



**SMILEY FACES DAYCARE CENTER INC.**

**Enrollment Contract / Parent Handbook**

# Smiley Faces Daycare Center Inc.

Daycare Center/ After-School Program/ Summer Fun Program

## **ENROLLMENT CONTRACT/PARENT HANDBOOK**

Smiley Faces Daycare Center, After-School Program and Summer Fun Program are open to Pre-Kindergarten and School-age children between the ages of 3 and 14. Children enrolled in the Yonkers School district are eligible to participate in both, the After-School Program and the Summer Fun Program.

### **ADMISSION AND ENROLLMENT PROCEDURES:**

For the After-School Program - There is a non-refundable \$50.00 annual registration fee per family. In addition to the registration fee the following must be completed and submitted to the Director of Smiley Faces BEFORE your child(ren) will be allowed to start the Program. Our Summer Fun Program is separate from the After-School Program and will require you to submit the necessary paperwork at that time. The necessary paperwork must be submitted upon enrollment and renewed every year.

- \*\*Registration Form (completely filled). Please notify us of any changes ASAP.
- \*\*Policy (please read and understand before signing).
- \*\*Medical Form (must be kept double-sided and update yearly. Shot records must be current and recorded).
- \*\*Board of Education Transportation Form (only if being transported from another school) (After-School Program only).
- \*\*Medication Consent Form and /or Non-Medication Consent Form will be discussed with the parents/guardian if needed.

The forms can be found at [www.smileyfacesdc.com](http://www.smileyfacesdc.com).

Please be advised that we are not equipped for children with special needs, unusual behavior problems, or severe learning disabilities, as we do not have appropriate staff to work with these children. The Smiley Faces Director will be available to discuss any concerns with the parent/guardian before the child is registered. The decision will be between the Director and the parent/guardian to decide if the child can appropriately participate in our activities and programs.

**HOURS OF OPERATIONS:** We are open Monday thru Friday. The Daycare Center (PRE-K only) is open from 6:30 a.m. until 7:00 p.m. The School-Age Program is open from 2:00 p.m. until 7:00 p.m. The Summer Fun Program is open 6:30 a.m. until 7:00 p.m. If there are changes in hours, parents will be notified verbally. Weekly fee will consist of hours of care. If your child(ren) is/are not picked up at their scheduled time, there will be a late pick-up fee of \$20.00 “per” child and \$20.00 “per” child every 15 minutes thereafter. Late fee is due at time of pick-up (please refer to the Policy). Cell phone time will be used.

\*Please be fair and have a designated person or pay your late fee charges upon arrival. We understand that lateness can be due to traffic, weather, misunderstandings between parents/designated person, etc. We suggest assigning at least two designated people to help when unpredicted circumstances arise.

**PROCEDURES:**

**PICK-UP:**

**(AFTER-SCHOOL AND SUMMER FUN PROGRAMS) -**

parents/guardians, or designated person must sign each child out of the Program. CHILDREN MAY NOT SIGN THEMSELVES OUT.

**DROP OFF - SUMMER FUN PROGRAM** only - All parents/guardians, and/or designated person must bring child into the program.

**HOLIDAY SCHEDULE** - Smiley Faces Daycare Center follows the Yonkers’ Board of Education school calendar.

There is no weekly payment due for the following closings if the Program is closed the whole week: Christmas Vacation, Winter Recess, Spring Recess. Please refer to the Yonkers' School Calendar.

Please Note: If the Program is opened for a day or more during these Holidays, the weekly fee is due even if your child is absent due to sickness, vacation etc.

**INCLEMENT WEATHER** – Smiley Faces Daycare Center follows the Yonkers Board of Education school closings. If school is in session, everyone will be notified if the program will be closed due to inclement weather. Please check your email. Please be advised that the Board Of Education is the one that makes the decisions to close the programs.

**½ DAYS** – Smiley Faces Daycare Center is closed when Yonkers' elementary schools have ½ days of school.

If the Program closes early for any reason, the Parents or Guardians will be contacted and will be expected to pick up their child(ren) by the appointed time unless other arrangements are made. When weather seems doubtful and the Program remains open, please make your own decision about whether to pick up your child early, as it is your decision to make. Late pick-up fee charges will be enforced.

**PAYMENT SCHEDULE:** Your weekly fee must be paid the Friday before the following week. There is a late payment fee charged per day (please refer to the Policy). Weekly fee is due in full even if your child(ren) is/are absent, sick, on vacation, program is closed due to inclement weather, Holidays or ½ days. If the Program is closed for Christmas vacation, Winter break or Easter break, there is no payment due. Cash, money orders, personal and bank checks are accepted. DSS and all grants are accepted but parents are responsible for payments whenever payment is not received. DSS parent fees are due on the 1<sup>st</sup> of each month. Summer Fun Program (July through August) rates are separate from the school year rates. Summer Fun Program registration payment is due before summer camp begins. Anyone paying weekly will be charged a 5% fee. For ALL PROGRAMS - Weekly payment must be paid the Friday before the following week. A \$10.00 “per” day will be assessed and services may be suspended until

payment is received in full (please refer to the Policy). We encourage you to discuss any financial problems with the Smiley Faces Director before action is taken. We may be able to help make arrangements with you.

