

Cub Care Juniors Pre-School



Parent's Handbook

2009 Revised Edition

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Welcome to Cub Care!

Dear Parents of Recess Resources,

Welcome to **Cub Care Juniors Pre-School Program**. We are pleased that you and your family have chosen to spend this school year with us.

This handbook reflects our commitment to maintain communication with parents as to the well being of their children. Inside, you will find valuable information regarding policies, procedures and activities of the programs. Please keep it as a guide and a source of information that you can refer to throughout the year.

Recess Resources is a **not-for-profit** corporation, which continues to operate through the hard work and dedication of the staff, Board of Directors and volunteers here at Cub Care. Parental involvement in the work of the Program will enhance your understanding of our operations and goals as well as contribute to the quality of the services provided.

Our Board of Directors, which is made up primarily of working parents, much like yourselves, is dedicated to creating the finest Per-School experience for your child. We ask all parents to consider a small donation of their time to serve on the Board, to ensure the continuation of quality programming for every child in Vestal and surrounding communities. We are constantly striving to improve our programs, your interest in quality young child education, your creativity and your assistance in helping us achieve our goals is our most valuable asset.

We have an energetic and hardworking Pre-School staff and Board who look forward to another successful year and the opportunity to work within our community to develop the best program available in the area.

Thank you for joining us!

Sincerely, The Board of Directors, Executive Director
& The Entire Staff of Cub Care
Dedicated Pre-School & School Age Child Care Providers

PROGRAM HIGHLIGHTS

PROGRAM HOURS:

- [Pre-School - 3 year old Program -](#)
Mon., Wed., Fri. (9:10 a.m. - 11:40 a.m.)
- [Pre-School - 4 year old Program -](#)
Mon. - Fri. (9:00 a.m. - 11:45 a.m.)
Mon. - Fri. (12:30 p.m. - 3:15 p.m.)

[Other Recess Resources Inc. Program Available](#)

- Before School Program (7:00 a.m. to 9:00 a.m.)
- After School Program (3:30 p.m. to 6:00 p.m.)
- Full Day Care on Sch. Holidays (7:00 a.m. to 6:00 p.m.)
- Full Day Care on Snow Days (7:00 a.m. to 6:00 p.m.)
- Full Day Summer Program (7:00 a.m. to 6:00 p.m.)

[Things to do](#)

Send an extra set of clothing in a plastic shoebox clearly marked with your child's name and be sure to include **underwear and socks**.

Notify us of all allergies to Foods or Environment?

Remember it is important to call in any absences.

Remember the Preschool Program is Closed on all Vestal Central School Holidays and on all Vestal Schools Snow Days - See policies for morning delays and Early Dismissals

CUB CARE JUNIORS PRE-SCHOOL PROGRAM

Mission Statement: To provide young children with an early opportunity to develop social, emotional, cognitive & physical skills which will enhance their self-esteem and future success in learning environments. We also emphasize bringing families in the program together for fun and rewarding activities that nurture relationships.

CURRICULUM HIGHLIGHTS

Theme Series introduces various concepts to encourage the exploration of new and familiar topics. Each is designed to focus on: Language Arts, Social Studies, Nutrition/Foods, Art, Music, Gross & Fine Motor Skills.

Learning Through Creative Play. Play is an active form of learning which unites mind, body and spirit. Children develop a strong interest in learning and have an opportunity to practice problem solving, cooperation, helping and sharing when they learn through creative play. Special materials are introduced regularly to assist students in building these skills.

Field Trips reinforce what we are learning in the class by bringing the topics to life. Parents are encouraged to accompany the class on field trips whenever possible so they can share in their children's growing awareness and exploration of the world around them.

Out-Door Activities, when weather permits, the class will spend time outside each day playing games or investigating nature and their environments. When out-door play is not possible, large motor activities will take place in one of two gymnasiums. We provide a wide variety of equipment to help develop both coordination and cooperation skills.

School Calendar

3's Honey Bears Classes begin on **Monday, the second full week of September** after Elementary School opens and ends on **Friday, the second full week of June**

4's Honey Bee's/Vestal UPK AM & PM
Classes begin in **September, Wednesday after Labor Day** and end in **June as designated by the District.**

For all classes our School Holiday Schedule follows the Vestal School System.

