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# Apple Blossom Bunch Day Care

Rules and Regulations/ Contract and Agreements

Director: Heather Stewart

220 Grand Ave Saratoga Springs Ny • (518) 573-1815 • 2011-2012

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# About Us

APPLE BLOSSOM BUNCH



DAY CARE

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Apple Blossom Bunch Day Care is a licensed Group Family Day Care. We operate under the guidelines and standards established by the New York State Office of Child and Family Services Licensing Division. Apple Blossom Bunch Day Care's license is renewed every two years by our given licenser. In addition to our licenser's visits through out each year, we also are inspected by the Saratoga Springs Fire Department annually.

Apple Blossom Bunch also participated in the New York State Food Program, which offers to us three visits per year. The meals served at Apple Blossom Bunch Day Care are monitored by a team of nutritionist (Eat Well Play Hard). Apple Blossom Bunch is also endorsed by Eco Healthy Child Care, an organization which helps providers provide healthy and non-toxic standards for excellent care with children. (<http://www.ecohealthychildcare.org/>)

## ★ Our Special Offerings

While Apple Blossom Bunch Day Care offers the core of what every day care offers, there are some special and unique qualities that sets Apple Blossom Bunch Day Care apart from many traditional day care settings. These are:

Emphasis on natural music, storytelling, puppetry and imaginative play

Committed to learning through play, out door play and daily rhythm verse curriculum

Provider of natural foods, whole foods and organic foods

Focus on social skills and language development through modeling behavior

Able to accommodate children with Food Allergies: Wheat free, Dairy free, Vegetarian

# Rules and Regulations



**Hours:** Open Monday through Friday 7:45 am-5:45 pm

**Early Drop off/ Late Pick up:** Can be prearranged and cost \$5 per half hour

**Non-Prearranged Late Pickup:** You will be billed for late pickups \$5 per \$15 minutes to cover staffing costs

Best Pick up Time for children: after 3pm

**Drop off Time:** Please do not drop off your child any later than 9:30am at the latest. Children do better if dropped off on the earlier side. We start our morning rhythm with a puppet show at 9am.

**Paperwork:** Every child enrolled in Apple Blossom Bunch Day Care must have the blue card and immunization paperwork filled out by your child's doctor before beginning at Apple Blossom Bunch Day Care. These forms are all found online at: [www.appleblossombunch.com](http://www.appleblossombunch.com) The paperwork must indicate that your child has received all immunizations according to their age or contain a note from the doctor that your child is on a catchup schedule. If your child is not immunized a note from your doctor is required to explain any medical conditions which prohibit he or she from receiving them. Any allergies, special diets, restrictions of activities must be entered on the physical form. Please talk with me if you have any questions about this paperwork. A new physical form must be completed each year regardless of age.

**Potty Training:** I will assist and encourage success during the process of potty training. Please do not put your child in underpants for day care until after he or she is fully potty trained. Accidents happen. To avoid the creation of unsanitary conditions, as well as to avoid possible feelings of failure or discouragement on the part of your child, we will allow underpants only when your child is ready.

**Age of children at Apple Blossom Bunch:** I accept children who are over the age of 6 months.

**Deposit:** A one week deposit is due before care starts. This deposit pays for your last week of care. As a courtesy, I ask that parents notify me at least two weeks before leaving Apple Blossom Bunch Day Care.

**Tuition:** Full Time: If you are full time this means you have the use of that slot for all or a portion of the five days available. Your fee for full time care is:

**Full Week:**

Infant: (under 12 months) \$240

Toddler: 1-2 years \$230

Over 2: \$205

**Three Day:**

Infant (under 12 months) \$195

Toddler 1-2 years \$185

Over 2: \$155

**Two Day:**

Infant: \$135

Toddler 1-2 years \$125

Over 2: \$110

**Single Day:**

Infant: \$75

Toddler \$70

Over 2 \$60



**Billing:** I have hired someone to do all billing for Apple Blossom Bunch Day Care starting September 6<sup>th</sup> 2011. You will receive your bill via email or given to you at daycare. Late checks are billed as a \$15 fee. If you go away, go on a week vacation, or your child is sick we still need payments on time for paying staff and gathering supplies. The best ways to pay on time is Bill Pay Online to ensure delivery. This has really worked for many families. Many families also pay monthly to avoid forgetting. Monthly Checks are due the Friday before the month. Weekly checks are due the Friday before the week of care.

