communication with families. Pediatric guidelines are distributed for the frequency of feeding for infants.

The infant room offers materials and equipment deemed appropriate to each child's developmental level, including but not limited to the following: soft areas, textural areas, cuddly toys; art activities; objects to explore by mouthing, rolling, squeezing, pulling, and pushing; sturdy picture books; large cardboard blocks; unbreakable mirrors; and sturdy furniture. Active play will allow the children time for exploration through crawling, rolling, climbing, walking, and using appropriate toys (i.e., push-pull toys, balls, etc.). Quiet play will be provided by using appropriate toys, sorting and stacking objects, books, music, fingerplays, and nursery rhymes.

When weather permits, infants will be taken for walks in a stroller or to play outside. An outdoor area with age-appropriate structures for developing large muscles will be available for older infants. The staff will develop age-appropriate daily plans. The daily schedule will be following the needs of the infants. There will be no gender stereotyping of toys, and a concerted effort will be made to teach and demonstrate that our society is multicultural.

Toddler Program

Our goal for the toddler room is to provide the children with a nurturing, safe, and healthy environment where they can grow and develop at their own rate by giving them the freedom to learn, explore, and experiment. The staff will be aware of individual needs through observation, knowledge of the child's specific routine, and daily communication with families.

The toddler room (18 months – 3 years) will have interest centers for small group activities. These centers will be as follows: sensory table, dramatic play/housekeeping area, reading area, block area, art table, manipulation area, quiet area, and an area designated for table toys and eating. The focus here will be on small group activities. The teacher will circulate and encourage small group interactions. A few activities will be in a large group, such as music, meal/snack time, outdoor play, nap, etc. Art materials such as crayons, paints, and play dough will be available daily to provide sensory experiences.

The staff will develop age-appropriate daily plans. The daily schedule will be consistent and predictable but flexible, with constant evaluation and adjustment. There will be no gender stereotyping of toys, and a concerted effort will be made to teach and demonstrate that our society is multicultural.

Preschool Program

Our goal for the preschool room is to provide the children with a nurturing, safe, and healthy environment where they can grow and develop at their own rate by giving them the freedom to learn, explore, and experiment. The Preschool staff will be flexible and have an understanding of individual needs.

The staff will continually strive to encourage the uniqueness of the individual while also developing the child's ability to become a group member. Activities, stories, and music should conscientiously teach diversity, cultural awareness, and sensitivity to the needs of all groups. Encouragement will be given to teaching mutual respect among teachers and children.

The curriculum encompasses many areas such as art, science, math, dramatic play, and manipulative play, which will enhance small muscle and eye-hand coordination. Also included are developmentally appropriate games, language arts, music, play on large equipment to enhance muscle development, and large and small group activities. The children will learn about themselves and their environment through play activities at learning centers throughout the room. The emphasis in the preschool program is to allow the three- to five-year-olds enough choices in their environment to learn freely and to succeed through play.

The staff will develop age-appropriate daily plans. The daily schedule will be consistent and predictable but flexible, with constant evaluation and adjustment. There will be no gender stereotyping of toys, and a concerted effort will be made to teach and demonstrate that our society is multicultural.

Ready for Play Clothing

Because of the wide range of activities planned, it is recommended that children be dressed in washable, comfortable clothing and sneakers. The Center provides smocks for art and water activities. Your child might look a little messy at pick-up time, and that's a good thing! It means they've had a day of exciting, hands-on learning and outdoor fun. To us, a little mess is the sign of a great day.

Extra Clothing

Water activities, sand play, and occasional bathroom accidents necessitate an extra set of clothing to be kept at the Center **at all times**. Extra clothing should be marked with the child's name or initials. If wet or dry clothes are sent home, please return an extra set of clothes the following day. Families with children in diapers are responsible for providing disposable diapers and disposable wipes.

Birthday Celebrations and Special Occasions Policy

We love birthday celebrations! However, outside food, candy, or sweet treats are not included in the celebration. Parents may donate a book to the Center to honor their child's special day or donate celebration hats, napkins, or special paper plates. We encourage parents to give their child a gift of themselves on their child's special day by spending some time in the child's classroom. On your child's birthday, they will receive a crown and be designated the special helper of the day.

Anti-Bias/Violence Policy

We encourage cultural diversity, gender equality, non-violence, and conflict resolution throughout every aspect of our programs. Our goal is to teach children to resist the bias that inundates much of today's popular culture. We believe that children can be empowered to reject negative stereotypes of race, gender, religion, and physical capabilities with the help of their families and teachers. Therefore, the following items are not permitted at the Center: toy guns/weapons, war clothing, electronic games, and music or videos that condone violence.

Comfort

Your child may bring a stuffed animal when adjusting to the newness of the Center and for nap time. Please do not bring toys, candy, or outside food to the Center.

Anti-Smoking Policy

The Center is a tobacco/smoke-free facility and a member of *Young Lungs at Play*. Tobacco, nicotine, and electronic cigarette/electronic aerosol delivery device use is prohibited everywhere within the perimeter on all SUNY Cortland property, indoors and outdoors, as well as in university-owned vehicles and any vehicle on SUNY Cortland property.

Outside Play

State licensing requires us to provide daily supervised outdoor play periods for all children except during inclement weather. Infants go outside when the temperature reaches 32 degrees with the wind chill. The Toddlers and Preschoolers go outside when the temperature reaches 20 degrees with the wind chill. The entire playground is fenced in, with a sand and water area, climbers and dome areas. We have two separate fenced outdoor play areas for infants and toddlers. These areas provide a balance of sunny and shady opportunities for children throughout the day. Please dress your child accordingly!

In the winter, you may leave a set of snow pants, boots, etc., at the Center during the week, but they must be taken home for the weekend. We need a dry change of clothing for all children. We have a dryer available to dry wet clothing as we come in from the playgrounds. Children may remain indoors (at the request of a physician) so long as required staff/child ratios can be maintained. In the summer, your child will need a bathing suit and towel that may be left at the Center.

