



DAYCARE

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Welcome to the Rinx First Steps Daycare!

Thank you for joining our Rinx Family! We are pleased to have the opportunity to grow and learn together this coming year! Please review this guide to prepare your child for a great first day of daycare and to ensure a fun and successful year!

The Rinx First Steps Daycare provides a safe, nurturing and healthy environment for children 6 weeks to 5 years of age. The Rinx Daycare is a New York State licensed facility that meets and exceeds all state regulations and requirements. We provide high quality, creative and developmentally appropriate programs that build a foundation of positive social relationships and strong self-esteem for all our students.

School Philosophy

We believe that all children have unique talents and abilities that have yet to be discovered. Our dedicated staff encourages children to reveal their strengths through socialization, creative play, library, music, gross motor and of course ice skating! Acting as a guide, we assist our students to become active participants in the learning process through “hands on” experiences and projects. Providing opportunities to learn through all modalities (visual, auditory, tactile and kinesthetic) and centered based learning allows many avenues of success for each individual child!

Electronic Visual Media will be used minimally in a planned developmentally appropriate program with school provided iPad. These activities will be supervised by The Rinx Daycare Staff.

Primary Goals of the Academy

- To create a setting in which children feel welcome and comfortable as well as provide an abundance of opportunities for movement, exploration and self-discovery according to individual needs, interests and abilities.
- To develop recreational skills while promoting lifelong appreciation for nature and our environment.
- To assist each child to grow to his/her fullest potential and to expand our students' minds and bodies by nurturing and facilitating developmentally appropriate experiences.
- To help children achieve independence, self-discipline, social competence, self-knowledge, enthusiasm for learning, positive attitudes, intellectual growth and an organized approach to problem solving.
- To assist parents in understanding the developmental stages of their child and to work together to enrich each child's growth and potential.

School Hours

The Rinx First Steps daycare is open year-round 7:30 am -5:30 pm. You will need to indicate on the enrollment contract the nine (9) hour span for which you need childcare.

We are only closed on indicated Suffolk County Holidays and other days stated at the beginning of the year when Suffolk County Days are announced.

Registration and Tuition

- Each registration is to be accompanied by an annual non-refundable fee of \$200.00 (per child) made payable to **HPP Daycare**, or online using BrightWheel App.
- Tuition is due at the BEGINNING of each billing cycle (weekly, monthly, or bi-weekly). If tuition is not paid by the second day of enrollment, your child will be excluded from the program.
- Tuition must be paid for the full week including holidays, vacation periods and absences of child due to illness. NON-REFUNDABLE
- Two weeks' notice is required when you plan to withdraw your child from the program, or must pay the two-week fee.

Disenrollment Policy

The Rinx First Steps Daycare will treat all children and families with respect and dignity. In return, we expect the same from our families. We will not tolerate hostile or aggressive parent/child behavior. If this occurs, we reserve the right to ask you to remove your child from our care. There will be no refunds for any reason under any circumstances.

If a child's teacher has concerns regarding a child's behavior, our staff will document such concerns. The Rinx Pre School Academy will then inform the child's parent/guardian to establish an understanding of these concerns. If our Pre School-Director feels the placement of the child in our center is an inappropriate fit, The Rinx Pre School reserves the right to dismiss the child and help the family to find the appropriate placement for their child.

Forms and Requirements

The following forms are required for daycare Admission:

- Enrollment Form
- Daycare Registration Form/Permission to Pick up Form (double sided)
- Medical Statement of Child in Childcare (double sided)
- Getting to Know You Form (double sided)
- If applicable, an Individual Health Care Plan for a Child with Special Healthcare Needs (please contact the office & see our Health Care Policy).

Arrival/Dismissal and Safety/Security Information

Safety is our number one concern at The Rinx Daycare **The daycare entrance doors will open during arrival and dismissal times for our classes.**

You will be greeted by a Rinx Daycare Staff member and then you will proceed to sign- in your child with their teacher/assistant.

The Daycare doors will remain locked at all times during the school day. All visitors must buzz in at the door for approved entry when visiting the daycare during school hours. Visitors are required to show ID and sign in at the main office.

PHOTO ID is required upon pick-up until we get to know you. If someone other than the regular caregiver picks up your child, please make sure that person is on your Permission to Pick-up Form and send in a note or email the office. **PHOTO ID will be checked before releasing your child to someone on the pickup list.**

The Rinx Daycare will not release a child to any authorized person who appears to be impaired by the use of drugs or alcohol. In the event this situation is suspected, a telephone call will be made to the parent, emergency contact and appropriate authorities. **Thank you for your cooperation.**

• Prompt pickup of your child is appreciated. Please call the office if you are unexpectedly delayed.

