



## Parent Handbook

205 Yorkshire

Tonawanda, NY 14150  
(716) 768-4552

351 Main Street

Tonawanda, NY 14150  
(716) 695-2086

35 Grant Street  
Room 103

North Tonawanda, NY 14120  
(716) 260-1327

Fax: (716) 695-3645

[www.kidsabilitiesinc.com](http://www.kidsabilitiesinc.com)

## **Our Philosophy**

We believe that the early years of life are the most crucial in a child's development. Our goal as a child care facility is to provide an opportunity for families with small children to have exceptional care while in our hands. We will not only provide a warm and nurturing environment, but also provide the educational tools necessary to help children learn and grow in a safe and stimulating environment. Programs are tailored to meet each child's intellectual, social, physical, creative, and emotional needs.

By interacting with caring, sensitive staff that supports their learning, the child develops a healthy, positive self image. Our staff model and teach positive social behaviors to the children thus creating an atmosphere of respect in regard to self and others. The teachers understand children's capabilities and individual differences. Mistakes are treated as learning experiences and dealt with in a positive fashion. Staff endeavors to see the best in every child to build upon their strengths so children feel good about themselves as a consequence of their own achievement. Most of all children need to be children and given the opportunity to explore and discover their world through their senses.

Because we offer a continuum of care beginning in infancy, we can provide your child with the sense of security that comes from a long term relationship. Our smaller center allows for increased individualized attention.

## **Partnership with Parents**

We do have an open door policy, where parents are welcome at any time. Parent/Teacher conferences are scheduled upon request so parents can learn about their child's progress. We ask that parent's please inform your child's teacher if there have been any problems or changes at home that may affect their child's behavior while in our care.

It is Kidsabilities philosophy to provide positive guidance designed to develop children's self control. Staff provide redirection, reinforcement, and encourage children to talk about their feelings. If your child displays aggressive behavior towards a staff member or peer they may be given a "time out". This consists of the child sitting aside from their peers for a period no more than one minute per each year of the child's age.

### **Arrival and Departure**

You must sign your child in when you arrive at the center and again when you pick-up your child. The sign in sheet is located at the office window. Only those authorized on the application will be allowed to pick up your child. Please inform us in writing of any changes. ID will be required before your child is released to an unfamiliar individual.

When you fill out the application with the hours of care needed for your child, you are expected to stay with those hours as we schedule staff accordingly. If the hours of care need to be modified on a certain day, you must call to see if our staffing allows for it. If your regular schedule changes please let us know as far in advance as possible. Our staffing does not always allow for last minute changes and we do send staff home if children do not show up at their scheduled times. All children must be in the center by 10:00 am.

### **Late Pick-up Policy**

Kidsabilities opens at 6:30am and closes at 6:00pm; however no child should be at the center for more than 10 hours on any day. If your child is not picked up by 6:00pm, you will be charged a \$1.00 per minute late fee. This fee should be paid directly to the staff member that stayed late with your child.

### **You're Child Needs**

Infants (6 weeks to 12 months): diapers, wipes, formula or breast milk, bottle(s), crib sheet, blanket for tummy time, change of clothes, food, sunscreen (after 6 months), diaper cream

Infants (12 months to 18 months): diapers, wipes, sippy cup or bottle(s), crib sheet, change of clothes, sunscreen, diaper cream

Toddlers (18 months to 36 months): diapers, wipes, sippy cup, blanket, change of clothes, sunscreen, diaper cream

Preschool (3 years to 5 years): blanket, change of clothes, sunscreen, sheet to cover his/her mat

### **Clothing**

Please dress your child for play each day. Do not put your child in good clothes as they use paints, markers, etc. which may stain your child's clothing. We try to prevent stains/damage through the use of paint smocks. Kidsabilities and its staff are not responsible for clothing that may get stained or damaged.