Rest Time

State licensing requires that the Center provide a rest or quiet period so that children can lie down to rest. We try to make rest time a relaxing time when children can listen to stories, music, etc. Most children fall asleep. If your child does not sleep during nap time, please understand that while we do not insist that they fall asleep, we require that the child lie quietly for a short time, so the other children are not disturbed for the first part of naptime. For non-sleepers, staff will

provide quiet activities until rest time is over. The infant room is an exception, as each child is on their own schedule for napping.

Each child will have a crib (under age 1) or mat (over age 1) for napping. The Center staff will launder crib/mat sheets. Infants under the age of 1 year are not permitted to have blankets in their crib. Families can provide tank top style blanket sleepers. Pacifiers with stuffed animals attached are not allowed in cribs as well. For children over the age of 1, families are asked to provide a small blanket labeled with the child's name or initials and are requested to launder the blanket over the weekend and return it to the Center on Monday. Children under three are prohibited from using pillows. Children will be 3 feet apart as they sleep opposite each other head to toe.

Child's Daily Report

At the end of the day, it is helpful for parents to know what kind of day their child had. This is reported using the Brightwheel app, which gives you general information about activities your child participated in and how they ate and slept. Reports on infants will be more detailed.

Conferences

Conferences about your child's progress will be conducted twice a year, typically in November and May or June. At any point in the year, you can request a conference if you have questions or concerns about your child's progress. The staff will be happy to accommodate you. The conference aims to review your child's development, assess progress, discuss the period of adjustment for newly enrolled children, get feedback and information from families, and explain our curriculum, philosophy, and program. Parents are asked to complete an assessment of their child and share observations concerning their child's development. Assessment is ongoing throughout the year.

Translation

Translation of the handbook, including program policies and operating procedures, and the aid of a translator at teacher-family conferences can be arranged to assist those families whose native language is not English so that you and your child will be able to participate in our program fully.

Family Surveys

At least once a year, parents are asked to give feedback on our program via a family survey. This helps us to improve specific aspects of our program and to maintain quality standards for operations. Security, education, health, and communication are some areas that have been improved with input from all participants in our Center.

Personnel & Volunteers

All persons who have direct contact with the children, including volunteers, will be required to be cleared by the New York State Office of Children and Family Services (NYSOCFS) before working with children.

At times during the year, we will have volunteers working in the Center. We encourage you as families to volunteer when possible and participate in your child's classroom. If you have a special talent or skill, we would love to have you share it with the children.

All volunteers must have current physicals, be fingerprinted and screened through the State Central Registry for Child Abuse, and participate in an orientation session, which includes information on behavior management, Center policies, emergency information, and child abuse.

University Practicum Students

As one of SUNY Cortland's Professional Development Schools (PDS), the Center allows students at the University to do field placements within the Center classrooms. They are not allowed to change the clothing or diapers of children, make food for children, and are never left alone with children. They are supervised by the teachers in the classrooms.

Behavior Management and Positive Discipline

Positive guidance and redirection are used to promote responsibility, self-help, and problem-solving skills. Staff respond to unacceptable behavior by guiding children to make better choices. We strive to build skills that create positive behavior and successful experiences. We encourage appropriate conflict resolution and negotiation skills versus a strong, authoritative approach. Our primary goal is self-regulation. The Center staff are trained to support many aspects of child behavior. On occasion, almost all children go through periods when behavior is disruptive. The staff expect this and will respond to the children positively and constructively. Families are expected to work collaboratively with us on what is appropriate behavior. We will make every attempt to work through these periods for a reasonable length of time.

Ongoing disruptive behavior will be documented, and families will be asked to meet to schedule a conference with the staff involved and the Director. Each situation will be reviewed to determine if any contributing factors need to be changed or eliminated to prevent recurrence in the future.

Suspension of services may occur at any time. The Director will determine the length of an imposed suspension, and referral recommendations for intervention will be suggested at this time. After three related incident reports, termination from the Center may occur. After the suspension and prior to re-admittance to the Center, the Director, parents, and teacher will schedule a meeting to determine if the child is ready to re-enter the program, and a probation period will be established. If behaviors recur during the probationary period, prompt termination

will result. Any future related or unrelated incidents upon re-entry to our program will be reviewed on a case-by-case basis.

The safety and well-being of the staff and children will always be our priority. It is the policy of the SUNY Cortland Child Care Center that no child will be excluded from the Center without communication from the Board of Directors. Only with the consent of the Board Chair may a parent be refused service or requested to remove the child from the Center. Families must be cooperative with the Center's suggestions to remain in care.

Each child's case will be evaluated on an individual basis.

Field Trips

Field trips are considered an important part of our educational curriculum at the Center. Consent for walking field trips in the neighborhood, to the library, waterworks, or a nearby park, etc., are to be covered by a blanket field trip form to be included in your enrollment packet. While the staff will attempt to notify a parent of a walking field trip in the neighborhood, the decision to go is weather dependent and often made at the last minute. The Center will provide the same adequate responsible adult supervision for these excursions as it provides children while in attendance at the Center. Families will be notified of all activities outside the program.

Teachers will be carrying a first aid kit and a cell phone for all field trips and any time spent out of the classroom. In addition, we will take the emergency contact cards so that we may contact parent/guardian(s) in the event of an emergency while away from the Center.

We encourage and appreciate families and volunteers willing to help on walking trips. Please see your child's teacher if you are eager to assist in supervising your children. The Center will cancel an excursion if weather predictions are precarious.

Photo Permission

You will find a form regarding photographs in your parent packet. We must have your permission to use our onsite video system, but families can choose other permissions according to the paperwork completed at registration.

Parking

Upon completing the admission paperwork, you will receive a link via Brightwheel to obtain a parking pass for the Child Care parking area. Please note that parking at the beginning and end of the semester is quite congested. Please be patient with the situation for these short periods.

Security System

Our Center security system is activated only during Center hours (7:00 am - 5:15 pm). All other doors to the Center are always locked. Your four-digit code is included in your parent packet and used on the keypad outside the front door.