If Vestal Schools are announced as **Closed** - Pre-School is also closed.

1 hour delay – Morning Pre-school only delayed 1 hour pick-up remains the same.

2 hour delay – Morning Pre-School is cancelled only Afternoon Class will be in session.

Early Dismissal – Afternoon class will be cancelled if announced prior to 12:30
If announced after 12:30 will be release 30 mins before Elementary Schools

Daily Classroom Snacks are provided by the program. Parents are welcome to bring in special treats to celebrate birthdays and special occasions. Parents are encouraged to sign-up to help with holiday parties or other special events.

Helpful hints for a smooth transition to the school day

1. On the way to school talk about some of the activities your child may be participating in during the school day. (playground, crafts, creative play corner)
2. Set up an arrival routine. Plan to be at school by 5 mins. prior to class, help your child put away coat in their cubby, visit the bathroom before entering class, remind him/her you will return after class, help them select an activity allowing you time to ease out of the room by the time class begins.
3. Dress children in comfortable clothes. We will be doing lots of messy arts projects and we will be very active in class and outside so sneakers or sturdy rubber soled shoes are preferred to prevent injuries.
4. Your children will have a busy day and often they will want to share everything they did but most often when asked, "What did you do today?" their answer will be "I played." And that's just fine because it's the best way to learn.

GENERAL PROGRAM INTRODUCTION

Provider Information

Cub Care programs in the Vestal area are provided by Recess Resources, Inc., a not-for-profit, non sectarian, non-political, public corporation, founded in 1988. We are licensed by the New York State Department of Social Services, operating under part 414 of DSS regulations for School-Age Child Care and are in no way affiliated with the Vestal Central Schools.

Our Philosophy

All our Cub Care Programs are based on our desire to provide families with affordable, accessible and appropriate child care services. Our professional staff is trained to provide each child with a safe, warm and supportive environment designed to meet each child's social, emotional and physical developmental needs. This is achieved through carefully planned age-appropriate activities.

Program Goals

1. To encourage confidence, self-discipline and self-worth, which will assist in the development of the child's social and emotional health.
2. To enhance the child's mental processes and skills with particular attention to conceptual and communications skills.
3. To establish patterns and expectations of success for the child which will create confidence for present and future development.
4. To allow parents a greater flexibility in seeking employment, educational opportunities and/or job training with less worry as to the safety and well being of their children.

All that we expect of the children is that they come to the program, be themselves, and have respect for others. We encourage parents and guardians to become familiar with the operating procedures in this handbook and give attention to any newsletters and supplemental notes that we may send home from time to time and to take an active role in our program by offering suggestions, comments and constructive criticisms.

PROGRAM ADMISSION INFORMATION

Qualifications for Admission

Pre-School Program - Children must be at least 3 years old by March of the school year in order to enroll in the three year old class and 4 years old by December 1st to enroll in our 4 year old class. Limited admissions are available (Approx. 12 per 3's class & 16-18 per 4's class) (Children must be fully potty trained – They should be able to potty independently)

School-Age Program - Pursuant to our licensing agreement with the State of New York Department of Social Services under section 414 of the DSS regulations our programs are open to all children who may benefit from our type of programming, regardless of race, nationality or creed within the following guidelines. The child must be school age, minimum age 4 and entering either Kindergarten or a Deferred Entry program, to a maximum of age 12 at time of enrollment for the schools calendar year. Limited admissions (approx. 120 children at our main site) are available under our licensing agreement.

Please note: Children with special needs are welcome and will be admitted to the program if it is determined through a conference with our Executive Director and appropriate Program Director that we can provide appropriate care and safety required to ensure the well being of the child while in our care.

Registration

An annual, non-refundable, registration fee of \$30.00 is required for each child in our program. Our program year is July 1st through June 30th, which coincides with our corporate fiscal year. This fee is due upon registration to reserve a spot for your child in any of our programs. Early registration helps us to determine our staffing requirements for each seasonal program. Once registered you will be given the necessary forms to complete enrollment and you will need to return them to the main office (3rd floor) as soon as possible, along with payment for the first months tuition and the annual activity fee which covers the cost of classroom field trips and/or visitors during the year.