What to Bring and Appropriate Clothing for Daycare

Daycare is messy! Your child will be learning in many ways, so dress your child in comfortable, “ready to explore” clothes. Have the children wear sneakers or sandals with socks. **Avoid flip-flops!** A secure sandal with straps or sneaker is safest for outside play, as well as going up and down the stairs.

Please supply the following items to ensure a successful school year:

- Labeled folder for parent/teacher notes and for information sent home.
- Labeled backpack (large enough to hold the folder and without wheels).
- Labeled Ziploc bag with a complete change of clothes for your child (include socks, underwear, shirt, and pants). As the weather changes, we will request seasonally appropriate clothing.
- A smock with your child’s name on it (an old, large t-shirt is fine but make sure it covers a good amount of your child’s arms; the longer, the better!).
- Your child is welcome to bring in their own water bottle/thermos filled with water. It will be kept in their classroom cubby for whenever they need a drink!

Learn to Skate USA Membership

As part of The Rinx Daycare, your child will be offered annual membership in the Learn to Skate USA Program for a small fee and earn badges for ice skating skill levels mastered while attending the preschool skating lessons. This program sets skills in progressive steps, building confidence at each level, with attainable goals and rewards. Learn to Skate offers curriculum for aspiring figure skaters, hockey players and recreational skaters. Membership includes a record book and stickers to record your progress. The Rinx provides badges for each level mastered. We highly recommend that everyone sign up for this badge program. Information will be given out in September.

Parent Information

Parent collaboration is the key to each child’s development. At any point during the school year, an in-person or phone conference can be requested with your child’s teacher.

Our schoolwide monthly calendar will be emailed at the beginning of each month. Classroom updates and newsletters will be sent home in your child’s folder. Both contain important information, so please make sure to read both! Please also check the “School News” White board at the entrance of the daycare for other updates!

Special Events

The children will enjoy many special days throughout the school year. Some will involve parent/caregiver participation. Events include our Spooktacular, Thanksgiving Feast, Mother's Day Tea, End of Summer Party! Refer to our daycare Monthly updates; notes and emails will follow throughout the year. All events are subject to change.

Children Supervision Policy

Children need to be escorted at all times when attending The Rinx Daycare. **A parent or caregiver must escort their child and sign him/her into their teacher or assistant.** All children will be supervised by a Rinx Daycare Staff Member at all times during the school day until signed out by their parents. Our staff will follow the requirements of the NYSOCFS to remain in compliance for supervising children in the following ratios:

Adult/Children Ratio

6 weeks to 18 months	18 months to 36 month	36 months to 5 years
1:4	1:5	1:7

Child Abuse Policy

All staff members of The Rinx Daycare are required to complete appropriate training to become Mandated Reporters of Child Abuse. In the event that child abuse or neglect is suspected, The Rinx Daycare Staff has an obligation to report such suspicion.

For more information or if you suspect a child has been abused or maltreated, please visit:

www.preventchildabuseny.org/resources/about-child-abuse/

Behavioral Management Policy

We believe the best way to handle problems is to prevent their occurrence. Our programs and environment are designed to build self-esteem, confidence and success. Our low staff/student ratios allow our teachers to provide reinforcement of desirable behaviors through positive direction and earned praise.

Limits are set in place to ensure the safety of all. If needed, limits will be reminded and reinforced with a short explanation at the child's developmental level. Wait time will be provided allowing a child to choose to respond in a positive manner. If a child is about to hurt himself/herself, about to hurt others, or damage the daycare equipment or materials they will be removed from the situation. A staff member will remain nearby and when the child is ready, they will be given an opportunity to understand, discuss and reflect.

Resting and Napping Policy

Children will be offered rest and nap times responsive to individual needs and group needs. Nap cots or cribs are available for the children to rest in a quiet corner of a classroom supervised by daycare staff. Children who are unable to rest during nap time will participate in supervised quiet play. Quiet music may be played during rest time.

Health Care Policies

The Rinx Frist Steps Daycare Health Care Policies are developed according to the NYSOCFS regulations. The purpose of these policies is to protect the health of all children and staff; and maintain the safety of the daycare environment. All current health care forms for staff and children are kept in a confidential file and are never disclosed to unauthorized persons.

If you are a new student, a signed, dated and stamped Child Care Medical Statement (double sided) must be [completed](#) by your child's health care provider and submitted to the daycare prior to [admission](#). The form will be included in your packet. It is also available on our website under “*New Student Forms*” (Form Number: OCFS-LDSS-4433). All student immunizations must be up to date according to the New York State Public Health Law and also submitted on the medical statement form or your health care provider form. When your child receives any additional immunizations, documentation must be submitted to the daycare office.

As of June 13, 2019, there is no longer a religious exemption to the requirement that children be vaccinated against measles and other diseases in order to attend our Child Day Care Center.

If lead screening was completed, please have your child's health care provider complete that section on the medical form. For additional information on lead screening please refer to www.health.ny.gov/environmental/lead.

