



**Parent's handbook
2020-2021**

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The GMTD Parent Handbook will provide you with general information about our program including our policies and procedures. Please read it and keep it for future reference.

Children's Ages:

GMTD's full time program accepts children ages 6 months to 4 years.

Daily Operations:

Growing Minds Trilingual Daycare LLC (GMTD) is open Monday through Friday for the hours of 8am to 5:45pm. All children must be picked up by the close of business.

Holidays:

GMTD will be closed for the following Holidays:

- New Year's Day
- MLK Day
- President's Day
- Memorial Day
- Independence/Fourth of July Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and the day (Friday) after Thanksgiving
- Christmas Eve and Christmas Day

Vacations/Closings:

Every year we will close for Summer, Spring and Winter breaks 2020-2021 TBD

Please notify BFDC if you are planning vacation time. Tuition fee schedule will continue to ensure we maintain your child's placement.

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Substitute Care Arrangement:

We will notify you ahead of time before a non-emergency substitute other than regular assistants caregiver stays with the children.

EXCEPT IN EMERGENCIES, ANY PERSON LEFT ALONE WITH CHILDREN:

- is at least 18 years of age
- holds a current certificate in first aid and pediatric CPR
- has an acceptable TB screening
- has spent time with the children before being left in charge
- understands the program routines, children's special health and nutrition needs including allergies, and emergency procedures.

Arrival:

Your child is to be brought and picked up by the parent or authorized adult. These individuals must have Health-screening one-time attestation letter on file and wear facial covering to enter the program. Under no circumstances is the child allowed to find his/her own way into daycare. We become responsible for your child after he/she has been delivered inside the daycare. Child drop-off will be at the vestibule one family at a time to ensure proper social distancing guidelines. If there is a parent in the vestibule during arrival please wait outside for your turn.

Permission to Leave Premises:

For the protection of all children, we require written permission if someone other than yourself OR Persons listed is to pick up your child. Only in the case of an emergency, you may give verbal permission for your child to leave with another adult. All adults entering the program will have a COVID19 health screening. If your situation provides, please notify us in writing of individuals with whom we should under NO circumstances relinquish you child.

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GMTD Attire:

Children are required to wear their uniforms Monday - Thursday, and on Fridays, they are allowed to dress down. On Fridays please dress children in easy to pull down pants for children who are learning to use the bathroom. Closed-toe comfortable shoes that can be removed easily by children. Keep in mind that we will play outside, and your child will need a coat, hat, mittens, etc. We do not allow clogs, flip flops, cowboy boots, jewelry, and clothing with cords or ribbons around the neck.

**List of Items to Bring Every Week (We recommend to mark all clothing items w/child's name.
The daycare or staff will NOT be responsible for lost unmarked items)**

- A change of clothes: Shirt, pants, underwear & socks (more during time of potty/toilet learning)
- Diapers/Pull-ups (Week supply)
- A crib sheet and blanket
- A bag to put all items and project to take home

Toys Brought to GMTD:

Due to COVID-19 No toys will be permitted on premises. We have created a fun and enriching environment for your child. Loveys or special toys needed for comfort or transition are exception they must stay at the daycare for the week, please buy one exclusively for the child to use at our facility

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Illness and Sick Policy:

Child health checks are performed daily at the start of the day. A child with the following symptoms cannot attend or will need to be picked up:

Children with runny noses or coughs cannot be dropped off

- A suspected or diagnosed communicable disease as defined by the NYS State Department of Health until evaluated and approved for inclusion by a health care provider to participate in the program. Examples any viral rash (chicken pox), pink eye, strep throat, flu
 - A fever of 100F or higher temporal
 - Cough (new or worsening)
 - Shortness of breath (new or worsening)
 - Trouble breathing (new or worsening)
 - Chills, muscle pain, headache, sore throat
 - New loss of taste/Smell
- child with fever accompanied by a behavior change, stiff neck, rash, unusual irritability, poor feeding, vomiting or excessive crying
- Forceful vomiting or diarrhea more than once per day
- Looking or acting very ill or getting worse quickly and cannot participate in activities.
- Neck pain when the child's head is moved or touched
- A stiff neck or severe headache and looking very sick
- A seizure for the first time
- Acting unusually confused
- Unequal pupils (black centers of the eyes)
- A blood-red or purple rash made up of pinhead-sized spots or bruises that are not associated with injury
- A rash of hives or welts that appears and spreads quickly
- Breathing so fast or hard that the child cannot play, talk, cry or drink
- A severe stomach ache that causes the child to double up and scream
- A stomach ache without vomiting or diarrhea after a recent injury, blow to the abdomen or hard fall
- Stools that are black or have blood mixed through them
- Not urinating at least once in 8 hours, dry mouth, no tears or sunken eyes
- Continuous clear drainage from the nose after a hard blow to the head

A child may return to program 72 hours after fever-free without any medications and no other symptoms of COVID-19.