Meals/Snacks and Good Nutrition Policy

Monthly menus, including breakfast, lunch, and snacks, are provided to families. A nutritious breakfast, hot lunch, and afternoon snacks are prepared, served, and stored following USDA Child and Adult Care Food Program (CACFP) guidelines and served family-style to the children. Infants eat at their own pace and at the developmental stage. Our menu limits sugar, food additives, and animal protein. Gum, candy, and outside food are not permitted at the Center.

The Center will provide each child breakfast, lunch, and an afternoon snack. Menus are posted each month in each classroom. Only children with special dietary restrictions (note from physician required) and infants may supplement with their own food. Staff will ensure that foods brought from home meet CACFP food guidelines. The infant room provides cupboard and refrigerator space for all foods brought from home. If needed, food is supplemented as necessary for infants and special diets with family and physician permission. All other foods will be stored in our Center kitchen and labeled with the child's first and last name and date. Foods will remain refrigerated until they are ready to be served. A vegetarian option, which includes black beans, cheese, and eggs, will be offered for families who do not eat meat. Infants who are on formula or baby food are given the option to provide their own food. All bottles and jars of food should be clearly labeled with first and last names and dates. Caregivers will discard as dates hit expiration. The Center is inspected annually by the Cortland County Health Department, and violations are brought into compliance. No other outside foods may be brought from home for sharing with children.

Infant Feeding Policy

The Center is a breastfeeding-friendly environment. Although we have limited space available, we would like families to feel free to use our classrooms, breastfeeding room, staff lounge, or gross motor room as available to breastfeed their child. The infant caregivers will make every effort to coordinate and accommodate breastfeeding mothers. We will also accept, store, and serve expressed milk for feedings. Expressed milk must be brought ready to feed in sanitary containers or pouches. These containers must be labeled with the infant's name and date. We will store the milk in our refrigerators for up to 48 hours, no more than 24 hours if it was previously frozen. We can freeze the milk at 0 degrees for up to 3 months. Staff will gently mix the human milk before serving to preserve the infection-fighting and nutritional components.

Formula and infant cereal are offered to our infant families. Families are allowed to bring their own formula made bottles and infant foods in factory-sealed containers. Ready-to-feed formula powder and concentrate may be left as well. Staff will note expiration dates and discard them as needed. Bottles that are prepared at home must be done daily and taken home daily. Bottle feedings may not contain foods or medicines without written permission from the physician. Staff will discard any formula or human milk that is not consumed within one hour or is not

refrigerated. Bottles are warmed in a crock pot that is no more than 120 degrees Fahrenheit for no longer than 5 minutes. We do not use microwave ovens to warm food for our infants.

The staff does not offer solid foods to infants under 6 months of age unless the practice is approved by the child’s healthcare provider and family. No sweetened beverages are allowed at the Center.

All infants are fed upon demand as they appear to be hungry. Caregivers will explore other sources of comfort for a fussy baby, such as a pacifier, rocking, or soothing music, in addition to feeding upon demand. No child under the age of 12 months is fed cow’s milk. Only whole milk is served to children between 12 and 24 months of age.

Items Provided by Families

Each child will need the following articles according to their age.

Infants	Toddlers	Preschoolers
sleeper sack (under 12 months) blanket (over 12 months) change of clothes disposable diapers diaper-wipes ointments pacifiers plastic bottles and food containers (all clearly labeled) sunscreen (after 6 months of age)	blanket change of clothes disposable diapers diaper-wipes stuffed animal water bottle sunscreen	blanket change of clothes stuffed animal water bottle sunscreen

SAFETY, EVACUATION POLICIES, & EMERGENCY CLOSINGS

Fire Drills

Fire drills will be conducted monthly. Fire exits will be kept clear at all times. A map of the evacuation route for each room will be clearly displayed. In the event of a fire, the staff will accompany the children outside to the designated areas, and the teachers will check the roll to ensure that all of the children are present. The Director or person in charge will take responsibility for checking all rooms before leaving the building. Our designated emergency shelter is Corey Union.

CODE Z

As with the importance of Fire drills, the Center must be prepared for other potential emergencies and evacuation procedures, called Code Z.

In the event of a Code Z drill or an actual Code Z emergency, the following procedures will be followed:

- Classrooms will be informed of a Code Z through our phone system. They will be notified if the classroom should be evacuated to the playground, evacuate the building entirely or do an immediate lock down of the classroom.

If the situation calls for a lock down of the classroom, the teachers will:

- Lock the door leading into the hallway and the playground
- Turn off lights
- Gather children together on the floor of the classroom, away from the doors and windows
- Remain in the classroom until instructed otherwise
- Depending on the situation, specific instructions may vary

If the situation calls for an immediate evacuation of the building, the teachers will:

- Gather children, turn off lights, grab the evacuation bag, and leave the building.
- All classrooms should exit the building using the main entrance if possible.
- If this entrance is unavailable, the secondary route posted in each area is to be followed.
- All should proceed to Corey Union/Fitzgerald Hall (2nd evacuation place) and remain in the Function Room until further instruction.

If the situation calls for an immediate evacuation to the playground, the teachers will:

- Gather children together, turn off lights, grab the evacuation bag, clipboard, and leave the building through the doors in each classroom that leads to the playground.
- Secondary routes should be used if the primary is unavailable.
- Staff and children should remain on the playground until further instruction has been given.
- The emergency squad and UPD will be called to assist in the evacuation.

The Evacuation Bags will include the following:

- Copies of each child's emergency information
- Several pairs of latex gloves
- A snack
- A few books
- Tissues
- A small blanket
- Flashlight
- First aid kit

The Evacuation Bag will be kept by the door and should always be packed ready to be used. The classroom first aid kit should be taken if a classroom takes a walk off-site or goes on a field trip. Evacuation Bags should be inspected monthly to check the batteries and for expiration dates.