**RATES:** All periodic care requires prior day notice to ensure sufficient staff is available to meet OCFS requirements. If prior notice is not given, your child may be refused care at the discretion of the Director. Part-time rate is 1 or 2 days of care per week. Full-time rate is 3 or more days of care per week. These rates do not apply to the Summer Fun Program.

**METHOD OF PAYMENT:** Payments can be made on-line at [smileyfacesdc.com](http://smileyfacesdc.com), in the form of cash or a personal/bank check or money order payable to Smiley Faces Daycare Center Inc. There is a \$30.00 bounce check fee. Any check returned by the bank must be reimbursed to us immediately along with any fees incurred due to the return check. Please refer to the Policy for bounced check fees. Accounts will be turned over to collections or small claims court after 30 days of non-payment. A collection fee will be assessed to your account. Your services will be suspended until paid in full.

**WITHDRAWAL POLICY:** Smiley Faces Daycare Center requires a two-week notice for the withdrawal of a child(ren) from our care. Your weekly payment along with late fees will continue to accrue until the two weeks notice is given. All payments and fees must be paid at the time of withdrawal. Balance not paid will be turned over for collection or small claims court.

**DRESS CODE:** Please keep in mind the following items:

- \*\*Clothing must be appropriate with no vulgar or suggestive language.
- \*\*Clothing must be manageable by the child.
- \*\*Clothing must be appropriate for the weather conditions, including hats, gloves, and coats for cold weather. If a child does not have the appropriate outerwear, he/she will not be kept in during outdoor play so please make sure your child has all the appropriate clothing.
- \*\* Sandals and other open toes shoes are not acceptable footwear as it is too easy for little feet to get hurt.

**\*\*Clothing must be appropriate for the activity in which a child is participating. If a girl has on a skirt or dress, please make sure that shorts or tights are worn underneath**

**\*\*Shoes must be worn at all times while in care.**

**\*\*All clothing should be labeled with your child's name. We recommend putting the name on the inside of the item so that strangers cannot see it.**

### **MEALS:**

**-After-School Program:**

We ask parents/guardians to provide snacks for their child(ren).

**-Summer Fun Program:**

Breakfast and/or lunch will be served ONLY if provided by the Yonkers food department. Parents are welcome to provide breakfast, lunch and/or snacks for their child(ren).

**PROHIBITED ITEMS:** Children are not allowed to bring any of the following items to the Program in order to prevent any problems from occurring:

**\*\*Weapons of any kind, whether real or pretend.**

**\*\*Any electronic devices (iPod, iPad, cell phone, etc.) are not allowed.**

Certain electronic devices will be allowed under certain circumstances at the discretion of the Director.

If not approved by the Director, any of the above items that are brought in will be taken from your child and held by their Counselor. We take no responsibility if items brought from home are lost, stolen, or broken.

Possession of any weapon, whether real or pretend, may result in immediate expulsion from the Program and the proper authorities may be notified.

**DISCHARGE POLICY:** The following behaviors will be discussed with the parent/guardian and may result in the immediate suspension or even expulsion of the child from the program:

**\*\*Child physically or verbally injures or bullies another child or staff member.**

**\*\*Child bites, spits at, scratches, kicks or strikes another child or staff member.**

**\*\*Child throws objects that can injure another child or staff member.**

- \*\*Parent or guardian is verbally abusive or continually complaining about the Program setting, Program rules, or staff members. If you have complaints or problems, please take them up with the Smiley Faces Director.
- \*\*Daycare fees are not paid in a timely manner.
- \*\*Pick-up times are routinely abused.
- \*\*Parent/guardian does not work with the Director and staff to provide consistent guidance and discipline to enable a child's positive behavior. In order to facilitate this, a parent rapport and a log will be maintained to assist you in knowing what has happened with your child that day. If you have any questions about this, please see the Smiley Faces Director, not a staff member.
- \*\*Child is having frequent/uncontrollable tantrums.
- \*\*Child is not fully potty trained as evidenced by frequent accidents.
- \*\*Child shows continual aggressive posturing toward another child or staff member.
- \*\*Child causes intentional damage to the Daycare Center or other building property.

**HEALTH AND ILLNESS POLICIES:** (Please refer to the exclusion criteria handout)

In the event that a child comes to the program with a contagious illness (flu, cold, covid, etc.) or infectious disease, the parents/guardians or designated person will be notified and the child will be sent home. The same procedure will be followed when signs of illness develop during the day. Symptoms such as a cold with a fever, severe cough, skin eruptions, sore throat, fever of 100 degrees or greater, vomiting, diarrhea, or head lice will make it necessary for us to send your child home immediately. Your child will be kept in an isolated, supervised area until you arrive. A sick child who is sent home may not return to the Program until he or she is symptom free for at least 24 hours. This means that a child that throws up during the night cannot return until 24 hours after the last episode. This is for the protection of your child as well as the other children and staff.

