



Pumpkin Patch Day Nursery
486 Town Line Road
Commack NY 11725

Tel: +1 (631) 499-6948
Email: info@pumpkin-patch.org
Website: www.pumpkin-patch.org

PARENT HANDBOOK

POLICY STATEMENT

Please read this form carefully. If you have any questions, feel free to call the office between the hours of 9:00AM and 3:00PM at 631-499-6498. Please sign the sheet that says you have received this information and return to Pumpkin Patch.

It is the responsibility of Pumpkin Patch to provide a safe, healthy and happy environment for your child. It is our responsibility to run our preschool according to the New York State Office of Children and Family Services childcare regulations. Pumpkin Patch will keep the line of communication open with parents so that we can be a partnership in the care of your child. Pumpkin Patch will be open year round to accommodate your childcare needs.

It is the responsibility of the parents whose children are enrolled in Pumpkin Patch to read, acknowledge and comply with our written policies as printed in this statement. It is the parent's responsibility to provide us with current emergency contact information and medical statements for their child as well as any information that is necessary to provide a safe environment for their child. The parent will provide their own transportation to and from Pumpkin Patch (please sign transportation agreement). It is the responsibility of the parent to pick up their child on time. Parents are responsible for paying tuition in a timely manner.

Incident Reports

No child will be left without competent supervision at any time. All children will be within a teacher's range of vision and teachers will be near enough to respond when redirection or intervention is needed. Parents will be notified of illnesses or injuries of a child in care by phone, in person and in writing (incident report OCFS 0436). A copy will be given to parents and a signed copy will be filed at Pumpkin Patch. In the event of serious incidents or injuries, Pumpkin Patch will ask your permission to seek emergency medical treatment by signing the enclosed "pink" form.

Evacuation Plan

Pumpkin Patch will have monthly evacuation drills conducted in the same manner as an actual emergency. Pumpkin Patch will also conduct 2 shelter in- place drills annually. Parents will be notified of our shelter-in-place drills as no one will be allowed to enter our building during this time. Each classroom has an evacuation plan posted. Our primary assembly area is the church patio. Our secondary is near the little church in our lot.

In the event that we will not be able to return to our building we will be relocated at the Commack Methodist Church next door. Our secondary relocation site will be Commack High School. In the event that relocation is required, a written notice will be placed on the main entry unless an immediate threat precludes the program from doing so. Parents will then be notified by group text or phone.

Child Abuse & Maltreatment

Reports of suspected child abuse or maltreatment should be made immediately at any time of day and on any day of the week by telephone to the NYS Central Register of Child Abuse & Maltreatment.

Child Abuse Hotline – 1-800-342-3720

An investigation will begin within 24 hours. CPS has 60 days after receiving the report to determine whether the report is indicated or unfounded. All child care workers are mandated reporters.

Visitor Control Procedure

All doors will be locked at all times and monitored in the office. Cameras are in the hallways and at all entrance doors. In the case that the office does not recognize the visitor, we ask that the visitor state his/her name and business and meet the visitor at the entrance door before opening the lock. All visitors, parents and staff are to ring the buzzer in order to enter our school. Parents and staff are asked that they do not let anyone in our school by holding the door open or opening it from the inside to allow someone to enter. All visitors must sign the visitors log in the office upon entry to the premises. They must indicate in writing the date of the visit and the time of entry to the facility. Visitors must state in writing the purpose of the visit and sign out upon departure indicating the time.

NYSOCFS

Pumpkin Patch is licensed by the New York State Office of Children and Family Services. NYSOCFS child day care regulations are posted on the parent bulletin board in the hall. You can also access them on line @ ocfs.ny.gov. The regional office address and telephone number which may be contacted to lodge a complaint against our center for violations and regulatory requirements is the

Long Island Regional Office

Perry Duryea State Office Building

250 Veteran's Memorial Hwy, Suite 2A-20

Hauppauge, NY 11788

Tel: 631-240-2560



Pumpkin Patch Day Nursery
486 Town Line Road
Commack NY 11725

Tel: +1 (631) 499-6948
Email: info@pumpkin-patch.org
Website: www.pumpkin-patch.org

Program Content and Curriculum

Our curriculum at Pumpkin Patch Day Nursery is designed to offer a creative program to 2, 3, 4 and 5 year olds. Using a multi-sensory approach geared to the needs of the young child experiences are provided which foster the development of intellectual, social, emotional and physical capacities. We provide a structured program in a safe, flexible environment. We seek to develop in each child, habits for healthy living and attitudes that will enable him/her to get along with others.

