



584 Albany Turnpike
Old Chatham, NY 12136
(518) 794-9969

Hours of Operation

OC Child Care is open from 7:30 to 5:30 PM Monday through Friday. Hours of care will be contracted from child to child. No childcare will be provided on Saturday and Sundays or on the following holidays:

New Year's Eve (closing at 3pm)
New Year's Day
Independence Day
Memorial Day
Labor Day
Thanksgiving Day as well as Black Friday
Christmas Eve (closing at 3pm)
Christmas Day

In the event that Christmas falls on a Saturday, OC Child Care will be closed the Friday before. If Christmas falls on a Sunday, OC Child Care will be closed on the Monday after.

The above are paid holidays for OC Child Care if they fall on a contracted day for your child. In addition, OC Child Care may close for 2 weeks of unpaid vacation a year. Notification of at least 2 weeks will be given prior to any closed days with the exception of emergencies or illness. For closing due to vacation, we will notify all parents with the proper amount of time to make alternate arrangements. **Please have backup childcare for these occasions.**

OC Child Care may close a few days a year for staff training, which will be notified to you in that month's newsletter. **Please have backup childcare for these occasions.**

Payment Procedures & Rates: per child

For homes with multiple children: We offer a 10% reduction in price on the rates for that family, with the exception of the after school rate.

Full time per week

Under 2 - \$210
Over 2 - \$190

School Age Children - \$150
School Age Children After School - \$75

Full time – Childcare contracted on a set scheduled time slot for 3 or more days per week.

Anything less than Full-time will be \$45 per day, up to 2 days per week. Anything more than 2 scheduled days will be considered full time.

We do offer slots for part-time, however full-time slots take priority. In the event that we are at maximum capacity and get a request for a full-time slot, we will offer your slot to you at the full-time rate. If this option is refused we will give you 2 weeks to find alternate care, and/or you will be offered drop-in status.

Drop Ins: \$45 per day
OC Child Care can only accept drop-ins if the space is available for that day.

After School Children with drop off at our bus stop – this is contracted at the set weekly rate of \$75. This rate does not qualify for the multiple children discount. Any day that school is let out early or school is not in session an extra \$30 will be added for that day that your child is in attendance up to \$150 a week.

Matters of Money

All payments are due on the Friday before a contracted week for childcare services being provided. Cash or check is accepted and a receipt will be given upon request. If a period of 2 weeks passes without payment, we have the right to terminate the contract and fill your child's slot unless previously arranged between the parent and OC Child Care. You may then be responsible for costs related to the collection of the past due amount.

No refunds are given for late arrivals or early departures, as well as any day that your child does not attend due to vacation, illness, etc. All fees are contracted weekly.

All childcare services will be contracted. The contract is a legal document obligating me to provide a service for you and obligating you to pay me for that service. By signing it, you are accepting it in all its terms.

Returned Check Fee: There will be a \$15.00 charge for a check that is returned.

No payment: You will be liable for cost fees, and any cost for loss of wages if there is a small claims case.

Your first week's payment is due at the signing of your contract. This will be applied to your child's first week of care, and ensures your child's spot in our program.

Drop off/Pick up

OC Child Care assumes responsibility for your child only while he/she is in my care during your contracted time. No child will be allowed to leave with anyone except the parent unless indicated by the parent. If possible please notify us at drop off if anyone other than you will be picking up your child, as well as any early pick up times.

Sick/Vacation Days

In the event that your child is ill and needs to miss a day, please call to notify us that he/she will not be attending.

If possible, please provide 2 weeks notice prior to any vacation time or extended leave. **Please note that any vacation time will be paid in accordance to your contracted weekly rate.**

Sick Policy

Please be considerate to the other children and staff at OC Child Care by not bringing a sick child into the program. A child with a fever of 100 degrees or more will not be accepted as well as children with any of the following symptoms:

Severe cold

Diarrhea

Vomiting

Rashes (that you can not identify or that have not been checked by a physician)

OC Child Care has the right to notify you and request alternate arrangements for your child if we have reason to believe that your child is sick. **Please have backup childcare for these occasions.**

Television

On occasion the children are allowed to bring a favorite movie to share when it is related to our themes. Children are never required to sit and watch television, and it is not offered in place of free play or learning activities.

Guidance/Discipline

No child will be hit, spanked, belittled, intimidated, or embarrassed as a form of punishment at OC Child Care. We will not enforce that action even if requested so by the parent.

Children will be treated with courtesy, respect and patience. Guidance will be according to age and understanding level. Younger children, babies and toddlers will be redirected to another activity and older children will have **a suspension of play**, depending on the severity of the offense. If a child is persistent with behavior not accepted by OC Child Care, it will be addressed with you and we will try to resolve it together.