Emergency Categories

Bomb Threat

In the event of a bomb threat, the children and staff will be evacuated immediately. Fire emergency policies will be followed, and children will be taken to Corey Union Function Room or the nearest safe location.

Tornado

In the event of a tornado warning, children and staff will assemble in the gross motor areas adjacent to the preschool rooms and kitchen until the warning is lifted.

Earthquake

In an earthquake, the entire Center will assemble in the gross motor areas following the tremors to assess for damages. The Center would prepare for possible aftershocks and call families.

Flood Warnings

If flood warnings have been issued for our area of Cortland County, families will be contacted and asked to pick up their children early.

Closing Policy

In inclement weather, the Center will attempt to remain open. However, the Center will be closed if:

- There is a declared emergency in Cortland County, and unnecessary travel is prohibited.
- The police departments have asked that people stay off the roads.
- The University is officially closed.
- Prolonged power outage or catastrophic conditions.

Please call the Center if in doubt.

In addition, the Board President, in consultation with the Center Director and appropriate authorities, may authorize a late opening or an early closing of the Center because of weather conditions.

Whenever it is necessary to close the Center, delay opening, or close early due to weather conditions or other emergencies, Center staff will make every effort to notify families of the

decision as soon as possible using the alert feature of the Brightwheel app. For this reason, parents should ensure the emergency notification numbers and emails are kept up to date on their children's Center records within the app.

Equipment and Material Safety

To maintain a safe atmosphere at the Center, the staff/child ratios will be kept as required by the Office of Children and Family Services. All equipment and furnishings will be inspected regularly to identify broken or unsafe items. Material safety data sheets (MSDS) are in our laundry room for immediate referral. Staff members are not assigned to areas where serious injury may occur. All staff are to report any situation that may affect families and staff (i.e., unusual odors, smoke, noises, etc.) to the Director or designated person in charge, who will contact the campus Environmental Health and Safety Office.

Accidents

Any accident occurring at the Center will be recorded in a written accident/incident report that will be kept in the child's file, in addition to sending a copy of the report home with the families via email with a link to read the report, sign and send the report back to the Center. All full-time staff members will take part in CPR and first aid training within the first 6 months of hire. Medication Administration Trained (MAT) trained staff are available at all hours of operation.

Child Abuse Reporting

All employees and volunteers are mandated reporters of suspected child abuse or neglect. The Director will be alerted to any suspected case of child abuse or neglect. The person who witnessed the suspected behavior is responsible for reporting such information to the State Central Registry by phone and writing within 48 hours. The daily routines of the Center will be disrupted as little as possible, and the safety of all the children in our care will be given priority.

Fire Arms Statement Policy

While the Board of Directors of the SUNY Cortland Child Care Center recognizes the necessity of side arms for police officers, we respectfully ask for your thoughtful consideration about wearing a conspicuous side arm to the Center while *out* of uniform. It is easy for a preschooler to make the connection that a police officer wears a special uniform and has a gun. However, when the officer is in plain clothes, a preschooler may only see a person who has a gun. This may cause an anxious environment for preschoolers as well as their parents. We appreciate your sensitivity to this issue.

FAMILY COMMUNICATION, PARTICIPATION, & RIGHTS

Home/School Relations

The relationship between your home and the Center is the foundation of our program. We believe you are the most important influence in your child's life. Communication between your home and the Center is encouraged and provided in various ways: daily conversation notes, messages through Brightwheel, meetings, bulletin boards, family conferences, and telephone calls. Several events are held throughout the year for families and staff. Parents, guardians, and families are welcome visitors at all times.

Upon enrollment, families will be able to visit the classroom to which their child is assigned. This will familiarize the family with the Center and staff. The parent will then be asked to provide details about the child's development. This information will be kept on file for childhood educators to enable them to meet each child's needs. This family handbook is online, detailing the Center's program and policies.

Information regarding an individual child will not be discussed with anyone other than the child's parent/guardian, the Center's staff, and/or authorized State agencies when necessary. If a parent/guardian would like information released to another party, the Center will require a written request to do so. Families are encouraged to visit the Center at any time. As families visit, there is an opportunity for increased communication between the parent/guardian(s) and staff and within the parent/guardian-child relationship. The Center will hold an open house for families yearly, typically in August. Family/teacher conferences will be scheduled twice yearly, typically in November, May, or June. However, if a concern arises, a conference can be requested by the parent/guardian(s), the teacher, or the Director at any time.

Family involvement is necessary for the continuing success of the program. Families are encouraged to share time and talent and visit the program. We welcome the sharing of cultural practices and experiences of our families. Please share your ideas and suggestions with our staff. We welcome and invite your suggestions and participation in events and activities.

Parents and guardians are expected to indicate to the staff the health and well-being of the child when arriving at the Center. A daily report will be kept for children from Infant to Toddler 2 in the Brightwheel app. This will inform families about the day's activities, meals, successes, struggles, health issues, and the child's general mood. Preschool 1, 2, and 3 send out daily messages to inform the families about the day in the classroom. Menus and other announcements will be posted in each classroom and on the Brightwheel picture section and Calendar. NYS OCFS Regulations for Child Care can be found on the table at the Center entrance for families to review anytime. The Center's license and certificate of NAEYC National Accreditation are displayed in the reception area.

As children become ready and spaces open in the next age group, parents/guardians will be consulted concerning the child's transition to the next room. Transitioning schedules will be given to the families as soon as they are set. Parents and guardians are welcome to request a

conference before a move to a new room to discuss the child's adjustment. We will make every effort to provide continuity for children. We also strive to keep daily transitions between caregivers and groups minimal.

A permission card in the classroom will be kept on file indicating who may pick up the child. Children will not be released to anyone other than the custodial parents or guardians unless the parent/guardian requests, in writing, that the Center may do so by adding them onto their Authorized person form or within the Brightwheel app. Identification may be requested at any time. A Family Information Form will be completed for separated or divorced parents to indicate legal custody. Legal papers will sometimes be requested to indicate the custodial parent/guardian.