Parent Custody Policy

Each year our daycare is confronted with child custody issues. Please understand our first obligation is to the safety and wellbeing of the children in our daycare. Sometimes these issues can be harmful to our daycare atmosphere as well as the child involved. It is to this end that we require you as parents to come up with an agreement prior to the beginning of school and follow through the school year.

- We will allow each parent the same access to the child regardless of who has enrolled the child unless there is a specific court order to the contrary.
- Our Permission to Pickup form should include both parents and any other designated person unless there is a specific court order to the contrary.

Child with Special Health Care Needs

Inform the daycare office of any individual health care needs. If your child will be receiving services at the daycare, contact the office for the necessary paperwork and scheduling. Paperwork is also necessary if your child has any allergies of any kind, cultural, religious or personal dietary restrictions. See below if emergency medication is required for your child. Any questions or concerns, contact the office immediately.

Medication

As of January 2026 We will NOT be administering any medication- This is subject to change at a later date and will follow information below!

The Rinx Daycare is a center for well children. **Medication will only be administered in an emergency situation** following the NYSOCFS regulations. Written and signed instructions from the parent and health care provider are necessary to administer medication. A written order from a health care provider must be submitted to The Rinx Daycare MAT-Trained Staff Member to administer any medication to a child, including both prescription and non-prescription medication. All medication must be in the original container, labeled with the child's full name, medication name, recommended dosage, times and method of administration and possible side effects. Call and make an appointment prior to admission to review the paperwork and drop off the medication with our MAT-trained personnel. A Medication log will be maintained for each child.

Illness and Incidents at the daycare

In order to help insure a healthy daycare environment for all, keep your child home when he/she becomes ill. **DO NOT send in a sick child until they are symptom-free without medication for 24 hours.** When a child is absent due to illness, notify the school as early as possible. **In the event a child contracts a communicable disease, please contact the office immediately so proper protocol could be followed for the rest of the school.**

If your child becomes ill during school, you will be contacted to make arrangements for your child's immediate pickup. Parents are expected to respond promptly in such an instance. It is essential that you provide a backup care provider contact who is available at all times in the event you cannot be reached. Please provide this information on the Day Care Registration Form. Minor incidents that occur during the school day will be reported on brightwheel app. In case of a serious incident, we will make every attempt to immediately contact you personally.

Chart of Common Illnesses

Below you will find a chart of common illnesses and some cues to help determine when your child is well enough to attend to The Rinx Daycare

FEVER	A child who has temperature elevation the night prior to attending school should be presumed ill and should not attend. <i>If temperature is "normal" only with aspirin or acetaminophen, you child is probably still sick and should not attend.</i> The school will send a child home that is acting ill and has a temperature. Your child may return 24 hours after temperature returns to normal without medication.
DIARRHEA	If a child has a loose/watery stool during the course of the day, you will be contacted. Your child may return 24 hours after bowel movements are normal for that individual child and fluid intake is good.
VOMITING	If a child vomits and shows other signs of illness he/she will be sent home. A child who has vomited in the preceding 24 hours, is listless, or has a poor appetite, should not be brought to the school. Your child may return to school 24 hours after vomiting and free of any other symptoms.
UPPER RESPIRATORY ILLNESS	Children who have congestion, large amounts of nasal discharge, sneezing, coughing, listlessness, or an inability to keep up with the day's activities should remain at home. Your child may return to school when symptom-free for 24 hours.
UNDIAGNOSED RASH	Unless specifically diagnosed by your child's pediatrician as non-contagious, the school will send home any child who has or develops a rash during the day. Child may return with a physician's note stating that the rash is non-contagious.
SEVERE COUGH	Child may return to school after illness has subsided and child is symptom-free for 24 hours.
CONJUNCTIVITIS (PINK EYE)	White or yellow eye discharge, redness, itching, and soreness could be contagious. Child may return to school 24 hours after treatment has begun if all drainage, excessive tearing and redness have subsided and when physician's proof of treatment is obtained.
HEAD LICE	Child may return to school 24 hours after treatment has started and all the nits are gone. Director will inspect child before returning to school to ensure the safety of all.
STREP THROAT	Child may return after physician's diagnosis and 24 hours of treatment with antibiotic.
FIFTH DISEASE	Child may return when fever is gone and rash from face, arms, and legs fades. Physician's proof that the child is not contagious is also needed to return to school.
ALLERGIES	Please advise teacher or director if your child is experiencing any allergy discomfort upon drop-off. Also, please advise if they have taken any medication for symptoms.

Sunscreen

Please apply sunscreen to your child at home when it is appropriate. We will also reapply sunscreen if it is necessary to during the day, you must supply the sunscreen and complete the Permission to Apply Sunscreen Form. Please hand both to the office and advise when you want it applied daily. Please label your child's sunscreen with a permanent marker with your child's first and last name.