**Payment:** To be made by check or cash must be received in advance by the end of the week preceding care. The parent picking up the child is responsible for payment. Those who choose to can pay monthly to avoid having to remember each week. Think of Friday as payday.

**Bounced Check Fee:** If for some reason your check bounces; you are required to pay \$15 for each check. More than two bounced check episodes per registration year will require all future day care payments to be made in cash and may result in the termination of my day care services to your family. Fee and the amount of the bounced check (if it has not cleared) must be paid before your child may return to day care.

A change in fees will require a two-week notification by the Provider. Please respect that weekly fees are due on Friday before the week begins. A fee of \$15 will be billed to you if you pay your weekly fee or monthly fee late. Monthly fees are due the Friday before the following month begins. All due dates are clearly stated in your monthly invoice.

 **Paid Provider Holidays:**

Monday October 10th 2011 Columbus Day

Friday November 11th 2011 Veterans Day

Thursday November 24th, Friday 25th 2011 Thanksgiving Day Weekend

Monday February 20th 2012 Presidents Day

Monday May 28th 2012 Memorial Day

Wednesday July 4th 2012

Monday September 3rd 2012 Labor Day

The above are this years paid holidays. We will also be closed August 27th-31st and this is not paid for by parents. This is a no pay week.

**Absences:** It is important that you have backup care if your child is ill. Parent vacations are to be paid in advance on regular number of weekly hours. If a child is to be absent simply call in to let me know.

**Substitute Policy:** All substitutes that I have on my sub- list have been fingerprinted and cleared by N.Y.S. Child and Family Services. I will use substitutes in my program only when pressing personal business that cannot be dealt with outside of day care hours comes up. A substitute will be brought in if I am ill, however in the case of major illness, or if the day care cannot legally operate (such as during a power outage) I will close our day care. The fee for the day will be waived. Parents know that they must provide their own arrangements for back-up care in these situations. In regards to planned substitutes I will do my best to give notice if there is to be a substitute caregiver in the day care. In case of sudden illness no notice will be given.

**Illness:**

In the case that your child is sick please call in and let me know. The following guidelines are helpful when deciding to bring your child to day care:

- Children may not attend with a fever over 100.4 degrees. They should maintain a normal temperature for 24 hours.
- Children with a severe cold (with temperature, sneezing and nasal drainage) may not attend day care.
- Children may not attend with 3 bouts of diarrhea. Diarrhea being excessive frequency and looseness of bowel movement.
- Children may not attend if they have been vomiting.

- Children may not attend with undiagnosed rash. The rash should be diagnosed by a physician and a note given to the director stating the child is not contagious and may return to day care.

**Adjustment Period:** Your child will need a two-week adjustment period if attending over three days, and a four to six week adjustment period if attending under two days. It is normal for children to need time to settle into a new rhythm. If for any reason your child does not adjust or fit into our program, you will be given a two-week notice to make other arrangement for day care. Each child has different needs and I do hope that Apple Blossom Bunch is the right place for your little one.

**Pick up Policy:** I will not let anyone pick your child up except you. In the event that you want someone else to pick up your child I will need written authorization from you and a description of this person. In our new registration form you have space for three people to be written in, however, if a person is not listed in, you may add to that list or provide a letter.

**Late Policy:** In the event that your child will be arriving at day care after 9:00 am please call in to let me know. Failure to do so on a repeated basis may result in the termination of your day care.

**Nap/ Rest:** A quiet period in the middle of the children's day is allotted. This follows the Department of Social Services regulation 416:11j and is a required part of our program. I will also request that there be no pick up or drop off between the hours of 12:15-2:15 pm, as it may be disturbing to the children's rest time. If you need to pick up during this time please discuss it with me ahead of time.

