



**Community  
Family  
Development**

# **PARENT HANDBOOK**

Community Family Development  
269 Mill Street  
Poughkeepsie, NY 12601  
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Jaime Hyla  
Executive Director

Welcome to the Community Family Development (CFD), housed in the First Congregational Church since 1971. Thank you for choosing our program for your child. We welcome all families regardless of race or creed. We hope you find a home in our school.

Sincerely,  
Jaime Hyla  
Executive Director Community Family Development  
(845) 471-5301

Community Family Development is a non-profit day care center that is licensed by the New York State Office of Children and Family Services. A Board of Directors composed of parents, community members, and church representatives governs the Center. The Board of Directors is open to all persons who share an interest in providing quality day care. Parent involvement is actively encouraged through Board membership, parent-teacher conferences, field trips, fund raising events, and other special day care activities.

**Hours of Operation:**

- CFD is open Monday through Friday from 6:30a.m to 6:00 p.m.
- A child's hours at the Center should not exceed 45 hours per week.
- The Center is closed on the following days:
  - New Year's Day
  - Martin Luther King Day
  - President's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving
  - Day after Thanksgiving Day
  - Christmas Day
  - Day After Christmas

**Weather & School Notifications:** All emergency closings will be announced on cancellations.com and the voicemail to the school will be updated. Please sign up for our REMIND text alerts, by using the code @hf4gfha Or going to the following link : <http://rmd.me/b?rid=84845838>. This announcement will be made by 5:30 a.m.

**Our Mission Statement:**

To provide childcare services and developmentally appropriate early childhood and youth programs, in a diverse and caring environment that promotes the growth and development of the children we serve, and offers support, encouragement, and assistance to their families.

**Our Philosophy:**

Community Family Development curriculum is based on the idea that each child is a unique individual. Our focus is on meeting each milestone of every child. Our program provides Developmentally Appropriate Practice. Hands-on learning that focuses on the process of learning and helps children enjoy successful experiences.

We celebrate the cultural diversity of Community Family Development's children and families, and we encourage multicultural learning through respect, understanding, and appreciation.

**Our Staff:**

Each staff member is hired and evaluated by the Executive Director. All hired staff meets or exceeds the licensing requirements outlined by the New York State Office for Children and Family Services. Each licensing term, CFD staff members are required by law to participate in 30 hours of relevant training in each of the eight training areas.

We believe that every child is special and we open our doors to children of all backgrounds and abilities. We work closely with staff, families and outside agencies to meet the individual needs of every child. If you feel like your child, needs additional services please let us know and we are happy to put you in contact with your local school district's Early Intervention who would determine the specific needs of your child by observation.

**Admission Requirements:**

- Children must be between the ages of 6 weeks and 12 years of age.
- A current statement of health as well as an immunization record signed by a physician must be submitted before the child is enrolled. (DSS-4433 Form)
- Parents and children are encouraged to visit the Center before the child is enrolled.
- USDA Federal Food Form (CACFP) updated each October.

**Fees:**

- The family's fee will be determined upon enrollment. The fee is to be paid weekly, regardless of attendance, unless other arrangements are made with the Director.
- Late payments are assessed a \$25 late fee. Non-Payment for more than two weeks will result in a child being removed from our enrollment.
- Payment arrangements must be made as soon as possible with the Executive Director. Failure to resolve account issues will result in the disenrollment of the child.
- The cost of normal daily supplies and services is included in the fee. Special activities, such as field trips, may require an additional minimal fee.

**The current full-time daycare fees are (6+ hours/day)**

- \$ 262 for an Infant (6weeks-18 months)
- \$ 247 for a Toddler (18+ months-2 years)
- \$ 225 for a Preschool (3 years-5 years)
- \$ 220 for a School Age (6-12 years)
- \$110 School Age part-time less than 5 hours a day)

**Return check policy:**

- Upon notification by the bank that a check has been returned due to insufficient funds, a letter is sent immediately to the parent. The amount of the check plus a \$30 service fee must be paid the following day to the Center.

**Late Pickup Policy:**

- Any parent arriving late for pick-up (after 6pm) will be charged an additional fee.  
*The fee is \$20.00 per every 10 minutes late or any part thereof beginning at 6:00pm for each child.*
- The late fee must be paid by the end of the week in which it occurred.
- Three infractions will may result in disenrollment.
- The Center reserves the option to call the City of Poughkeepsie Police Department as well as CPS if no contact has been made with a parent/guardian by 6:30pm.

**Drop off and pick up:**

- Parents are responsible for seeing that all their children are transported to and from the Center.
- Parents are required to sign their children into their classrooms in the morning as well as sign them out at pick up.