Financial Obligations

We appreciate and depend on you paying your child's tuition on time. As a not-for-profit organization, our operating expenses are paid out of the current month's tuition. These expenses include, teachers salaries, insurance, supplies, rent, snacks and advertising. These are just a few of the many expenses it takes to run a program of this type. Please help us to continue to run a quality program for your children and all those enrolled with us.

PAYMENT PROCEDURES AND POLICIES

Payment Terms

Tuition is due on the first day of each month. Any parent that has an account that is more than 4 weeks past due will run the risk of their child's spot being given to someone on our waiting list. If you are having a problem with payment please contact our main office so that the situation can be reviewed and special arrangements can be made. If your tuition payments are more that (60) sixty days delinquent, your child will not be allowed to attend the program until payments are brought up to date.

Withdrawal from the Program

Each child is enrolled in the program for the entire year. If you withdraw from the program prior to December 1st you will be required to pay all tuition up to that date. If you withdraw after December 1st you will be responsible to pay the balance of the years tuition. We require two weeks written notice to the main office prior to withdrawal from the program.

Credit for Absences

Occasional absences are **NOT** reimbursable. We must maintain a staff ratio for all the children registered whether or not they attend. However if your child suffers from a prolonged illness with an anticipated absence of more than one month, notification to our office on the first day will release you from your obligation. We would also appreciate notification once an anticipated return date is determined.

Late Pick up Fees and Policies

Pre-School program ends promptly at **your class dismissal time**. If you are going to be late **please** contact our offices and also be aware that there will be a late fee charge for children not picked up on time. After **the first 5 minutes** parents will be required to pay a **\$5.00** late fee for the first (15) fifteen minutes or any portion thereof. Additionally a **\$1.00** per minute fee will be charged after **15 minutes**. These charges are payable at the time you arrive to pick up your child on the day you are late. **If more than 30 minutes you may contact either the Vestal Police or the Broome County Department of Social Services** if you have not notified us in advance of your delay or we are no longer able to provide care.

Returned Check Policy

There will be a **\$25.00** fee for any returned check marked insufficient funds. We will require a cash payment for the original amount of the check and the additional fee.

DAILY PROGRAM PROCEDURES

Identification & Child Access

Safety/Security Issues

Recess Resources has developed the following identification/security system to meet the needs of our families. This system has been designed to take into consideration a variety of factors, changing family dynamics, parent's busy schedules, increased safety and security of the children in our care, and our own staff rotations. It is impossible to every staff member to know everyone who uses our services.

Parent Pick-up

Parents - Photo ID may be requested by any staff member whenever, a child in our care is being picked up from our facility. We make every effort to get to know our parents and you may not always be asked for a photo ID, but whenever a staff member is unsure they are required under our safety procedures to request it. Note: If you do not have your ID with you, you can give your authorization code word as an alternative.

Alternates Authorized for Pick-up

At enrollment you are given the opportunity to designate individuals as Alternates for Pick-up. Please remember that whenever you plan to have someone other than the primary parents/guardians pick up your child it is important to call us, leave a message, or give us a note with the name of the person so we can alert the staff at the reception desk. Please make sure they are prepared to

show identification or that they know your authorization code word this will help make the identification process go a little faster. Be aware that if an designated alternate comes in to pick-up up the child at any time we **WILL** release the child to the alternate with verification that they are on the pre-approved listing.

Emergency Pick-up Authorization

As a back-up for unexpected emergencies we ask each family to furnish us with an authorization code word. This provision can be used when someone other than your listed alternates needs to pick up your child due to an emergency. They **MUST** know this word (i.e. – apples, horseshoe, rose, etc.) and present a Photo ID.

The authorization code word can also be used as an alternate form of ID for you or an alternate if you do not have a photo ID with you at pick-up.

NOTE: This word can be changed at anytime - but make those who need to know aware of the change.

Arrival & Departure Policies

Arrival

Parent Drop-off/Sign-in: Each child must always be accompanied by a parent or guardian to their classroom and signed in at the designated sign-in/out area. Your child's name will be listed, you are asked to indicate the time that you are dropping off your child with your initials next to the time. This is an important safety issue and is required under our licensing regulations, enforced through the Office of Family and Child Services and is used by the Vestal District to track program attendance.