The Center has a comprehensive liability policy. The Center also has accident insurance for children's injuries that may occur at the Center.

Parent/Guardian(s) Responsibilities

- All families must provide the required medical documentation.
- All parents must sign a form indicating their understanding and compliance with all current policies of the Center.
- A completed developmental history form will be submitted at registration to help staff understand any unique tendencies or specifics regarding each child.
- The parent or legal guardian will complete a written pick-up authorization form for the regular pick-up of each child.
- All parents must complete the sign-in/out in the Brightwheel app daily.
- All parents are requested to complete the daily report at Brightwheel sign-in.
- All parents must provide the Center with written information about the child's immunizations after enrollment.
- All parents are requested to call the Center or send a Brightwheel message before 8:30 am if their child will not be in attendance.
- All parents are required to inform staff of any medication (either over-the-counter or prescription drugs) their child is taking.
- If any child requires medication during the day, proper forms will need to be filled out by the child's physician.

Lines of Communication

If families have a conflict with a classroom teacher or a Center staff person, they should follow the appropriate procedure:

1. Set up a time to talk privately with the teacher of the classroom.
2. If the problem/concern is not settled, speak with the Director.
3. The matter should be directed to the Board President if no satisfactory solution can be found.

4. The Board President will determine how to handle the matter. In any case, a written response will be made to the families by the Board President.
5. If there is still no resolution, the families may make an oral presentation to the full Board. At that time, written materials will also be considered. A final decision will be made and submitted in writing to the families.

MEDICAL AND HEALTH POLICIES

Good Health Policy

We ask that you become familiar with and adhere to the Center's health policies. Children should not attend the Center when their illness prevents them from participating comfortably in program activities. The health care plan for SUNY Cortland Child Care Center is developed according to the established OCFS Regulations.

The purpose of this plan is to protect the children's health and maintain the environment's safety. All current medical examination forms for staff and children will be kept in a confidential file in the Center and will not be disclosed to unauthorized persons. Written permission for any disclosure is required.

Special Provisions for Children Under Three

No child under six weeks will be admitted to the Center without a waiver from NYS OCFS. All infants in the Center will be protected from physical harm. Their physical, intellectual, emotional, and social development will be promoted.

1. All infants and toddlers shall be in an area apart from three- to five-year olds.
2. An MAT Consultant will provide staff instruction, observation, supervision, and consultation. This instruction includes the proper techniques required to preserve the health and general welfare of the children.
3. Within 30 days prior to admission to the Center, infants and toddlers will be required to have a medical examination by a physician, physician's assistant, or nurse practitioner. This report, signed by the physician, physician's assistant, or nurse practitioner, must indicate that the child is free from contagious or communicable diseases. From this medical report, the Center will determine that each infant and toddler has been immunized appropriately to his or her age. If an infant's parent or legal guardian consents in writing, an infant not yet immunized because of age may be admitted and then immunized by the family's medical provider according to the current schedule required by the New York State Health Department.
4. The confidential records of the Center, kept in the Director's office, will include the Health Supervision Record:
 - a. Dates on which such care was received and the nature of the care
 - b. Status of immunizations
 - c. Recommendations of a physician based on regular examination or examination for illness

- d. Staff observation of the infant's physical and developmental status.
5. Separate play areas will be available for infants and toddlers, ensuring a minimum of thirty-five square feet.
6. Appropriate and separate sleeping accommodations will be provided as follows:
 - a. Cribs or cots will be provided and situated at least 3 feet apart.
 - b. Pillows will not be used.
 - c. A clean sheet will be provided for the exclusive use of each infant over 12 months; a sleeper sack will be provided for the exclusive use of each infant under 12 months. All families will be required to provide these items.
 - d. Infants will be placed on their backs while sleeping per OCFS recommendations.
7. Families who provide infant formula must clearly mark the child's first and last name on the bottle. Families can provide food and bottles of formula and juice for all infants under one year of age.
8. Infant bottles of formula will be warmed in a crock pot. Breast milk will be prepared according to parent instructions.
9. Proper refrigeration of food and baby formula will be provided.
10. Infants will be removed from their cribs and held or placed in a chair for feeding. Propping of bottles will not be allowed.
11. Comfortable arrangements will be made to encourage mothers to breastfeed their child.
12. Sufficient nourishing food will be provided for infants over 8 months and all other children in the Center according to DSS, CACFP, and DOH regulations.
13. Infants and toddlers will be kept clean and comfortable at all times. Diapers will be changed when wet or soiled. They will be checked every two hours throughout the day.
14. Soiled diaper disposal and proper staff hygiene will be assured.
15. Staff will have frequent verbal communication with the children. When awake, infants will be removed from their sleeping accommodations during the day and not left in a crib for more than half an hour without direct staff contact.
16. Appropriate daily outside supervised play will be provided.

Health Policies for All Children

1. Each child over three must have received a medical examination within 90 days prior to admission by a physician, physician's assistant, or nurse practitioner who will complete the health examination form or a signed written statement.
 - a. The examining practitioner's statement will indicate the following:
 - (a) The child is free from contagious or communicable diseases.
 - (b) The child has received age-appropriate prophylaxis, which includes immunization against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, and Hemophilus influenza type b (Hib).
 - (c) Show evidence of lead screening except where there is a medical contra-indication.
 - (d) A physician, physician's assistant, or nurse practitioner has completed and signed the Examination of Day Care Child form.
2. Each child must have had dental and other health evaluations appropriate to their age and state of health.

3. According to the exclusion criteria, sick children may not be allowed to attend the Center.
4. The Center must be informed when a child has been exposed to a communicable disease.
5. If a child becomes ill during the day at the Center, a quiet resting place will be provided separate and apart from other children (but under close staff supervision) until the child is picked up.
6. Families must inform the Center of their child's immunization so our records are always current.
7. The children will have appropriate quiet and rest time. If a child cannot sleep after a period of rest, space will be provided for quiet play. Children will not be forced to rest for long periods.
8. Weather permitting, unless the child's physician states otherwise, each child will spend a part of each day outside. Upon a family's request, staff may allow a child to remain indoors when staff/child ratios can be maintained within their child's age group.
9. Each child's physical and developmental status will be documented and kept on file at the center. Files will be updated quarterly. The file's content is confidential and available only to the families and to the Director, teachers, and other regulatory authorities with consent from the parents/guardian(s).