While we understand that parents need to work, having a sick child in care only endangers other children, staff, and especially the sick child who needs the extra time to recover.

Parent/guardian are responsible for providing the Program with current emergency contact information including the name and number of the child's doctor and at least one emergency telephone number that can be used to locate someone in the event that the parent/guardian cannot be reached. If your child becomes ill while in the Program, we will call you or the designated person so that your child can be taken home. Any child, who cannot participate in the regular Program activities due to discomfort, injury, or symptoms of illness may be refused care by the Smiley Faces Director and/or staff. We will not admit a child who has had any of the following recent illnesses or symptoms specified below.

**\*\*Diarrhea when it is due to:**

- \*Disease spread by fecal contamination as determined by a physician,
- \*Accompanied by evidence of dehydration or fluid loss,
- \*Accompanied by abnormal stools with blood or mucus,
- \*Accompanied by a history of poor fluid intake or unusual drowsiness,
- \*Continues beyond three days unless a physician provides a documentation that it is safe to readmit the child to the Program\*
- \*Severe pain or discomfort
- \*Vomiting
- \*Difficult or rapid breathing
- \*Yellowish eyes or skin
- \*\*Sore throat with a fever of 100 degrees or above**
- \*\*Coughing with a fever of 100 degrees or above**
- \*\*Fever of 100 degrees or above with no other apparent symptoms**
- \*\*COVID symptoms**
- \*\*Untreated head lice**
- \*\*Untreated scabies**
- \*\*Suspicion of being in the contagious stages of chicken pox, pertussis, measles, mumps, rubella, or diphtheria**
- \*\*Skin rashes lasting more than one day**

- \*\*Swollen joints
- \*\*Visible enlarged lymph nodes
- \*\*Blood in urine Mononucleosis\*

A child must have a physician's statement stating the child is not contagious and is in appropriate health to be readmitted to Program after having any of these conditions. Otherwise, the child must be symptom free for at least 24 hours prior to being brought back to the Program.

**HEALTH CHECK:** A daily visual Health Check will be conducted on each child by the Counselor upon arrival to the Program. This Health check will continue throughout the day. All Counselors and other staff have received instructions for doing a daily Health Check. A daily Health Check consists of:

- \*Checking a child's behavior: is it typical or atypical for time of day or circumstances.
- \*Child's appearance: illnesses, unusual body marks, indications of child abuse or maltreatment etc.

### **MEDICATION:**

In order for sunscreen lotion and other topical lotions to be applied the Non-Medication Consent Form must be filled out by the parent/guardian.

We encourage parents/guardians to administer the medication at home and to apply the sunscreen lotion before arriving to the program. Please label the sunscreen lotion with your child(ren)'s name(s).

Prescribed medication will be administered only with a Doctor's note and a copy of the medicine statement that the pharmacy gives you for the prescribed medication. Over-the-counter medication will be given with a note from the parent/guardian. All medication prescribed and over the counter must be in the original package. All medication that is administered must be documented on the Medication Log that is signed by the parent/guardian and the staff member who is certified to administer medications. Prescribed medication and over the counter medication such as cough medicine, cough drops, vitamins, aspirin, ibuprofen, or acetaminophen and prescribed medicine can be given by the parent/guardian

while the child is in care as long as it is brought and taken back with the parent/guardian. The Medication Log must also be completed when the parent administers any medications.

**MEDICAL EMERGENCIES:** The following procedures will be followed when a medical emergency arises:

- \*\*Immediate CPR/First Aid will be given by a trained staff member.
- \*\*If the emergency is critical, 911 will be called and EMT/Paramedic personnel recommendations will be followed.
- \*\*Parents/guardians will be notified as soon as possible. Minor injuries such as scrapes, small cuts, and other minor injuries will be reported when the child is picked up.
- \*\*When parents/guardians are not available, emergency contacts will be called.
- \*\*Parents/guardians are responsible for any expenses as a result of emergency room care, ambulance, or any other expenses resulting from a serious emergency.

AN ACCIDENT/INJURY report will be kept on file for each child involved regardless of the severity of the injury.

**CONTACT INFORMATION:**

The site address for the Daycare is:

Smiley Faces Daycare Center Inc.  
99 Wakefield Avenue  
Yonkers, NY 10704

The mailing address is:

Smiley Faces Daycare Center Inc.  
P.O. Box 183  
Yonkers, NY 10704

The Director and staff can be reached at (914) 424-3993.

CONTRACT CERTIFICATION:

I have read the Smiley Faces Daycare Center Enrollment Contract/Parent Handbook, the Policy and received a copy of it. I understand and agree to abide by everything within the above. If I fail to abide by this, I understand that my services can be terminated. I am aware that if at any time I have any questions or concerns I will speak directly with the Smiley Faces Daycare Center Director and/or CEO.

Parents' Name \_\_\_\_\_ (please print)

Child(ren)'s Name \_\_\_\_\_ (please print)

Parents' Signature \_\_\_\_\_

Date \_\_\_\_\_