The Rinx Daycare Anaphylaxis Policy

The Rinx Daycare, upon the direction of New York State OCFS, will now stock and use non-child-specific epinephrine auto injector devices for emergency treatment of a person appearing to experience anaphylactic symptoms.

Our entire staff is trained in the use of epinephrine auto-injector devices. These devices (Auvi-Q) will be stored in the hallway by the med-kit

Our program will obtain the following epinephrine auto-injector devices:

Infants & Toddlers (generally up to age 3)

0.1mg dose (16.5 lbs. to 33 lbs.)

Child (generally ages 3yrs – 8yrs)

0.15mg dose (33 lbs. – 66 lbs.)

Adult (generally ages 8 and up)

0.3mg patients over 66 lbs.

**** For children weighing less than 16.5 lbs., the program will NOT administer the epinephrine auto injector.
We will call 911.**

If it is determined an epinephrine auto-injector device is administered to a child experiencing anaphylaxis, a designated employee will administer the epinephrine auto-injector device and 911 will be called immediately requesting an ambulance.

The Rinx Daycare, after calling 911, will report the incident IMMEDIATELY to the parents of the child and OCFS

Nutrition

Breakfast(9-9:30am) Lunch (12-12:30 pm) and snack (3-3:30) will be provided for your child. Our daycare menu is child friendly foods approved by a nutritionist. If your child does not like or is allergic to any food on the menu, please provide a back-up meal for them. We do have a microwave and a toaster oven on site. For infants, please have them try the food at home at least 3 separate times before we offer them here to avoid any unknown allergies.

Birthday Celebrations

We love to celebrate birthdays! Your child will shine on his/her birthday, wearing a crown to signify his/her special day. Parents are encouraged to send in your child's favorite book to be read during the day. If you wish, you may also provide a fun Birthday treat for the class! Note: Invitations to any parties can only be given out in school if all classmates receive them.

School Closings

Due to working with Suffolk County, there will be minimal school closings. Each year around November, a list of school closures for the following year will be provided. In the event of severe weather, we will communicate through calls, text messages, and Brightwheel to see who will be in need of daycare. If the weather is extreme and you will not be attending, please contact us ASAP so we can staff or close accordingly.

In the event of a school closing due to inclement weather, please check The Rinx website (<http://www.therinx.com>)

Safety Drills and Emergency Evacuation

The Rinx Daycare conducts routine fire drills monthly. Shelter in Place drills are conducted twice a year to ensure safety. In the rare event of an evacuation, an emergency plan is in place. The two relocation sites are as follows:

Relocation site 1:

Main Office of H Lee Dennison Building
100 Veterans Memorial Highway,
Hauppauge NY 11788

Relocation site 2:

St. Thomas More
115 Kings Highway
Hauppauge NY 11788

Infant Classroom- Things to bring

- Diapers
- Wipes
- Ointment for diaper changes
- Bibs (5 or more)
- Swaddle Sac (No Blankets)
- Formula/extra cans
- Bottle
- Cereal
- Jars of baby food
- Sippy Cups
- Bowl/spoon (One for each meal)
- Wash Cloths (5)
- Change of Clothes (2)

Things to Label: *All items must have FIRST and LAST name*

- Bibs
- Clothing
- Washcloths
- Bottle
- ALL Food Items
- Diapers/Wipes (by the bag)

- Before start date, please write out child “complete” daily schedule for the classroom to use. (Naps, Feedings, play time, Diapering, Things to know, etc.)

Toddler 3–4-year-old supplies

- Change of clothes (underwear, pants, socks)
- Sneaker for playground (may leave a pair at school)
- Pillow/ Blanket for nap time
- Soft toy or animal for nap time (one please, can change daily)
- Toothbrush
- Toothpaste
- Diapers/Pullups and wipes
- Sippy Cup if used.
- Extra snack

Season Items

- Swimsuit/Towel Daily
- Water shoes or sandals for water time
- Sunscreen

Childcare Rate
Effective January 2025

One Child: Weekly payment (FT)	\$400.00 (\$80 a day)
One Child: Bi-Weekly payment (FT)	\$800.00
Two Children: Weekly payment (FT)	\$750 (Second child discount \$70/day)
Two Children: Bi-Weekly payment (FT)	\$1,500 (Second child discount \$70/day)

Part Time Childcare (Daily) (2-4 days) <i>Days enrolled must be the same each week</i>	\$85.00 Per day/per child
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School Calendar (Daily) <i>Not attending the summer and school breaks but spot will be held</i>	\$90.00 per day/per child
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Monthly Calendar (Daily) (Min. 2 days per week) <i>Days can change each week</i>	\$85.00 per day/per child
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Financial Policies

- All billed tuition is due on the first day that the child attends the program on that week. There will be a **late fee** of \$25 for each day that payment is not received.
- Child will be excluded from the program until the bill and late fee are paid in **full**.