Plan for Administration of Medication to Children

The Center can administer topical, oral, eye, ear, inhaled medication, patches, and epinephrine injector devices. Any staff member administering the above medications must have a Medication Administration Trained (MAT) certificate and a First Aid/CPR certificate. If a staff member has a child in the Center, they will be allowed to administer medication to their child but must document when they administer the required medication.

Children with special health care needs will be cared for per parent/guardian and doctor's written instruction. Each child with special health care needs must have a written Medication Consent Form, a Log of Administration, an Individual Health Care Plan for Children with Special Needs, and an Emergency Information Form for Children with Special Needs (see attachments). All the forms must be completed and returned to the Center before they can attend the Center.

All medication given will be documented by a MAT-certified staff member who has completed first aid/CPR. The MAT-certified staff will document all medication given. Each classroom will have a medical binder. Each binder will contain written instructions from the parent and the doctor on caring for the child. A MAT-certified staff member will be responsible for administering the medications. Each medication administration form will have an expiration date of when the form and the medication expire.

If medication can be served before or after care, the Center would prefer that the parent administer the medication. A MAT-certified staff person will always be available at the SUNY Cortland Child Care Center.

A Medication Consent Form and Log of Administration will be filled out by the parent and the child's doctor whenever a child is given medication. It will be documented on the medical

consent form. All documentation will take place as soon as the medication is dispensed. If a prescription reads “as needed,” the parent will be called each time the medication is dispensed. The MAT-certified staff member will also document when medications were administered. Any potential side effects will be documented on the medical consent form. The parents will be called immediately if a child experiences any side effects. If the side effect is life threatening, 911 and then the parent will be called.

Medication will only be accepted in its original container. Over the counter medication must be labeled with the child’s first and last name. Prescription medication must contain the original pharmacy label with the child’s name, medical provider’s name, pharmacy name, and telephone, the date prescription was filled, expiration date of medication, dosage, any special handling instructions, how often to give the medication and the date the medication should be discontinued or the length of time in days the medication is to be given.

The medication binders in the classrooms and the office will have Medication Administration Policy Sheets number 3, one-day administer policy sheets, and an administration sheet. Each binder will have an ongoing medication demonstration form, MAT handout 2.3, one day administration for infants-MAT handout 2.4-, and one-day administration for children-MAT 2.5 handout. These 3 forms will assist the MAT-certified staff member with what medication will apply to a verbal medication consent form-MAT 2.6 handout.

The Center defines a medication incident as the wrong dose, omitted dose, expired medication, wrong time, wrong child, wrong route, and wrong medication. If a medication is administered incorrectly, an Administration of Medication Special Incident Form-MAT 4.17 Handout will be completed. When an incident form is filled out, the Director or person in charge will call OCFS, the parent/guardian(s), and the Health Care Consultant. The Director will review the Health Care Plan and make revisions to prevent further incidents. The incident will be investigated to determine why an error occurred.

Proper documentation will take place if an interruption, refusal to take medication, illness of the child, or parent request delays or stops medication administration. The parent will be called if the child becomes too ill or refuses to take the medication. The interruption will be documented on the written consent form.

Medication will be accepted by a MAT-certified staff member only. When medication is accepted, a Medication Acceptance Form will be completed. If a controlled substance is given to the MAT personnel, a Controlled Substance Count Log will be used. All medications will be stored in a cool, dry, dark place. It will be a secure, clean area inaccessible to children. Medication will be kept in the original container, labeled with the child’s first and last name. All refrigerated medication will be stored in a leak-proof container, on a shelf in the refrigerator, away from the food, and inaccessible to children. All controlled substances will be stored in a locked container, which is inaccessible to children. The Center will refer to MAT Handout 2.8 on the handling, storage, and disposal of Medication checklist.

Expiration dates will be checked once a month when fire drills are performed, along with continuous checks for expiration dates on the written consent form. All unfinished medication will be returned to the child's parent or guardian.

MAT-certified staff members will accompany children on field trips and administer medication. All special equipment for administering medication will accompany the child on the field trip with the child's first and last name labeled. A medication backpack will also be taken on the field trip. The bag will contain waterless hand washing cleanser, cups, gloves, band aids, bottled water, and paper towels. All necessary forms will be brought along as well. Medication will be transported in a locked medical box. Refrigerated medication will be stored in an ice-packed cooler that is out of reach of children.

Confidentiality will be maintained on field trips. A MAT 7.3 Handout will be completed before the children and teachers leave the Center for the field trip.

Medication Administration Policy

For children requiring ongoing medication, written permission from parents or guardians is required for all medication administration except for over the counter topical applications such as sunscreen and bug repellent. Written permission is required from the medical provider for all prescription medication.

If parents or guardians fail to provide written permission, our program chooses not to approve verbal permission for medication. If the medication is prescription, verbal permission must also be received from the medical provider before administration of the dose. Verbal permissions and the dose administration will be documented on the Verbal Medication Consent Form.

In the case of an infant requiring ongoing medication, written permission from parents or guardians and the medical provider are required. Written permission is only required from a parent or guardian in the case of topical over the counter medications such as diaper cream, sunscreen, or insect repellent.

Authorization forms for medication administration expire after six months, and they must be renewed before a medication can be administered.

All medication given will be documented on the appropriate medication log. All children who receive medication will be monitored for side effects and adverse or allergic reactions. Any effects will be documented on the medication administration log, and families will be notified. The five rights of medication administration will be performed four times during the medication process (e.g., right child, right medication, right dose, right time, right route).

If a child is to be medicated off site, a MAT-certified staff person is to accompany the child and administer the medication according to our field trip guidelines.