At no time will a child be subjected to physical punishment or shaming, frightening or humiliating methods be used, or any type of verbal abuse, threats, derogatory remarks, or deprivation of a meal or any part of a meal be used. No child will ever be punished for toilet accidents.

Suspension of Play: The purpose of this is to separate the child from the excitement of whatever is troubling him/her. This allows the child a few moments to decompress, while we talk through the issue with the child, and figure out what would have been another way to handle the situation. For any inappropriate behavior addressed at another child in the program, we do ask that the child apologizes, before they can participate in the on-going activities.

Activities

Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of the individual child and day. OC Child Care offers times for outside play, crafts, stories, instructions and naps appropriate to the child's age, interests, and abilities.

An example of a day at OC Child Care:

Toddler Schedule

7:30 – 8:15 – Free Play/Drop Offs
8:15 – 8:30 – Hand Washing
8:30 – 9:00 – Breakfast
9:00 – 9:15 – Clean-up/Hand Washing
9:15 – 9:45 – Circle Time (Calendar, Weather, Letter of Week, Song, Book of Related Theme, etc.)
9:45 – 10:00 – Diapering/Hand Washing
10:00 – 10:45 – Outside Play
10:45 – 11:30 – Craft/Project/Baking
11:30 – 11:45 – Clean up/ /Hand Washing
11:45 – 12:15 - Lunch
12:15 – 12:30 – Clean up/Hand washing/ Diapering
12:30 – 1:00 – Story Time
1:00 - 3:00 – Nap Time
3:00 – 3:15 – Diapering/Hand Washing
3:15 – 3:30 - Snack
3:30 – 4:00 – Songs, Games, Coloring, Play Doh, Puzzles, etc.
4:00 – 4:15 – Clean up
4:15 – 5:30 – Outside Play/Free Play/Pick ups

Infant Schedule

Eat, Sleep, Diaper, Tummy Time, Eat Sleep, Diaper, Outside, Eat, Sleep, Diaper, Story Time, Eat, Sleep, Diaper, Free Play

School Age Children Schedule

3:00 – 3:15 – Bus drop off/Hand Washing
3:15 – 3:30 - Snack
3:30 – 5:30 - Homework/Free Play/Outside Play/Pick ups

Meals

OC Child Care participates in the Child Care Food Program. The main goal of this program is to ensure that children receive healthful meals and snacks, and that child care providers receive training in nutrition. Through this program children and their providers learn about food and healthy eating.

The United States Department of Agriculture (USDA), through the New York State Department of Health, helps child care providers meet nutrition requirements for breakfast, lunch and snacks. [Please refer to the attached sample menu, to view what we serve in our program.](#)

Whenever possible we look to local farms for in season, fresh produce to use in our meals. We also try to use as many organic and all natural products as possible. Through our gardening program we will also be harvesting the fruits and vegetables that the children grow to use in our meals. It seems that children are more likely to eat a variety of healthy items when it is their efforts that have made them available.

Please list on the medical report any food allergies your child has.

House Rules

1. No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting ourselves or others.
2. No intentionally breaking anything.
3. No running, jumping, wrestling, climbing, etc. in the house or on the furniture.
4. No picking up babies or toddlers.
5. No leaving the house or yard without permission.
6. No name-calling, yelling, foul language or teasing.
7. All food and drink will remain in designated eating areas only.

Pets

OC Child Care has a wonderful, kid-loving cocker spaniel. He has been certified as healthy by a veterinarian and is current on all immunizations. Primarily, he will be designated to another area of the house away from the children, but on occasion they will interact together. Please make note of any pet allergies on the medical form.

Dress Code

Please dress your child appropriately. Weather permitting; we will spend a lot of time outdoors. We do go out in the winter, so appropriate cold weather clothing will need to be provided.

Toys

Children are allowed to bring a favorite toy or doll from home, however if we find that your child can not share we may ask that your child does not bring toys in the future. OC Child Care assumes no responsibility for lost, stolen, or broken toys from home.

Quiet Time

All children will have a rest period. No child is forced to sleep, however they must remain quiet. Older children are encouraged to bring a book they can read, or they will also have the opportunity to participate in a quiet activity until quiet time is over.

If possible, please try not to schedule pick ups or visits during this time to lessen the disturbance of the resting children.

OC Child Care does provide clean mats/cots for the children to use during the rest period, however each child is responsible for supplying a blanket for use during this time. We will periodically send the blankets home for laundering.