Departure

Parent Pick-up/Sign-out: Children will be released from their classroom by the teacher directly to a parent, guardian or authorized alternate. Every child must be signed-out at the classroom sign-in/out area by the individual picking them up. Each child's name will be listed, you are asked to indicate the time of pick-up with your initials. ***At this time you may be asked for photo ID. This is an important safety issue and is required under our licensing regulations, enforced through the Office of Family and Child Services.***

Dismissal from a field trip or outside activity:

If your child is returning from a field trip and you arrive prior to their return or while the are outside we ask that you wait for your child at the reception area until all the children in their group enter the building and return to their room for dismissal. This allows the teachers to do a proper head count upon their return.

Early Departure: If you need to pick your child up early from class please give the teachers a note in the morning stating the time you plan to pick up, this way the teacher can have your child prepared to leave and they can tell you if they will be outside the classroom area.

Delayed Openings/Early Dismissal/Snow Days

In the event of the above please tune into **WBNG - Channel 12, WNBF-AM 1290, WENE-AM 1430 & WMRV-FM 105.7** for an update on our programs availability.

Delayed Openings of the Vestal Schools,

1 hour delay – Morning Pre-school only delayed 1 hour pick-up remains at 11:45, Afternoon class runs at normal time.

2 hour delay – Morning Pre-School is cancelled - Afternoon Class will be in session.

Early Dismissal of the Vestal Schools,

Morning class will run until 11:45 and Afternoon class will be cancelled if announced prior to 12:30 ***If after 12:30 will be release 30 mins before Elementary Schools***

Snow Days/Cancellation of the Vestal Schools, **UPK Class Cancelled**

Other Program Closings –

Whenever due to circumstances beyond our control **and/or** circumstances deemed threatening to the safety of our staff & your children we are unable to open or deem it prudent to close the program early the Executive Director will notify the local radio stations named above and will contact parents if we are currently in session.

PRE-SCHOOL PROGRAM POLICIES

Behavior and Discipline

At Cub Care we believe that consistent and immediate positive feedback should be given to children for appropriate behavior as well as consistent consequences for inappropriate behavior. We believe that positive behavior reinforcement ensures a safe and positive environment. We are pleased to be a participant in the Adventures in Peacemaking program.

Parents will be notified of any instances of behavioral problems that are excessively disruptive or cause concern for the safety of your child or other children in our programs. If behavior problems are persistent you will be asked to have a conference with our Executive Director and the appropriate District Representative. This meeting will be to determine how the issues can be handled within the constraints of our program.

Health and Safety

Prior to the first day of class, every parent or guardian must supply the main office with a copy of your child's medical record. Under the guidelines of the Office of Children and Family Services, this is an absolute pre-condition to any child's participation in a Pre-School program. The record should come from your child's medical doctor or nurse practitioner. All information is kept strictly confidential.

Daily Health Inspection

A daily visual health inspection is given upon each child's arrival at school. All our staff received instruction in how to recognize symptoms of communicable disease, child abuse or neglect. First aid kits are available at each of our sites and include proper directions for administration. You will be notified if any symptom of illness appears during the program and a place will be provided where your child can rest quietly until your arrival. We ask that you keep your child home if they have any possible symptoms of communicable disease, i.e. colds, head lice, fever, mumps, measles, chicken pocks, etc... Our facility is not designed for the comprehensive care of children who are ill, we can only try to make them as comfortable as possible until your arrival. Nothing replaces the touch of a parent when you're feeling under-the-weather.

Fire Drill Plan

The Teacher/Director will conduct regular fire drills to ensure that all children in the programs at our various sites are familiar with the proper escape route and procedures. Fire safety information will be reviewed with the children to reinforce the fire drills. All fire drills are recorded.

Medical Emergencies

In case of injury, we will make an immediate attempt to first contact a parent, then the designated contacts, and finally the child's physician. If necessary we will also call the Vestal Emergency Squad (911) for transportation to the hospital. A staff member will accompany the child to the hospital along with an Emergency Treatment Permission Release form. Until the arrival of a parent, designated person, personal physician, or ambulance crew, the Executive Director or Teacher will be in charge of the situation.