All medication errors will be documented on the SUNY Medication Special Incident Form. Parents/guardians will be notified immediately, the Office of Children and Family Services will be notified within 24 hours, and the program Health Care Consultant will be notified as soon as possible.

Medical Emergencies

Parents, guardians, or those with legal custody will be provided with emergency procedure information at registration.

Depending upon the severity of the situation, the following will take place:

Life-threatening Situation

The Director, person in charge, or appointed person will call 911. Parents or guardians having legal custody will be contacted. If parents or guardians cannot be reached, the emergency contact person identified on the Emergency Card will be notified. If hospitalization is required, arrangements will be made to meet the parents, guardian, or emergency contact person at the Cortland Regional Medical Center. If they do not arrive at the Center, the child will be accompanied in the ambulance by the Director, person in charge, or appointed staff member, who will take with them the child's signed emergency authorization forms.

Situation Requiring Medical Treatment Only

The Director, person in charge, or appointed person will call 911. This designated person will contact parents, guardians or those having legal custody. If parents or guardians cannot be reached at the time of the situation requiring medical treatment, the emergency contact person identified on the Emergency Card will be notified. The Director, person in charge, or appointed staff member will remain with the child until parents, legal guardians, or emergency contact person picks up the child needing medical treatment. If none of these persons can be reached, a designated person will accompany the child to Cortland Regional Medical Center in an ambulance, taking the child's signed emergency authorization form with them.

Sick Children

To ensure a healthy environment, sick children who pose a health risk to other children may not attend the Center. Please do not send children in that you know have any symptoms of illness. Your child's teacher is responsible for noting signs of illness in children under their care. To work together, the teacher will try to keep families informed of any signs of impending illness. Also, families are expected to inform the teaching staff of any signs of illness they see at home or if the child has been exposed to a contagious condition.

If your child becomes ill at the Center, they will be isolated from the other children in the classroom and be removed from the Director's office. Parent/guardian(s) will be called immediately. Please come to the Center promptly. When you take your child to the doctor, please inform the doctor that your child attends child care so that extra precautions may be used to

determine when they may return after an illness. The Center does not allow ill children or staff to remain in the program.

Please remember to call the Center before 8:30 am if your child will not be in attendance on any given day.

Exclusion Criteria

The criteria for keeping your child home or for sending them home from the Center are described below. It should be understood that the exclusion criteria serve only as guidelines. Deviation from these criteria, at the discretion of the Director, may occur since each child and illness is considered on an individual basis. If the illness or the child's reaction to it requires more care than the staff can provide or compromises the other children's health and/or safety, the child will be excluded. The Director reserves the option of requiring a written note from your child's physician before the child returns to the Center following an illness.

1. **Diarrhea:** If a child has had an increased number of loose/watery stools compared to the child's normal pattern and poor fluid intake during a day, the child may be excluded from the Center. Exclusion may vary depending on the child's age, risk of dehydration, and other symptoms and/or changes in the child's behavior. Your child may return when bowel movements are normal and fluid intake is good, providing other conditions are normal. (At least 24 hours symptom free)
2. **Vomiting:** If a child vomits and shows other signs of illness or dehydration (not to be confused with an infant's occasional spit-ups), they will be sent home. A child who has vomited in the preceding 12 hours, is listless or has a poor appetite should not be brought to the Center. Your child may return 24 hours after the last incident of vomiting, provided other conditions are normal.
3. **Fever:** Any child six months and younger with a significant temperature (above 100° F) will be excluded. A child six months and older with a significant temperature (see table below) **and** other symptoms of illness will be sent home. A child with a temperature elevation accompanied by other symptoms the evening before attendance at the Center should be presumed ill and should not be brought into the Center in the morning. Your child may return to the Center 24 hours after a normal reading (without fever reducing medicine), providing other conditions are normal.
 - a. Temperature will be established using a forehead scanning thermometer. If a parent questions a temperature reading, they will be encouraged to assess the child's temperature.
4. **Upper Respiratory Illness (URI) or General Malaise:** Children with congestion, large amounts of nasal discharge, sneezing, coughing, listlessness, or an inability to keep up with the day's activities should remain at home. Physician-documented allergic reactions and/or asthmatic-related conditions are excluded
5. **Undiagnosed Rash:** Unless specifically diagnosed by your child's pediatrician as non-contagious, the Center will send home any child who has or develops a rash during the day.

In all cases, SUNY Cortland Child Care Center reserves the right to send a child with suspicious or prolonged symptoms home.

If a child has any of the above symptoms and, in addition, is listless, please keep your child at home because they may be coming down with something which is perhaps contagious. Parents will be contacted if a child is listless and cannot keep up with the daily activities while at the Center.

These policies are for your child's protection. Please respect them.

Please notify the Center if your child has been exposed to or diagnosed with, any illness. In addition, if your child is on any medication, the Center must be notified.

Common Illness Return Schedule

ILLNESS	MAY RETURN
Chicken Pox	After all lesions have dried or crusted (usually six days after onset of rash)
Coxsackie (Hand, Foot & Mouth disease)	When the fever subsides, and blisters are scabbed over
Croup	After illness has subsided
Diarrhea-Gastro	24 hours after last loose stool or after 1 normal bowel movement
Enteritis Rubella	6 days after rash onset
Hepatitis A	After the child is approved by the health care provider to return to the program
Impetigo	24 hours after treatment has started
Fever	24 hours after temperature is normal
Influenza	24 hours after symptoms have subsided
Measles	6th day after rash onset
Pin Worms	After treatment is completed
Roseola	After illness has subsided
Scabies	After treatment has been given
Strep Throat	24 hours after start of antibiotic therapy
Poison Ivy	After lesions cease to ooze
Pneumonia or Epiglottitis	Written note from physician. If due to H-Flu, Health Department must okay
Bacterial (Spinal) Meningitis	After the child is approved by the health department to return to the program
Mumps	Tenth day after onset of symptoms
RSV	As doctor recommends

Allergy and Anaphylaxis Policy

Upon enrollment and whenever there are changes, parents/guardians will be required to provide the program with up-to-date information regarding their child's medical conditions, including any allergies the child may have and any emergency medications prescribed for potential anaphylaxis. The parents/guardians will work with the program and the child's physician to complete the documents required for any allergy the child may have. These documents will guide all staff in taking necessary actions during an allergic or anaphylactic reaction. The program will keep these documents and any emergency medications in a designated area known to all staff members as outlined in the program's healthcare plan and will ask for updated paperwork when necessary.