In order to protect the health of each child in the center, New York State regulations do not allow the laundering of clothing soiled with blood or other body fluids in the child care center. This also prohibits staff from rinsing soiled garments. Soiled items are placed in a closed plastic bag in the child's cubby or diaper bag for parents to take home.

Due to safety regulations, children must not wear open-toed shoes, shoes without backs, or flip flops. For your convenience, you make keep a labeled pair of sneakers in your child's cubby.

Please make sure your child has an extra set of weather appropriate clothes, including underwear, in his/her cubby. Please make sure to label all clothing with first and last name.

### **Outdoor Play**

Regular and frequent outdoor play is an important part of each child's day. Outdoor play allows for more vigorous play, which enhances muscle development and coordination, and strengthens the cardiovascular system. It also affords each child the opportunity to breathe fresh air, which is helpful in fighting off germs that cause illness. Please be aware that being outdoors does not cause colds. If children are dressed properly, the fresh air is good for them. Please make sure that your child has sufficient outerwear each day.

### **Illness Policy**

Sick children are not allowed to attend day care! If your child has a fever, diarrhea, vomiting, or a severe hacking cough within the last 24 hours, he or she should not be in the center. We are not health care professionals and must do what we feel is in the best interest of ALL the children. Please be considerate of other children, working parents, and our staff. If your child is not feeling well, it is best for everyone if your child is not at the center.

The staff and other parents depend on each other to be honest and sincere in these matters. We all know it is inconvenient to have a sick child and to miss work, but once a child becomes sick it just spreads to everyone else. We will contact you if: he/she has a fever of 101 or more, vomiting more than one time, or diarrhea more than two times in one day. If your child has a contagious illness, please contact the center so that we may advise other parents. Generally, ill children must remain out of the center until they are no longer contagious.

Each morning the child entering the program will be checked for signs of illness, injury, and/or abuse. Health checks will also be given if the child's behavior or appearance warrants additional evaluation. Each health check will include, but not be limited to: signs of illness or complaints of not feeling well, the child's behavior and activity level, skin rashes, itchy scalp, bruises, cuts, and scratches. Please advise the staff of any new "boo-boos".

A physical form must be completed and signed by a physician before attending a licensed child care facility in the state of New York and again annually. Forms will be provided by the center. Please ask for a form when your child has his/her annual appointment.

### **Medication**

The center is able to administer emergency medication only (Epi-pen, Asthma Inhaler, Nebulizers, etc.). A doctor's note and medical plan must be completed for the center to administer emergency medications. Any emergency medications must be provided to the center in the original packaging, with a pharmacy label attached that includes the child's first and last name, medication name, and dosage instructions.

### **Tuition and Deposits**

Tuition is due the first day of your child's attendance for the week. There will be a \$3.00 per day late charge for each day that payment is late. You are responsible for full payment for all scheduled days that the center is open (including sick days), unless two weeks written notice has been provided. If notice has not been provided in writing, you will be charged full tuition for these days.

If you have made the decision that your child is no longer going to attend Kidsabilities Day Care Center, two weeks written notice must be provided. You are responsible for tuition for those weeks.

We accepted Erie and Niagara County Daycare subsidy. If you are receiving subsidy, you must keep your county contract current. If daycare subsidy is not renewed, you are responsible for the full payment. Daycare subsidy only pays for the hours you work. If there is a discrepancy in payment because your children were in daycare when you were not working, you will be responsible for the remaining balance.

There is a \$35.00 returned check fee.

A \$25.00 non-refundable deposit is due upon enrollment. After registering your child, if your child is not beginning within 10 business, the last week's tuition will be due at this time. All deposits are non-refundable.

### **Naps/Rest Periods**

Nap time for the toddler and preschool groups is scheduled each day. Infants nap whenever they need to. No child is required to sleep if he/she is not tired. All children must rest, however, if they do not fall asleep after a

short period they will be allowed to play a quiet activity such as puzzles or books.