Non-County Employees, additional \$10 per day

Financial Policies

You will need to enroll your child for **a minimum of 2 days per week** to secure and maintain a childcare slot. You will need to indicate on the enrollment contract the **nine (9) hour span** for which you need childcare. Parents who drop off or pick up their child more than five (5) minutes before or after the time you indicate on the enrolment form will be charged an **additional fee (see early drop off and late pick up policy).**

Parents who require longer than nine (9) hours of childcare on a regular basis will be charge and additional fee of \$50 per week. No child may attend the center more than ten (10) hours per day. **Because we are guaranteeing that space will be available for your child, you will be charged for contracted days even if your child is absent due to sickness, vacation, or emergency conditions (weather, etc.)** You will be charged **for the holidays** that fall on the days of the week for which you have contracted. These policies allow us to offer your child a quality environment with familiar peers and staff.

Early Drop off and Late Pick Up Policy

Upon enrollment you will be asked to indicate the nine (9) hour span of time your child will attend the childcare center. Parents who **drop off or pick up their child more than five (5) minutes** before or after that time will be charged a fee according to the following schedule:

5 to 15 min = \$25.00

15 to 35 min = \$35.00

35 to 60 min = \$50.00

Over 60 min =\$50 per additional hour

If your nine-hour span of daycare each day includes dropping off between the hours of 7:00 and 7:30 am, there will be an additional fee *of \$20 per day/ per child.*

If your nine-hour span of daycare each day includes dropping off between the hours of 7:30 and 8:00 am, there will be an additional fee of *\$10 per day/ per child.*

Pick up after 5:30 pm, will be an additional *\$20 per day/ per child.*

Since there are a small number of children requiring these time periods, yet we are required to staff the center appropriately to maintain ratios. This staffing ultimately puts a financial burden on the center.

Thank you in advance for helping us provide the best environment for your children.

The Rinx Daycare is regulated by the New York State Office of Children & Family Services. New York State Regulations can be accessed at: www.ocfs.ny.gov. A copy is also available on our Parent Information Table. Our local New York State Office is located at: 250 Veterans Memorial Highway, Suite 2A-20 Hauppauge, NY 11788 Phone: 631-240-2560. Child Care Complaint Line: 1-800-732-5207

Thank you for choosing The Rinx First Steps Daycare!

As always, please contact us if you have any questions or concerns!

We are looking forward to an awesome School Year!

Please return the pages to follow

Welcome to The Rinx First Steps daycare. Attached is a copy of our parent handbook. The handbook is our philosophy and the guidelines the Board of Directors have established to operate the center. Each child, being a unique individual may not adjust to this group childcare environment. At the discretion of the Board of Directors, a parent may be asked to seek alternative care, in the events that their child's needs are not being met.

Please take a few minutes to carefully read the handbook and sign and return with signed form to the Director.

Sincerely,
Board of Directors
The Rinx First Steps

I have read the attached parent handbook and understand that my enrollment in this center indicates my agreement to abide by these guidelines. I understand the Board of Directors may discontinue the enrollment of my child should these guidelines not be followed.

Further, I understand the tuition payment policies regarding my child's enrollment and am aware that non-payment of my tuition at the end of my child's first day of enrollment will mean that they will be excluded from the program until the payment is made and that I will incur a late fee for each unpaid tuition.

Parents Signature

Date

Enrollment Form: The Rinx First Steps daycare accepts enrollment for children between the ages of 6 weeks old and 5 years of age whose parent(s) works for County member companies.

Please read this form carefully. If you have any questions, feel free to call for more information.

- Each registration is to be accompanied by an annual non-refundable fee of \$200.00 (per child) made payable to HPP Daycare Inc. Or online using BrightWheel App.
- Tuition is due at the BEGINNING of each billing cycle (weekly, monthly, or bi-weekly). If tuition is not paid by the second day of enrollment, your child will be excluded from the program.
- Tuition must be paid for the full week including holidays, vacation periods and absences of child due to illness. NON-REFUNDABLE
- Two weeks' notice is required when you plan to withdraw your child from the program.
- Parents are responsible for transporting their child to and from the childcare center.

Parents Name: _____

Childs Name: _____ Date of Birth: _____

Address: _____

Work Phone: _____

Cell Phone: _____

Company: _____

Time In: _____ **Time Out:** _____

(Attendance over nine hours will incur and additional fee)

I have read this enrollment form and agree to this contract.