A typical day would include any of the following:

Science Activities

Water Play
Animal Corner
Cooking
Seasonal Activities
Environmental Studies
Sand
Computer

Creative Arts

Paintings
Cutting
Pasting
Drawing
Mobiles
Collages
Play-dough
Paper Mache

Dramatic Play

Housekeeping Corner
Dress-Up
Role Playing

Music

Singing
Dancing
Rhythm Instruments

Language Arts

Storytime
Puppet Play
Pre-reading Activities
Discussions
Flannel board Stories

Pre-Math

Measuring
Block Play
Sorting
Matching
Counting
Number Recognition

Social Studies

Community Helpers
Holidays
Transportation
Planets
Globes, Maps
Senses

Physical Activities

Climbing
Running
Jumping
Balancing
Swinging
Sliding
Pedaling
(in our indoor or outdoor playground)



Pumpkin Patch Day Nursery
486 Town Line Road
Commack NY 11725

Tel: +1 (631) 499-6948
Email: info@pumpkin-patch.org
Website: www.pumpkin-patch.org

Admission

Pumpkin Patch Day Nursery provides day care and early childhood education to children ages 18 months-5. Admission is granted to any child regardless of race, creed or ethnic background as long as age requirements are met and parent agrees to pay tuition fees. (See registration form for additional information)

Meals and Snacks

Pumpkin Patch Day Nursery will provide nutritious meals and/or snacks to the children depending upon the program in which they are enrolled.

Children in attendance during the following hours will receive:

7:00 - 5:30	Breakfast, Lunch, 2 Snacks
10:00 - 3:00	Lunch and 1 Snack
9:30 - 12:00	1 Snack
12:30 - 3:00	1 Snack

The snacks and meals provided will be of adequate nutritive quantity and quality.

A nutritionist reviews menus, and are distributed monthly to parents. A copy will be accessible via the parents' bulletin board and any changes or substitutions will be posted 24 hours in advance. Parents are reminded to keep the school informed of any food allergies.

Open Door Policy

We have an "open door" policy at Pumpkin Patch. Parents may visit their children in our facilities any time they wish. We do ask parents who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities. If you wish to meet with the Director or a staff member, please make an appointment so that arrangements can be made. Parents can visit as much or as little as their schedules (and children) will allow.

Pick-Up-Policy

Pumpkin Patch Day Nursery does not provide transportation. Parents are responsible for bringing and picking up their children.

Parents are reminded that children are to be picked up at the scheduled time. If a parent is going to be late, the school should be notified. Children will not be discharged to anyone other than those people whose names are on file in the office as having permission to pick up the child.

There will be a \$20.00 charge for picking up your child after dismissal time an additional \$10.00 fee will be charged for every fifteen minutes that the child is left at the center, past dismissal time. In the event the center cannot notify a parent who has not picked up his/her child, we will notify the person so designated by the parent to contact in an emergency. If this is not successful and after every reasonable effort is made to contact designated persons, the Child Protection Agency will be notified.

Health Care Policy

Pumpkin Patch will not provide care for ill children. (See attached)

All children must have a physical on file. According to N.Y. State law, we do not accept children who are not immunized due to religious beliefs.

Disciplinary Policy

Pumpkin Patch creates an environment that leads children to self-control. To resolve conflict, the staff will redirect a child to an alternate activity, encourage the child to talk about his/her feelings and encourage children to empathize and comfort others. (See attached behavior management plan).



Pumpkin Patch Day Nursery
486 Town Line Road
Commack NY 11725

Tel: +1 (631) 499-6948
Email: info@pumpkin-patch.org
Website: www.pumpkin-patch.org

Health Care Policy

The health policy at Pumpkin Patch is to protect the health & safety of all our children. Pumpkin Patch will not provide care for ill children.

PLEASE KEEP YOUR CHILD HOME FOR:

- | | |
|-------------|-----------------|
| Sore throat | Fever |
| Nausea | Skin Rash |
| Diarrhea | Inflamed eye |
| Chills | Discharging ear |

Pumpkin Patch cannot give a child any medication without a doctor’s note written to the school describing the medication and its administration and side effects.

When can your child return to school?
A child can return to school.....

FEVER- When he/she has been fever-free for a full 24 hours prior to returning to school.

VOMITING - After he/she has stopped vomiting for 24hrs.

IMPETIGO- Impetigo is treated with a combination of antibiotics either by mouth or topically. It is considered contagious until therapy has been initiated for at least 24 hours. Child can return to school after being on medication for a full 24 hours.

PINK EYE- This infection can be caused by either a virus or bacteria, both of which are contagious. Children will be excluded from care until the eye is no longer draining mucous or until at least a full 24 hours of treatment has been concluded.

HEAD LICE- After being treated with shampoo, a child is no longer contagious and can return to school. Please be sure to bring your empty bottle of shampoo to the director as proof of treatment.

STREP THROAT- This infection is contagious and warrants treatment with antibiotics. A child is contagious until he/she has completed a 24 hours cycle of medication. He/she can return to school after at least a full 24 hours of treatment has been concluded unless still accompanied by a fever.



Pumpkin Patch Day Nursery
486 Town Line Road
Commack NY 11725

Tel: +1 (631) 499-6948
Email: info@pumpkin-patch.org
Website: www.pumpkin-patch.org

PARENT HANDBOOK

I have received the parent handbook from Pumpkin Patch that explains the school and family responsibilities and all school policies, including:

- The responsibilities of the program and parent
- Admission and disenrollment policies
- How parents are notified of accidents
- Behavior management policy
- Summary of program's evacuation plan
- The program activities to be provided
- The program's health care policies
- Actions we will take in the event your child is not picked up as scheduled
- Food service arrangement
- Procedure if abuse or maltreatment is suspected
- How to access the regulation and contact information for OCFS complaint line
- Transportation policy
- Information on healthy food and beverage choices and the prevention of obesity

Parents Signature