Contagious Disease Report:

Notify us promptly of a known exposure to, or contraction of, a contagious disease. Parents of exposed children will be notified.

Absences:

Your fee reserves a place for your child at GMTD for the week period. In an effort to limit the disruption in your child's daily routine while at GMTD, a policy of no substitutions has been adopted.

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Curriculum:

The Curriculum will be carefully planned to meet the physical, mental and social needs of each child. The Children will learn in english , french and spanish daily. Activities will include art, crafts, quiet time, music, yoga, blocks and outdoor play.

Developmentally appropriate learning activities:

GMTD supports an individualized curriculum and strives to provide children with a quality "home-away-from-home" atmosphere while promoting the development of a positive self-image, self-discipline, and cooperation in each child.

Our children progress naturally because they're constantly stimulated to be creative and curious, to learn and have fun learning. By instilling in them a desire to learn rather than pushing them to learn "advanced" material, we are positively preparing them for the tough challenges ahead.

As children grow through our program, they will be introduced to many creative and fun tools and materials that increase curiosity and learning. Our comprehensive early childhood education programs focus entirely on the needs of the individual child; we learn your child's strengths and build on them with stimulating activities and lots of positive reinforcement.

Daily activities utilize early math, science, motor and social skills.

The Use of Screen Media:

At GMTD we understand children learn by doing and interacting rather than spending time using screen media. We are amending our screen policy to support learning through videos, music and dancing using screen devices like iPad or tablet. The use of screen time will be limited to no more than 1 hour daily for either education purposes or to promote physical activity. We will discourage children under 2 to watch screen media providing engaging alternatives. At no point, will any child be forced to participate in a screen/media activity. There will be alternatives and options for children to use during these activities.

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Daily Schedule:

We plan a predictable and flexible daily schedule for infants and toddlers and keep a routine schedule for older children to prepare them for school. The children's day will consist of them learning in 3 languages throughout the day.

GMTD Sample Daily Schedule

8:00-9am Children arrive, Learning Centers, Play

9:00am Breakfast/Social time

9:30-10:30am Circle time

10:30am Free Play/Choice Activity

11:00am Outdoor Exploration & Nature Play

12pm Lunch/Social time

1-2:30pm Quiet/Nap/Rest Time

3-4PM Choice Activities

4:00pm Dinner

4:30pm Activity

5:30pm-6pm Departure, Free play

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Nap Time Policy:

Naps and/or rest time are mandatory for all children at GMTD. Surprisingly enough after a busy morning at daycare most children welcome the chance to rest and can do so in a large group of other tired children. If your child is not in the habit of napping at home please explain to your child that he/she is required to rest quietly on his/her mat while allowing their friends who want or need to nap the opportunity to do so. Please bring your child a blanket and a crib sheet and a lovey if needed. Please clearly mark each item with your child's name. Cots will be spaced at least 2 feet apart with head to toe placement of children to prevent spread of illness.

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Nutrition Policy:

All children are served nutritious meals and snacks. BFDC participates in the Child and Adult Care Food Program (CACFP), therefore all meals and snacks will be provided by us. Children are not allowed to bring their own food and specialized diets can be created upon request.

Meal Patterns- Based on USDA CACFP guidelines

Breakfast: 1 Grain/Bread, 1 Fruit/Vegetable, 1 Serving of Milk

Lunch/Supper: 1 Meat/Protein, 1 Grain/Bread, 2 Vegetable/Fruit, Milk

Snacks: 1 Grain or 1 Protein & 1 Fruit/Vegetable and 100% Juice/ water

All our food is prepared daily from wholesome ingredients using sanitary cooking practices. Parents will receive weekly menus posted on Facebook. Monthly Menus are also available upon request.