Parent signature

Date: _____

Medical Authorization Form

Childs Name _____ Home Phone _____

Parents Name _____

Cell Phone _____ Work Phone _____

Parents Name _____

Cell Phone _____ Work Phone _____

Names of Friends/Relatives to call if you cannot be reached

1. _____ Phone _____

2. _____ Phone _____

Physician to be called in an emergency

1. _____ Phone _____

2. _____ Phone _____

Full names of all persons authorized to take the child from the center. The child will not be released to any other person(s)

_____	_____
_____	_____
_____	_____

I _____ authorize the daycare center staff to take whatever emergency medical measures deemed necessary for the protection of my child while they are in their care. I understand that this authorization includes calling the physician's name above, implementing their instructions and transporting my child to a hospital or clinic without first obtaining my consent.

Date

Parent Signature

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
DAY CARE ENROLLMENT

PHOTO OF CHILD (Optional)	PROGRAM NAME:		ADDRESS:		PHONE NUMBER: () -
	CHILD'S FULL NAME: PREFERRED NAME/NICKNAME:			DATE OF BIRTH: / /	GENDER:
	CHILD'S HOME ADDRESS:				
	NAME OF PERSON ENROLLING CHILD:		RELATIONSHIP TO CHILD: <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Caretaker <input type="checkbox"/> Relative _____ <input type="checkbox"/> Other _____		
PHONE NUMBER(S) OF PERSON ENROLLING CHILD: () - <input type="checkbox"/> ok to text			ADDRESS OF PERSON ENROLLING CHILD (IF DIFFERENT THAN CHILD):		
EMAIL ADDRESS:					
EMERGENCY INFO	EMERGENCY CONTACT NAMES / ADDRESSES		Authorized to Pick Up Child	PRIMARY PHONE NUMBER	OTHER PHONE NUMBER / EMAIL
	PRIMARY CONTACT:		<input type="checkbox"/> Yes <input type="checkbox"/> No	() - <input type="checkbox"/> ok to text	() - <input type="checkbox"/> ok to text
			<input type="checkbox"/> Yes <input type="checkbox"/> No	() - <input type="checkbox"/> ok to text	() - <input type="checkbox"/> ok to text
			<input type="checkbox"/> Yes <input type="checkbox"/> No	() - <input type="checkbox"/> ok to text	() - <input type="checkbox"/> ok to text
FOR PROGRAM USE ONLY			FOR PROGRAM USE ONLY		
DATE OF ENROLLMENT: / /			DATE OF DISENROLLMENT: / /		

CHILD'S FULL NAME:		DATE OF BIRTH: / /
Check boxes below to indicate if your child has any special needs/services: <input type="checkbox"/> None		
<input type="checkbox"/> Early Intervention/Special Education <input type="checkbox"/> Occupational Therapy <input type="checkbox"/> Speech/Language <input type="checkbox"/> Physical Therapy		
<input type="checkbox"/> Allergies (Please list) _____ <input type="checkbox"/> Other _____		
Please provide information here AND discuss with your child care provider:		
CHILD'S PRIMARY CARE PHYSICIAN'S NAME/ GROUP:		PHONE NUMBER: () -
PREFERRED HOSPITAL:		PHONE NUMBER: () -
CHILD'S DENTAL CARE:		PHONE NUMBER: () -
Child health care information is available by calling toll-free 1-800-698-4543 or the NYS Health Marketplace website: https://nystateofhealth.ny.gov/		
AGREEMENTS		
• I consent to emergency medical treatment for my child.....		<input type="checkbox"/> Yes <input type="checkbox"/> No
• I consent for my child to take part in neighborhood trips (i.e., library, park and playground) away from the program under proper supervision.....		<input type="checkbox"/> Yes <input type="checkbox"/> No
• I understand the program may need additional permissions for situations such as transportation, medication, release of information, and field trips.....		<input type="checkbox"/> Yes <input type="checkbox"/> No
• I provided information on my child's special needs to the program to assist in caring for my child.....		<input type="checkbox"/> Yes <input type="checkbox"/> No
• I understand the program must give parents, at the time of enrollment of a child, a written policy statement as required by regulation.....		<input type="checkbox"/> Yes <input type="checkbox"/> No
• I agree to review and update this information whenever a change occurs and at least once every year.....		<input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE – PARENT OR PERSON(S) LEGALLY RESPONSIBLE:		DATE: / /

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CHILD IN CARE MEDICAL STATEMENT

To Be Completed By Licensed Physician, Physician Assistant or Nurse Practitioner

Name of Child:	Date of Birth: / /	Date of Examination: / /
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Immunizations required for entry into day care

Medical Exemption The physical condition of the named child is such that one or more of the immunizations would endanger life or health. Attach certification specifying the exempt immunization(s).