Toilet Learning

We will assist you in toilet training your child with the understanding that it will be successful only if we work together. We will use cotton underwear or pull-ups supplied by the parent. We ask that you send your child in easy-on/easy-off clothing during this time. We discourage against any onesy type shirts or overalls.

We require 3 complete changes of clothing during toilet learning. We do not launder soiled items and will send them home in a plastic bag. Please replace any clothing sent home the next day.

Holidays/Birthdays

We love to celebrate all holidays and birthdays at our program. If you would like to bring a special treat for the children, please arrange this with us ahead of time. You are more than welcome to participate in any activities we have planned. We request that the children do not bring in a present for each child. OC Child Care will provide a present to open, for each child, on their birthday.

If you prefer that your child not participate in a celebration or holiday please notify us, so that we may plan another activity for your child during that time.

Emergencies

Fire: There are two fire extinguishers located in the house. One is in the food prep kitchen and the other is in the craft kitchen. If there is a fire that can not be extinguished quickly, the children will be evacuated immediately before calling 911. We will practice fire drills monthly so that the children will be prepared in the event of a fire. The fire evacuation plan is located on file and you are free to view it at any time.

Tornado: In the event of a tornado warning, the children will gather in the basement. We will remain in the basement until the inclement weather has passed.

Power Outage: There are flashlights available to our staff in the event of a power outage. If the power remains out for some time, there are non perishables located in the kitchen that will be used to eat.

[Enrollment Requirements](#)

1. Please read through and become familiar with the Policies. You will be required to sign a form that indicates you have read, understand and agree to all of the Policies outlined.
2. All appropriate forms must be filled out, signed, and on file prior to admission. All necessary forms/consents will be given to you in your admission package.
3. All supplies needed for your child will need to come on the first day of care.

Termination of Care

It is necessary to allow 2 weeks notice by the parent, if your child will be taken out of the program.

I reserve the right to immediately end care for non-payment, failure to respect me, my home, my neighborhood, behavior of the child which is harmful to the physical or emotional well being of the other children, or failure to abide by my policies.

If you terminate care without giving appropriate notice, you will be responsible for payment of the final two weeks of care whether or not your child attends.

Child Abuse/Neglect

As a Mandated Reporter I am required by law to report any suspected signs of child abuse and/or neglect.

Supplies

All supplies must be labeled with your child's name. You will need to provide the following things to be left here:

1. One complete change of clothes (more if we are toilet training.) This includes shirt, pants, socks, and underwear.
2. For winter-time play: Warm jacket, snow pants, hat, gloves, and boots (These items can be left here or brought with them everyday.)
3. For summer time play: sunscreen and bugspray.

For children in diapers:

1. Diapers or Pull-ups - 1 full package. They will need to be labeled and will only be used by your child. We will notify you when the supply is low.
2. Two changes of clothing (t-shirt, sleeper, outfit and socks).
3. Any cream, powder, etc. that you wish me to use.

Medications:

No child will be given any medication, prescription or over the counter drugs by a staff person of OC Child Care. If a child needs medication during the time that he/she is in the program,

arrangements can be made for a parent or other relative to administer the medication during child care hours.

Medical Emergencies

Although supervision is constantly given, I can not be by the child's side at all times to prevent falls, tripping, bumps, accidents due by other children, etc. If the child is injured in a non life-threatening way, I will assess the child and provide home first aid. If the injury is more serious, the parent will be notified so that the child can be transported to the hospital or doctor's office. In case of a medical emergency, I will attempt to contact you after emergency personnel have been contacted for immediate care. If I am unable to reach you, I will start calling the people designated as your emergency contacts. If immediate intervention is required, I am certified in infant, child, and adult CPR and First Aid and will take appropriate action. You or your family's insurance is responsible for the cost of medical help or treatment due to accidents or illness while in childcare, unless a staff member at OC Child Care has been found negligent.

It is not unusual for your child to cry on arrival, especially for the first few weeks. If this is a problem for you, we can work with you to make your child's drop off as smooth as possible. We do ask that you always tell your child when you will be returning, and never leave without saying good-bye.

Changes to Policies

Changes may be made to these policies as needed with 2 weeks notice. The policies, contracts, consents and forms will be reviewed and updated, if needed, yearly in August. Please give written notice of any changes that may occur, especially of name or address, or of updated immunizations.

You are welcome to visit OC Child Care anytime your children are present. You are asked to avoid visiting during rest time as much as possible. Parents are always free to call OC Child Care at any time. If one of us is not available to answer the phone, please leave a message and we will return your call as soon as we are finished with that current activity.

I have read and understand the policies of OC Child Care and will abide by them.

Signature of parents

Date