It is important that you keep the program up to date on personal and emergency phone numbers and other pertinent information. The program keeps of record of all accidents, injuries and/or emergencies, which is completed by the person who has witnessed the incident

Medications

Under current New York State Department of Social Services regulations governing child care centers, our staff members are not trained to administer **any type** of medications which are defined as all [over-the-counter or prescription](#) medication forms including liquids, pills, prescription skin care items with the only exception being emergency inhalers and epi pens.

Our staff members **WILL NOT** administer any **over-the-counter or prescription** medications to any child in our care, **other than emergency treatments such as inhalers and epi pens please consult with Director**

UNDER NO CIRCUMSTANCES can we store any medications here at our center or allow you to send any medications with your children.

If your child should require medications while in our care you do have the option to make arrangements to come to the center and administer the medications personally or designate a family member to administer the medications. If medications are given in this fashion they will need to be administered in the presence of a staff member and the type, dosage, time and person administering will need to be documented so that we will be able to monitor for reactions.

If your child has any health issues that would require emergency medication treatment such as severe allergies you must contact our Executive Director to outline a response plan. We would need to identify the earliest detectable symptoms, and an action plan for contacts and treatment, since medications will not be available. The Executive Director has it within their discretion to determine whether or not the center can respond appropriately to the need of the specific child without putting them at significant risk.

Application of Topical Ointments

Under Department of Social Services regulations, Recess Resources, Inc. must have signed permission on file for the application of all topical Ointments. Application of all Topical Ointments will be documented for review at anytime. Any reaction to the application of an ointment will be documented and provided to the parent/guardian, and

contacted per the permission form. **All items are individually packaged for one time application.**

Parent Provided:

Sunscreen is considered a topical ointment and its use is required during swimming and is a parent option during outdoor play periods.

Insect repellent is also recommended, not required.

Center Provided:

Antiseptic Towelette - Active ingredient: Benzalkonium Chloride 1:750
Inactive ingredients: Water, Isopropyl Alcohol, Fragrance, Propylene Glycol, & sodium Bicarbonate.

Sting Relief - Active Ingredient: Ethyl alcohol 50.0%, Lidocaine HCl 2.0%
Inactive ingredients: benzalkonium chloride, menthol, purified water

Bacitracin Zinc Ointment USP - Active Ingredient : Bacitracin zinc
= to 500 units in a base of mineral oil and white petroleum

Burn Jel - Active Ingredient: Lidocaine HCl 2.0%

Field Trips

From time to time we will plan field trips with the children, notices of time and dates along with a permission slip will be sent to each parent detailing our planned outing.

Special Note – Car-seats are required for children age 8 and under, these must be provided by the parents on the day a trip is scheduled.

Screening of Films, Videotapes, and Software

We recognize that the showing of carefully selected films, television programs and videotapes and computer software can enhance our program and add variety to it. These tools are not central to our program, however they are used occasionally. Only **"G"** rated films and **"Pre-k"** & **"Y"** software will be viewed as appropriate.

Parent Participation

We urge you to be an active participant in our programs by taking advantage of opportunities to share in your children's experiences at Cub Care. Throughout the year there are opportunities to support your child's school experience, join us for these special family events and short presentations. Visit the room and see some of the projects your children have been working on it means a great deal to the children and our staff.

We also ask you to consider becoming a classroom helper or a member of our Board of Directors. The Board meets 8 times each year, check with our main office for the exact time each month as it sometimes varies.

Our organization can only continue if we have a dedicated Board of Directors in place to support essential program and business decisions. If you can take the time to get involved we can continue to insure that this center is a great place to be for all our children.

Fundraising

Fundraising is sometimes used to supplement our program costs and participation is always voluntary. These events are held to raise funds for special projects to enhance our programs. These items cannot be covered by our standard annual budget. We appreciate your support during these fundraising activities. Any donations whether it be your time volunteered to enrich our programs or items in good condition no longer needed at home are always very much appreciated. Keep in mind we are also eligible for Grants if you are aware of opportunities that we should consider it would be helpful, please let us know.

If you have any additional questions or concerns that have not been addressed in this handbook please contact our main office at 786-9006 and our staff will be happy to assist you.