☐ Yes ☐ No

Diphtheria, Tetanus and Pertussis (DPT) Diphtheria and Tetanus and acellular Pertussis (DTaP)	1 st Date / /	2 nd Date / /	3 rd Date / /	4 th Date / /	5 th Date / /
Polio (IPV or OPV)	1 st Date / /	2 nd Date / /	3 rd Date / /	4 th Date / /	
Haemophilus influenzae type B (Hib)	1 st Date / /	2 nd Date / /	3 rd Date / /	4 th Date OR 1 st Date (if given on or after 15 months of age) / /	
Pneumococcal Conjugate (PCV) for those born on or after 1/1/08)	1 st Date / /	2 nd Date / /	3 rd Date / /	4 th Date / /	
Hepatitis B	1 st Date / /	2 nd Date / /	3 rd Date / /		
Measles, Mumps and Rubella (MMR)	1 st Date / /	2 nd Date / /			
Varicella (also known as Chicken Pox)	1 st Date / /	2 nd Date / /			

Other Immunizations may include the recommended vaccines of Rotavirus, Influenza and Hepatitis A

Type of Immunization:	Date: / /	Type of Immunization:	Date: / /
Type of Immunization:	Date: / /	Type of Immunization:	Date: / /
Type of Immunization:	Date: / /	Type of Immunization:	Date: / /

Tests

Tuberculin Test Date: / / Mantoux Results: ☐ Positive ☐ Negative mm

TB Tests are at the physician's discretion. Acceptable tests include Mantoux or other federally approved test. If positive, or if x-ray ordered, attach physician's statement documenting treatment and follow-up.

Lead Screening Date: / /

Attach lead level statement

Lead Screening (Include All Dates and Results)

1 year / / Result: mcg/dL ☐ Venous ☐ Capillary

2 years / / Result: mcg/dL ☐ Venous ☐ Capillary

Most recent date of lead screening (if different from above):

/ / Result: mcg/dL ☐ Venous ☐ Capillary

Per NYS law, a blood lead test is required at 1 and 2 years of age and whenever risk of lead poisoning is likely. If the child has not been tested for lead, the day care provider may not exclude the child from child day care, but must give the parent information on lead poisoning and prevention, and refer the parent to their health care provider or the county health department for a lead blood screening test.

(Continued on reverse side)

CHILD IN CARE MEDICAL STATEMENT *(continued)***Health Specifics****Comments**

Are there allergies? (Specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is medication regularly taken? (Specify drug and condition)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a special diet required? (Specify diet and condition)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any hearing, visual or dental conditions requiring special attention?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any medical or developmental conditions requiring special attention?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Summary of Physical Exam

Include special recommendations to child day care providers

On the basis of my findings as indicated above and on my knowledge of the named child, I find that: he/she is free from contagious and communicable disease and is able to participate in child day care.

☐ Yes ☐ No

_____ Signature of Examiner	_____ Address
_____ Please Print Name	_____ City, State, Zip
_____ Title	() - / / Phone Date

Nap Agreement

Please read, sign, and return this form to your child's teacher.

Thank you

_____ will nap in their classroom on/in

a **CRIB/COT** (Circle one).

The classroom teacher and assistant will actively monitor you child during
this time

Parents Signature _____

Date _____

Special Needs/Allergies

<u>Food</u>	<u>Medical</u>	<u>Medicine</u>
<ul style="list-style-type: none"> <input type="radio"/> Ham <input type="radio"/> Orange Juice <input type="radio"/> No Pork <input type="radio"/> Cheese <input type="radio"/> Dairy <input type="radio"/> Milk <input type="radio"/> Candy/Soda <input type="radio"/> Cherries <input type="radio"/> Bologna <input type="radio"/> Chocolate <input type="radio"/> Apple Juice <input type="radio"/> Turkey <input type="radio"/> No Nuts <input type="radio"/> Peanut Butter <input type="radio"/> Low Cal Diet <input type="radio"/> No meats <input type="radio"/> Seafood <input type="radio"/> Strawberries <input type="radio"/> Fish Sticks <input type="radio"/> Other _____ 	<ul style="list-style-type: none"> <input type="radio"/> Allergies <input type="radio"/> Hay Fever <input type="radio"/> Nephrosis <input type="radio"/> Speech/Eval <input type="radio"/> OT / PT <input type="radio"/> Hyperactive <input type="radio"/> Constipation <input type="radio"/> Sickie Cell <input type="radio"/> Nose Bleeds <input type="radio"/> Asthma <input type="radio"/> Wheezing <input type="radio"/> Eczema <input type="radio"/> Tubes/Ears <input type="radio"/> Other _____ 	<ul style="list-style-type: none"> <input type="radio"/> Amoxil <input type="radio"/> Erythromycin <input type="radio"/> Ceclor <input type="radio"/> Bacitracin <input type="radio"/> Amoxicillin <input type="radio"/> Pediazole <input type="radio"/> Petussis/VA <input type="radio"/> Penicillin <input type="radio"/> Augmentin <input type="radio"/> Sulfur <input type="radio"/> Other _____
<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
	<p>IF YOUR CHILD HAS AN ALLERGY, PLEASE INQUIRE ABOUT OTHER HEALTHCARE FORMS REQUIRED</p>	<p>Other</p> <ul style="list-style-type: none"> <input type="radio"/> Bee Sting <input type="radio"/> Insect Bites <input type="radio"/> Mold/Dust <input type="radio"/> Therapist <input type="radio"/> Other _____
		<hr/> <hr/> <hr/> <hr/>

Parent's Signature

Date

PLAN FOR BEHAVIOR MANAGEMENT

Child Day Care Programs

Director: Devin Linden

The Rinx Frist Steps Daycare 946439

This form may be used to meet the regulatory requirement to submit to the Office a written plan for behavior management. You can choose to use this form to meet this requirement, or submit an acceptable alternative.