Any child with a known allergy will have the following documents on file when applicable:

1. Parent/Guardian and Physician and Center will fill out the NYS OCFS form 7006- Individual Health Care Plan for a Child with Special Healthcare Needs or approved equivalent
2. NYS OCFS form 6029- Individual Allergy and Anaphylaxis Emergency Plan or approved equivalent
3. NYS OCFS form 7002 - Medication Consent Form or approved equivalent- to be renewed every 6 months

The child's parents will complete these forms in conjunction with the program and the child's physician. In the event of an anaphylactic reaction, staff will call 911 and follow the instructions outlined in these documents.

All personnel are trained to prevent, recognize, and respond to food and other allergic reactions and anaphylaxis within 6 weeks of hire and at least annually thereafter. In addition, at least one staff member will complete the required NYS training on allergies and anaphylaxis.

Options for training are the following:

- OCFS PDP Identifying and Responding to Anaphylaxis: Elijah's Law
- [The Professional Development Program \(albany.edu\)](http://albany.edu)
- www.foodallergy.org/resources/navigating-early-childhood-and-food-allergies

All full-time staff will maintain certifications in CPR & First Aid. In addition, the childcare center maintains Medication Administration Training for some staff. If a child with an allergy requires the administration of Epinephrine or other emergency medications, the parents will be required to train any staff member caring for that child on administering the prescribed medication.

Strategies to Reduce the Risk of Exposure to Allergic Triggers

Each classroom will have a posting with a list of individual children's allergies visible to all staff and volunteers caring for the child. All staff will take steps to prevent exposure to a child's known allergy, including but not limited to reading food labels. Handwashing, cleaning, and all other regulations related to allergies and anaphylaxis, as outlined in the OCFS Childcare Regulations, will be followed by all staff and volunteers. Our Center is a peanut-free facility. Kitchen staff have listed allergies in the kitchen.

Recognizing the Symptoms of Anaphylaxis

Anaphylaxis is a multi-system allergic reaction. Symptoms of anaphylaxis usually involve more than one part of the body (i.e., skin, mouth, eyes, lungs, heart, gut and brain). Some symptoms that may occur are -shortness of breath, wheezing, or coughing, pale or bluish skin, faintness, weak pulse, dizziness, tight or hoarse throat, trouble breathing or swallowing, swelling of tongue or lips, hives all over the body, widespread redness, vomiting, or diarrhea.

Communication

Upon enrollment of a child with a known allergy, all staff and volunteers will be made aware of the child's allergy and associated medication needs, as well as ways to reduce the risk of exposure to said allergen. In addition, all parents and children will be made aware of any allergies in the classroom and actions being taken to reduce exposure. Confidentiality will be maintained when discussing child allergies with parents and other children.

Administering Non-specific Auto Injectors

1. At registration to the program, each child's allergies will be noted on the form received from their doctor. Each classroom will have a list of known allergies, which will be noted in the Brightwheel app under each child's profile. Parents must update the Center if new allergies, not included in the initial paperwork, are noted by a physician.
2. Steps to follow for an anaphylaxis emergency: administer non-specific auto injector Auvi-q, appropriate for the child's weight, call 9-1-1, administer first aid, call parents, call OCFS licensor or person of the day and medication log will be filled out as well as documenting the incident.
3. Only staff who complete Medication Administration Training and are certified to administer the epinephrine auto-injector and approved by the program's health care consultant will be able to give medication to children at the Center.
4. Each classroom will have a first aid kit in their backpack that goes with them when they leave the classroom and another in the classroom where medications are kept. Patient specific epinephrine auto injectors are stored in the backpack, out of the reach of

children, and the non-patient specific epinephrine auto-injectors are out of the reach of children on the wall in the Director's office.

5. The Director is responsible for inspecting and maintaining current epinephrine auto-injectors in the Director's office. Inspections should occur monthly after each fire drill.
6. A note from a physician will be needed before the child can return to the Center.

APPENDICES

- APPENDIX 1: [MAT MEDICATION CONSENT FORM](#)
- APPENDIX 2: [MAT INDIVIDUAL HEALTH CARE PLAN](#)
- APPENDIX 3: [LOG OF ADMINISTRATION](#)
- APPENDIX 4: MAT EMERGENCY INFORMATION FORM
- APPENDIX 5: LABEL REQUIREMENTS MAT FORM
- APPENDIX 6: MEDICATION ADMINISTRATION POLICY SHEET
- APPENDIX 7: ONGOING MEDICATION DEMONSTRATION FORM-MAT 2.3
- APPENDIX 8: ONE-DAY ADMINISTRATION FOR INFANTS-MAT HANDOUT 2.4
- APPENDIX 9: ONE-DAY ADMINISTRATION FOR CHILDREN-MAT HANDOUT 2.5
- APPENDIX 10: ADMINISTRATION OF MEDICATION SPECIAL INCIDENT FORM-MAT 4.17
- APPENDIX 11: WRITTEN MEDICATION FORM –HIGHLIGHTING STATED AREA
- APPENDIX 12: CONTROLLED SUBSTANCE COUNT LOG
- APPENDIX 13: HANDLING, STORAGE AND DISPOSAL CHECKLIST-MAT 2.8 HANDOUT
- APPENDIX 14: [MEDICATION ERROR REPORT FORM](#)
- APPENDIX 15: CHECKLIST FOR ADMINISTERING MEDICATION ON A FIELD TRIP