- Children are not to be dropped off in the parking lot or inside the door.
- Continued disregard for this policy will result in a call to CPS
- Any change in pick up should be made in writing to the Center. A phone call will be accepted in an emergency only, and photo identification is required.

### **Disenrollment:**

- The Center reserves the right to disenroll children for due cause:
  - A parent is more than 2 weeks behind in their payment.
  - The child has been absent without an excuse for an extended period (10 or more days).
  - The child is unable to adjust to the Center after a sufficient period.
  - Three infractions of the late policy.
- Prior to disenrollment, the parent will receive notification stating the last day that care will be provided.

### **Parent Guidelines:**

- To make your child's stay at the Center better, we ask that you follow these guidelines:
  - Label all personal belongings
  - Bring two sets of clothing  
Bring blankets and crib sheet for rest time. These will be sent home each Friday to be washed.
  - Keep phone numbers and addresses current at all times
  - Call in advance if your child will be late or absent
  - Advise the Center in writing if pick up arrangements have changed
  - Dress children appropriately for the weather
  - Do not send your child with toys or food from home unless otherwise discussed with the teacher
  - Do not send your child with any items including fine jewelry/accessories that can be lost, broken, or swallowed.

### ***Separation for Infants and Toddler:***

- *Parents or guardians are encouraged to spend as much time as necessary in the Day Care setting with their child to assure a smooth and healthy transition from parent to teacher in the new environment.*
- *This time period can be pre-arranged with the Director to take place before the actual enrollment date or during the first week of enrollment.*

### **Health Policy and Guidelines:**

- Each child at the Center is required by law to have a complete physical examination and a current immunization record by his/her physician upon enrollment at the Center.

- If your child returns to the Center after an illness, we may require a Doctor's note.
- The Center may not administer medication of any kind to children attending the Center unless the teacher receives specific instructions signed by a physician. In addition to a doctor's note, a note from the parent/guardian, giving permission and administering times must be provided. Medications will be discarded after 30 days.
- All children are checked upon arrival daily for any symptoms of illness. The parent/guardian or other authorized individual must pick up children who are ill.
- Please let us know if your child has been exposed to:
  - Measles, Mumps, Roseola, Chicken Pox, Head Lice, Conjunctivitis, Bronchitis, Hepatitis, Tuberculosis.
- **Please keep your child home if these symptoms or conditions occur:**
  - **Temperature of over 100 degrees in the past 24 hours**
  - **Severe cold with coughing, sneezing, or nose drainage**
  - **Diarrhea-liquid stool within the past 12 hours**
  - **Vomiting within the past 12 hours**
  - **Rashes that have not been diagnosed by a physician**
  - **Ear or throat infections diagnosed by a physician. If a child is taking antibiotics s/he cannot return until the medication has been given for 24 hours**
- ***If your child has any of the above symptoms, you will be notified and the child should be picked up as soon as possible.***

### **Meals:**

- Breakfast, Lunch, and Snack are served daily.
- Menus are USDA approved and certified by a qualified nutritionist.
- All meals are prepared in the kitchen under supervision of a qualified cook.
- For those children requiring special foods or diets it is necessary that the Center receive written instructions signed by a physician indicating food restrictions and special treatment.

### **Injuries:**

- The Center has an emergency procedure plan, which is placed in effect anytime a child is injured. Parents are contacted immediately and appropriate staff members are available to answer your questions.
- The Director and the parent are given copies of an Incident Report, which is completed by the staff member who was present at the time of the accident. Parents are asked to sign this form and the form is placed in the child's file.

**Placement and Assessments:**

- A child is placed in a classroom according to his/her age. Each classroom engages in age appropriate educational, social, cultural, emotional, and recreational activities. Experiences are created to give the children a positive self-concept.
- Each child will be assessed within 45 days of admission based on his/her age following Ages and Stages guidelines. Due to HIPPA laws, all observations and assessments are kept confidential under locked files and reviewed with parent at their request and/or if concerns are raised for possible further referrals and evaluations.
- All assessments are conducted in the natural setting of the classroom where the children play and communicate comfortably. If further accommodations are required, which the staff cannot meet, the parents are requested to participate in the planning of communication or a referral will be made to address ethnic, cultural, linguistic, and racial and ability needs.

**Napping and Resting:**

Each child will have predetermined “rest” time. That period will allow a quiet break from activity. If a child is unable to sleep, quiet activities will be made available. No child will be forced to remain on his/her mat.

**Parent Conferences:**

Per our license, we are required to hold Parent-Teacher Conferences twice a year. Parents will be notified two weeks prior to conferences.

- Parents are encouraged to share their concerns with their child’s teacher on a daily basis.

**Mandated Reporters:**

- According to Social Services Law, Day Care Center workers must report any suspected incidents of abuse or maltreatment to Child Protective Services.