### **Meals**

Breakfast is served to children who arrive before 8:15am. If your child is not at the center before then, please feed them at home. We do not have the staff available to sit with your child if you bring your child's breakfast after 8:15. Hot lunches are served daily.

We also provide two snacks at 10:00am and 3:00pm. We ask that no children bring in their own special lunch as it is not fair to the other children, unless your child has allergies and are unable to eat our meals.

### **Mandated reporters**

In accordance with NYS Social Service Law, child care professionals are mandated to report any suspected incidents of child abuse/maltreatment or neglect concerning a child receiving services at the center. The staff is trained in recognizing these signs and may question both the child and parents about any bumps, bruises, cuts, etc. We appreciate your cooperation and understanding of our adherence to this state mandate.

Any incidents of staff suspected of abuse or maltreatment regarding a child will result in immediate removal of the employee from the facility until a report to the Statewide Central Registry and a full investigation has been completed.

### **Incident reports**

Active young children sometimes acquire bumps on the knees, etc. while playing with their peers. If your child gets hurt, the incident will be documented on an incident report form and will be forwarded to you for your signature. Please return these forms to the office for director review and record keeping purposes. If your child's incident is of any significance, you will also be notified by telephone. It is common for toddler's to go through a stage of biting, pushing, pulling hair, etc. Our staff will do their best to keep all incidents to a minimum, but will inform you if your child has been the subject of another child's aggression or has been the aggressor themselves.

## **Lost and Found**

Kidsabilities is not responsible for misplaced or lost items.

## **Weather Emergency Closings**

It is our intention to remain open if at all possible. However, the safety of the children and families, as well as our staff is most important to us.

### *Kidsabilities Tonawanda Location*

We will be closed when a travel ban has been declared for the City of Tonawanda or Erie County. You can call the center anytime after 6:30am to see if we are open. We will also try to have the closing posted on channel 4(CBS) and 2 (NBC). We will also attempt to contact all families as to our closing.

### *Kidsabilities North Tonawanda Location:*

We will be closed when a travel ban has been declared for the City of North Tonawanda, Niagara County, Erie County or the City of Tonawanda. You can call the center anytime after 6:30am to see if we are open. We will also try to have the closing posted on channel 4(CBS) and 2 (NBC). We will also attempt to contact all families as to our closing.

### *Kidsabilities Tonawanda Location*

We will be closed when a travel ban has been declared for the Town of Tonawanda or Erie County. You can call the center anytime after 6:30am to see if we are open. We will also try to have the closing posted on channel 4(CBS) and 2 (NBC). We will also attempt to contact all families as to our closing.



## **Toys**

We highly discourage bringing toys from home unless requested for a show and tell in preschool. These often cause disagreements between the children and disruptions to the classroom. We are not responsible for any toys which are brought into the center. Any toy that resembles any type of violence is strictly prohibited at all times.

## **Evacuation Sites**

Each month we prepare the children for an emergency that would require us to exit the building. The children are taught to walk with the adults to a designated location outside of the building.

In case there is ever an emergency that would require us not return to the building, you would be notified to pick your child up from the designated relocation site.

Below are the addresses of the relocation sites for each center.

### **Tonawanda Site**

#### **Primary Location**

City of Tonawanda Library  
333 Main Street  
Tonawanda, NY 14150

#### **Secondary Location**

490 Delaware Street  
Tonawanda, NY 14150

## North Tonawanda Site

### Primary Location

North Tonawanda City Hall  
216 Payne Avenue  
North Tonawanda, NY 14120

### Secondary Location

North Tonawanda Fire Department  
495 Zimmerman Street  
North Tonawanda, NY 14120

## Ken-Ton Location

### Primary Location

Trinity Lutheran Church  
1570 Niagara Falls Blvd  
Tonawanda, NY 14150

### Secondary Location

Kenmore East High School  
350 Fries Rd.  
Tonawanda, NY 14150

## **Holiday Closings**

We are closed New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Years Eve.