We are a peanut-free facility and we aim to be allergy-friendly. Please let us know of any known and new food allergies as soon as possible.

Parent Visits Policy:

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We expect parents to stay involved and active in their child's daily life through constant feedback and communication. Parents are provided with calendars and parent/teacher conferences twice a year. The Staff is always available to talk with parents because we value the parent/child/ teacher relationship. We provide choices for daily feedback including but not limited to email reports, texts and in-person conversations.

We have an open-door policy, and parents are encouraged to visit, in particular during transitions and for breastfeeding infants .

Due to COVID-19 Parents will be restricted to hallway space for visiting the program during operating hours. This is due to recommendation of the CDC to prevent spread of COVID-19 and non-essential visitors to the program. Any person entering the program must conduct a screen for COVID-19 symptoms and sign in the contact tracing sheet.

Birthdays Policy:

Due to COVID-19, we will celebrate birthdays at our program with the children, parents are not allowed to attend or bring any item.

Late Pickup Policy:

Your child must be picked up by 6:00 PM each day. There will be a late charge of \$1 per minute per child if you are late picking up. This late pick up fee will be collected upon your arrival.. If you need to speak with the staff, please allow yourself extra time and arrive early.

Medical Emergencies & Procedures:

A medical authorization form must be on file at GMTD before a child will be permitted to attend the program. This form is required by the hospital and/or physician, should your child need emergency medical care. Should your child need emergency medical attention, he/she will be taken to the nearest medical facility if approved by the parent/guardian.

A Medical Statement form is required and updated annually. Based on our signed contract without an updated form your child cannot attend the program. No exceptions. You may fax forms with a cover letter Attn: GMTD .

Procedure In Case of Injury:

Although the staff takes every possible precaution to advert injury to any child, accidents can happen. In case of emergency the parents will be notified immediately. Immediate medical care will be obtained.

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Disaster preparedness :

Safety Regulations and Procedures:

Fire and emergency drills will be regularly held and children will be instructed on the procedures. GMTD is adequately equipped with fire exits, extinguishers and smoke alarms. Disaster Preparedness Policy: We have a complete plan for responding to a disaster, such as fire, flood, tornado, earthquake and bomb threats. The Staff and children will perform drills twice per month. If we have to evacuate the Program, our emergency safe locations will be:

Emergency Meeting Locations:

- 1) Lighthouse charter school or Horseshoe park
- 2) Bronx Regional High school or Horseshoe park

Weather Closings Policy:

In case of severe weather WARNINGS; proper precautions will be taken for floods, storms, tornadoes, earthquake, etc. GMTD will be closed if the weather condition does not allow us to offer a safe environment for your child. If NYC Public Schools are closed, we will be closed.

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Reporting Child Abuse and Neglect Policy:

The New York State Office of Children and Family Services requires individuals working with families to become mandated reporters. This means providers are required by State Law to report child abuse and neglect. What is child abuse and neglect? "Child" means any person under eighteen (18) years of age; "Abuse" means any physical injury, mental injury, or sexual mistreatment inflicted on a child other than by accidental means, or an injury which is at variance with the history;

"Neglect" means a failure to provide, by those legally responsible for the care and maintenance of the child, the proper or necessary support; education as required by law; or medical, surgical, or other care necessary for his/her well-being; or any maltreatment of the child.

The telephone number to report Child Abuse and Neglect is 1-800- 482-5964.

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Behavior Management and Positive Guidance Policy:

- 1) **We expect greatness:** On the first day of classes we familiarize the children with classroom rules. Rules are posted in the daycare. We expect everyone to follow these rules and support a positive classroom environment.
- 2) **Reinforce Positive Behavior:** We will ensure to notice "good behavior" more often than criticize negative behavior. We will use positive language and focus on desired behaviors.
- 3) **Proximity & Space:** We will maintain competent and proximal supervision to ensure the safety of all children. If there are behaviors that are disruptive or may cause harm to self or others we will physically remove the child to a safe location and support their lack of emotional control.
- 4) **Eye Contact on Their Level:** Whenever possible we will speak to the children at their eye level to communicate respectfully and mindful of their space and comfort level.
- 5) **Mindful Behavior Management:** Teachers will practice mindfulness and self-care to manage their emotions to model calming down techniques. This may include breathing and stretching to operate at a calmer state of mind during tense moments.
- 6) **Teach empathy, intrapersonal awareness & problem solving:** Whenever is appropriate we will ask the students to reflect about their actions & to find solutions to conflict.
- 7) **Pull for their inner greatness:** When challenging behaviors occur, we will try to focus on the root cause of the issue. Our priority is to support the whole child, including his or her emotional well-being. Children who are empowered to behave positively are more likely to show higher executive function and adaptability.