**Discipline:** I use many Waldorf inspired approaches to helping children understand rules. Creating a rhythm to our day and a weekly rhythm helps children very in following rules. Teaching compassion is also important to me. If a child hits it is important to help them show compassion to the child hit. I believe in kindness, warmth and compassion when teaching children how to behave. If necessary, parents will be called and brought in to create a plan when children are struggling.

**Mandated by State Law:** Child abuse reporting is mandated for all Group Family Day Care Providers. Please explain any unusual injury to me before leaving your child at our day care. We in turn will explain if your child becomes injured with bumps and scraps during their day.

**Emergency Evacuation:** If it becomes necessary for us to evacuate the day care because of an emergency such as fire or flood, the following emergency evacuation procedures will be followed:

I will gather the children, holding the hands of the two youngest children. Older children will form a chain with us by holding hands with each other, with one child holding the free hand of the youngest children. We will leave the day care through our primary exit, the front door. Secondary exits are available in the kitchen and the playroom if needed. As we leave, I will take

attendance, making sure that all children are accounted for. We then proceed quickly and carefully to our meeting place. The garage is our meeting place. I will then call 911. In case of extreme cold we will walk to The Local, two blocks away, our nearest public space. Parents will be called and advised of the situation, and will come and pick up their children as soon as possible. We have a practice fire drill each month and have a fire inspection yearly.

**Medication:** Any prescription medication or over the counter medication needed by your child can be given here. I am now MATT certified, as well as CPR and First Aid certified. There is a procedure to follow and a doctor's written consent must be given. The forms for this are found online. I can only give medication if these forms are filled out prior to illness or medications need to be given. Please prepare and take the form to your doctor.

**Meals:** Lunch and two snacks are provided. I work hard to provide healthy meals for the children. I offer fresh, organic when possible, vegetarian meals. I serve a grain a day offering whole cooked grains, fresh made muffins and breads. If your child has food allergies or your family has certain foods you wish your child not to have, I understand. I generally serve very little wheat or processed grains in comparison to other day cares. Children with allergies will not have to have to many different options, which makes the experience of eating much more socially enjoyable. It's nice to know everyone is eating the same thing most of the time. We are a peanut free zone but I serve other nuts in ground form. Please let me know if I need to make other changes. Our morning snack usually includes fruits, and afternoon vegetables. Breakfast may be brought in if needed. Our morning snack is around 9:30 am, lunch is around 11:45 am and afternoon snack is after nap around 3:00 pm. I encourage table manners and provide rhythm in all our mealtimes. Apple Blossom Bunch Day Care does participate in the USDA food program. We serve organic milk for breakfast and lunch.

**Visitors:** All visitors such as plumbers or unexpected guests will be required to sign into our visitors log.

**Sign in and sign out book:** Parents must sign in and sign out each day. Please remember to sign in and sign out each day.

**Cancellation:** Parent/ Provider will give a 2-week written notice for cancellation of this contract at which point the week deposit will be applied.

**Donation Days:** We have a calendar for help in our kitchen. Thursday is soup day. We ask all children to bring one vegetable in for our soup during the cooler seasons. A monthly donation item will be requested from your family. Ex: January the Smith family donates a large container of Honey.

**Parent Participation:** Parents are certainly encouraged to add to our year offering special skills and such which are arranged in advance. I host holiday puppet shows, and will be working on including our families in these events. (Optional)

**Conferences/ Home Visits:** My day care is always open to parents to drop in and check on their children. I prefer that not to be during nap time if possible, but regardless I have an open door policy. If at any time you feel you need to speak to me about your child's progress here, or about any problems your child is experiencing either in day care or home, let me know. Together we can find time to talk.

For children who attend over two days a week I offer a home visit after three month of care. This is a great opportunity to get to know each other, set goals for your child, and spend some one on one time together. It's a very helpful tool. We have dinner together, your child can show me your home, his or her room and we can spend good quality time together. This is offered to you but in no way mandatory.

**Photo and Online:** In reference to our online website, I enjoy taking some photos during our days and like to add them to our site so you can view your child's experience. We also have our video blog site which we post two videos a week monthly. The site is password protected and if you would like to view them please let me know and I can send you the password. This also can be viewed directly on our website with a password. At the website you can find the photo/ video release form.