**Challenging Behaviors**

- When situations of inappropriate behavior arise that undermine an environment conducive to building important skills, intervention is required. While we recognize that children develop different paces, we expect children’s behavior to be consistent with age-appropriate actions and responses. In order to address and correct inappropriate behavior, the CFD will first attempt to redirect that child and isolate any possible causes in the child’s environment that may be adjusted by the teachers. If this does not minimize the behavior, the teacher will then use the following progressive disciplinary steps as a supplement to the routine, ongoing communications that should occur between parents, teachers and students:

- Step 1: When guiding and correcting young children, the teacher will provide instructive guidance to the child in a developmentally appropriate fashion. The teacher will discuss the behavior with the child, explain what behavior the child needs to change and offer acceptable alternatives. The child will be given an opportunity to correct his/her behavior. The teacher will reinforce the appropriate behavior.
- Step 2: If severe unacceptable behavior **continues**, the child may be separated from the class. This will provide the child with the opportunity to think about his/her inappropriate behavior. The teacher will inform the director about the incident, and a written note will be sent home to the parents explaining the behaviors observed and the consequences of those behaviors. A copy will be retained in the child's file as well.
- Step 3: If the behavior continues to worsen, the teacher or director will contact the parents by telephone to discuss the inappropriate behavior. If applicable, the use of behavior modification techniques, including intervention by a professional, also will be discussed at that time.
- Step 4: If the inappropriate behavior continues, a conference between the teacher, director and parents will be arranged to determine whether the child can further benefit from our school. If behavior modification techniques are being used and some improvement has been noted, an additional conference may be scheduled to keep communication channels open. Depending on the severity of the issue, the child may be removed from school for up to three days at the discretion of the CFD Executive Director.
- Step 5: If inappropriate behavior persists and behavior modification techniques are ineffective or not used, permanent dismissal from the school may be necessary, at the discretion of the CFD Executive Director. Inappropriate behavior may include but is not limited to such acts of aggression as biting, hitting, pinching, kicking, spitting, bullying, verbal barrages such as vulgarities and racist remarks, refusal to follow the direction of a teacher or the CFD Executive Director, or generally disruptive behavior.

### **Challenging Behaviors (cont) and Biting Policy**

The New York State Office of Children and Family Services Division of Child Care Services require that all centers maintain a safe and healthy environment for the children in their care. To that end, we have developed a policy on biting that promotes a positive and safe environment for all of our children as well as for their families. While biting may occur as a part of the natural progression of a child's development, it is a topic that tends to provoke strong feelings in the parents of both the injured child as well as the child who bites, no matter how serious the bite may be. Biting occurs for many reasons that do not indicate a serious problem, whether it is teething, a lack of language, frustration, attention



getting, being overly tired or simply just trying to get a response from peers or adults. Community Development's policy on biting is as follows: Like in other areas of children's behavior and discipline, an ounce of prevention is worth a pound of cure and the topics of friendship, how we treat others and how we play together is a subject that we teach in an ongoing fashion. To prevent incidents of biting, we strive to provide children with the tools to express their feelings, enough toys to deter issues. If an incident of biting occurs, the following steps are followed

**For the Biter:**

1. The child is immediately removed from the area where the incident occurred avoiding any behavior that may provide unnecessary attention to the biter.
2. A teacher speaks to the child at the appropriate level and reinforces the words used when discussing biting as a class, such as, "Biting Hurts. We treat our friends with kindness."
3. The child is redirected to play in a different area and will continue to be observed.
4. An incident report is written up and parents are notified.

**For the child who has been bitten:**

1. Separate the injured child from the biter.
2. Administer first aid and TLC as needed.
3. Notify parents of the incident in writing.

**If biting attempts continue, the Executive Director and classroom teachers will work together to develop and implement strategies to minimize future incidents. These include:**

1. Shadowing children who have made frequent attempts to bite, as well as children who may have the tendency to be bitten, by placing them under the direct supervision of a trained staff member.
2. Documenting each time a biting attempt is made to determine whether a pattern emerges, (such as biting occurring prior to mealtimes) so solutions can be created.
3. Teaching children to defend themselves and each other by using their words.

**Field Trips:**

- The Center may engage in field trip activities throughout the year.
- Advance notice will be given on all occasions and a permission slip signed by the parent/ guardian will be required before the trip takes place.

- All children are encouraged to participate in these enrichment activities. If your child is not accompanying the class on a scheduled field trip, please make arrangements in advance with the teacher. At times, it may be necessary to charge a fee for a scheduled field trip. Parents will be notified in advance and such costs will be kept to a minimum.

**Addendum 1**

Children who are suspended from their school program, MAY NOT attend CFD for the length of their suspension.

**Addendum 2**

No parent or adult may use his or her cell phone while in a classroom at CFD. Please use your phones in the hallway or lobby.