Biting & Behavior Management:

Our staff understands that growing children sometimes use physical forms of communication which may include biting. It is our policy that biting in our program will be treated as follows:

ALL Children will be given explanations on the rules on safety and told that biting is unacceptable behavior.

If biting continues beyond an isolated incident with the same child(ren), parents will be notified and a special behavior management plan will be implemented with parent's cooperation. Behavior management may include evaluation from a medical professional to rule out any medical reasons for the biting.

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Parents' Responsibility Policy

GMTD is a wonderful nurturing community in which parents can trust in quality care for their young children.

Families' involvement is a strong priority in our program.

We interview and build rapport with parents prior to the start of their children in their program.

We expect parents to remain active and involved in our program.

We request parents to join our Instagram family.

Our parents believe and understand that we must work as a team in issues such as guidance, toileting and learning.

We expect to formally meet with parents twice a year regarding their child(ren)'s progress in our program.

We believe the family and home are a child's first learning environment, therefore we must build a solid school-home connection to allow children to be given the appropriate support to meet their needs.

We create this relationship through open communication, mutual respect and trust.

Our relationship starts with the GMTD Contract agreement and parents reading and acknowledging our policy handbook.

We reserve the right to terminate our contractual agreement with families we feel may be better served by another early learning program.

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COVID-19 Policies

To maintain social distancing and follow the guidelines of INTERIM GUIDANCE FOR CHILD CARE AND DAY CAMP PROGRAMS DURING THE COVID-19 PUBLIC HEALTH EMERGENCY.

Children must arrive and dismiss at designated times since there will be a wait time for the Hallway during drop-off and pick-ups.

Parents must wear facial covering, masks or face shields.

Children will be kept in groups with a consistent adult and be maintained in separate areas to support social distance guidance.

Staff will be required to wear face covering at all times Daily health check screening for both parents and children and staff will be conducted.

All adults will sign-in and out in the COVID-19 Program tracker.

The rooms will be sanitized and disinfected regularly, including bathrooms and changing tables.

Children with any symptoms will not be admitted to the program (see health policy) Children exposed to any person with symptoms or positive COVID-19 test will be excluded from the program for 14 days.

In the event of a positive COVID test in the program, we will self quarantine for 72 hours and have all staff tested. In the case of staff developing COVID-19 program we will close for 14 days tuition payment is required to maintain placement.

In case child develops COVID-19 Symptoms during care:

Children will be placed in isolation and required to wear a face covering to prevent the spread of the virus. Child must be picked up immediately and cannot return to care within 72 hours free of symptoms without the aid of medications and/or a negative COVID-19 test.

Financial Obligations:

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Admissions and Discharge Procedure:

- All required forms must be completed and returned to GMTD along with enrollment fees and set up of payment schedule.
- Child care fees have been established and contracted at the time of enrollment. All payments will be expected to be paid at the start of the scheduled care start week.
- Payments are required to be paid for holidays and Vacation whether or not a child is in care .
- Written One-week notice is requested before a child is withdrawn from GMTD.
- GMTD reserves the right of dismissing any child who seems unable to adjust to the child care setting. Non-payment of fee is also grounds for discharge.
- Parents understand COVID-19 may require quarantine periods during this time of operation.
 - Tuition payments are required to pay for facility and staff and should continue to be paid unless the child is withdrawn from the facility.

Tuition and Fees Payment Schedule 2020-2021: *Prices are subject to change

Child's Age	Weekly Rate
Full-time (0 - 1 years old)	\$260
Full-time (1- 2 years old)	\$240
Full-time (2 - 3 years old)	\$220
School Age (4 yrs. and up) Remote	\$200 week or \$45 full day
After School (4 yrs. And up)	\$25 per day
Weekend Care Sat & Sun (1- 9 yrs.) 8:00-6pm	\$65 Per day or \$120 for weekend

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