Valuable information is available from your local childcare resource and referral agency and other resources. Information is also available on the agency website: ocfs.ny.gov.

The program is responsible for educating all staff on this plan upon employment and as needed. The program must supply copies of this plan to all staff and parents of children enrolled in the program.

- A child may only be disciplined by the director, group teacher, assistant teacher, provider, substitute, and/or assistant.
- The program must apply all rules consistently and appropriately to the ages of the children and their developmental level and abilities.
- Any discipline used will relate to the child's actions and be handled without prolonged delay.
- A child may be separated briefly from the group, but, only long enough to gain self-control and must be in view of, supervised and supported by a director, group teacher, assistant teacher, provider, substitute, and/or assistant.
- Corporal punishment is prohibited.
- No child can be isolated in an adjacent room, hallway, closet, darkened area, play area of any other area where a child cannot be seen, or supervised.
- Withholding or using food, rest or sleep as punishment is prohibited.
- Methods of interaction that punish, demean, or humiliate a child are prohibited.
- Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is absolutely prohibited. Any childcare program must not tolerate or in any manner condone an act of abuse or neglect of a child by an employee, volunteer, any person under the programs control.
- Physical restraint is prohibited.

By submitting this form, our program chooses to implement and follow this plan for behavior management and will attach any additional information as needed.

The following acceptable child guidance techniques will be used (check all that apply):

- ☒ Redirect. In a conflict, give an alternate toy or activity to one of the children competing for the toy. Have multiples of popular toys.
- ☒ Focus on "Do" rather than "Don't." For example, "We walk inside" instead of "Stop running inside."
- ☒ Offer choices: "You can either sit on the rug or at the table for story time."
- ☒ Encourage children to use friendly words rather than physical acts. For example, suggest using the phrase, "I was playing with that toy."
- ☒ Praise positive behavior: "Thank you for using your words."
- ☒ Model desired behaviors in order for the children to learn by example.
- ☒ Arrange the program space to positively impact children's behavior. For example, avoid large open spaces that might encourage children to run indoors.
- ☒ Listen to the children and respond to their needs proactively to achieve their goals. Keeping the children engaged with activities helps prevent conflict.
- ☒ For preschool and school age children, involve the children in the development of the classroom rules and consequences.

Photo & Media Permission Form

Child's Name: _____

Program/Classroom: _____

Parent/Guardian Name: _____

Our program occasionally takes photographs and/or videos of children participating in daily activities, special events, or classroom experiences. These images may be used for promotional and informational purposes, including but not limited to:

- Program website
- Social media pages (e.g., Facebook, Instagram)
- Flyers, brochures, or newsletters
- Other marketing or promotional materials related to the program

No names or personal identifying information will be published with photos unless additional written permission is provided.

Permission:

☐ **Yes**, I give permission for my child's photographs and/or videos to be used for the purposes listed above.

☐ **No**, I do not give permission for my child's photographs and/or videos to be used.

I understand that these images may be used without compensation and that this permission will remain in effect unless I revoke it in writing.

Parent/Guardian Signature: _____

Date: _____

Animal Interaction Permission Form

(Guide Dog Service Visit)

Child's Name: _____

Program/Classroom: _____

Parent/Guardian Name: _____

Our program has been offered the opportunity to host a visit from a Guide Dog Service organization. During this visit, trained service dogs and their handlers will teach children about:

- What guide/service dogs do
- How service dogs help individuals
- Proper and safe behavior around dogs

All dogs participating in this visit are professionally trained, vaccinated, and supervised at all times. Children will be closely monitored by staff and will only interact with the dogs in a calm, controlled, and age-appropriate manner.

Important Information:

Does your child have any allergies to dogs? ☐ Yes ☐ No

Does your child have any fear of dogs? ☐ Yes ☐ No

If yes, please explain:

Permission:

☐ **Yes**, I give permission for my child to be in the presence of and participate in supervised activities involving trained guide/service dogs during this visit.

☐ **No**, I do not give permission for my child to participate.

I understand that all reasonable precautions will be taken to ensure safety, and I release the program, its staff, and the visiting organization from liability except in cases of negligence.

Parent/Guardian Signature: _____