What to bring to Day Care:

- Blanket and a pillow (to be brought home and returned on Fridays to be laundered)  
Labeled
- Pillowcase and a sheet labeled
- Stuffed animal or doll to live at Apple Blossom Bunch Day Care labeled
- Diapers and wipes (we will label) one months supply, please bring another one months supply each month
- Complete change of clothes, including underwear and socks labeled, if potty training plenty of pants labeled
- Please dress your child in appropriate play attire
- Snow pants (winter), rain pants and rain coat (all other seasons) see below
- Warm mittens, hat, gloves labeled
- Swimsuit, towel, new full sunscreen, sunhat (summer) labeled
- Inside Shoes (slippers or regular shoes for fall, winter, part of spring)
- Rain Boots and Rain Gear (see below)



**Outside Policy:** We will go outside twice a day in the winter/fall if the weather permits. While many care facilities keep children in, I believe strongly in bringing children outside as long as it is safe. We may not go out for long if it is very cold outside, but with appropriate clothing children can go outside each day, have a breath of fresh air and explore the elements. Please make sure your child has appropriate gear to face those elements, even if it's brief. My suggestion is always to send your child to day care in at least two-three layers. I also suggest finding some great thermals for your children or wool/ silk undergarments to wear under clothing. Pants tend to be the most important but this is not a requirement. In the summer months we go outside much more often- we spend most of the day outdoors. I deeply value being outside with children. As a parent myself, adhering to this practice helps me to feel safe when my children are in the care of another who believes in outside play practices, so I pass this information on to you.

**Must have rain gear,** inside shoes and winter gear! Everyone must have either have rain pants and jackets or a muddy buddy and Rain Gear that stays at Apple Blossom Bunch House. In winter all children need snow pants and snow boots to also stay here as well as inside shoes. If you have a suggestion for another way this can be done, especially single day parents, please make a plan with me to keep what your child needs each day with me. This is a rule at Apple Blossom Bunch Day Care moving forward. You can find the link to get rain gear on our website.

**Labeling:** All sheets, pillows, cases, clothing, boots, coats EVERYTHING needs a label. Find blankets and sheets that can be labeled. There are many labels you can get online or you can just use a sharpie. You can also pick a drawer that is just day care cloths that are labeled instead of labeling everything under the sun. We currently have only two or three children at Apple Blossom Bunch Day Care who label; everyone else has not made it a priority. Many things have been lost and it's unfortunate. I know that the parents who do label would appreciate more labeling happening and so would I, so it's now a strict rule.

What not to bring to Day Care:

**No toys from home.** No toys can come beyond the front porch of Apple Blossom Bunch House. I know that may be difficult but it's a new rule we must all work with, as the children are very disturbed by toys from home here.

When I can I love following a child led philosophy and have found that having one item that stays at daycare really works with all the children. Please send your child in with one special doll or animal from home to live at Apple Blossom Bunch house. No electronics please. We will not be sending toys back and forth from home. This toy will live at Apple Blossom Bunch House, but the same rule applies, they will not have to share it unless they want to, thus supporting attachment.

- Absolutely no gum or candy

Communication: "We will work as partners to provide for (Name of child) \_\_\_\_\_  
When questions arise we will discuss them without delay."

I have read the information above and agree to abide by the rules and regulations of Apple Blossom Bunch Day Care.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provider Signatures: \_\_\_\_\_ Date: \_\_\_\_\_



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# What I need

Gathering Paperwork and Supplies



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## Check List Before Day Care Starts:

**Blue Card with photo filled out**

**Immunization and doctor form complete and updated each year**

**Sign Contract/ Guidelines of Apple Blossom Bunch Day Care**

**Fill out Registration**

**Food program form filled out, Photo and video release waiver filled out**

**Information about your child filled out, Walking trips Form filled out**

**Medication Forms filled out and medication labeled (optional)**

**Gathering supplies, all labeled in your child's day care bag**

**Diapers or Pull ups and wipes one month supply to start**