

Welcome Letter - Understanding Our Policies

Dear Beach Friends Families,

Welcome! This letter serves as a welcome introduction to our school and our current policies. Everything we do at our Beach Friends Schools is for the growth and betterment of your children and we work day in and out to ensure your children get the best education and nurturing we have to offer here. Early learning is incredibly important and paves the way for learning at school and throughout life. What children learn in their first few years of life - and how they learn it - can have long-lasting effects on their success and health as children, teens, and adults.

Initially below means you accept and understand our policies and terms

Please initial below:

Closed Dates

_____For a majority of the school year, we follow the Long Beach Public School Calendar. Our closed dates aside from holidays and emergency closures, are so teachers can recharge and avoid burnout. Our teachers work incredibly hard to provide a safe, educational, and loving environment for the students, and ensuring their health and happiness is one of our foremost concerns.

Paying Staff

_____We have extra staff members such as an extra assistant, floater, educational and behavior consultants so we can provide enriching lessons and phenomenal safety and care for the students. We pay our staff above minimum wage because they are valued here. We are not a normal "Daycare"/early learning center, we do not babysit, we educate. Every staff member hired is expected to put the students first, and each has an important role to play in supporting our school.

School Climate

_____If our staff feels disrespected or it is not a right fit, we have the right to terminate a family's enrollment in our school. We expect everyone to be respected, valued and treated fairly while enrolled here, and it goes both ways. We do not refuse or "kick out" children for behaviors that we can contain and control, but are compassionate and work with families, have meetings, and create action plans to support the child, the family, staff, and program. We are huge on communication, so although we don't change our set policies, we do encourage suggestions/communication in a respectful manner. We are setting an example to our children and society by the way we behave. Our policies and expectations are clear, and we will take action if we feel they are not being respected or followed. We hope you understand the important of this.

How Do We Bill?

_____ Tuition plans have been calculated taking all of the dates into account, and dispersed evenly throughout the year. This is done so that we are still able to pay our staff, extra staff members, salaries, website designer, cleaning services, security cameras, CPR/trainings, consultant fees, the HiMama app., academic materials, extra expenses for field trips, supplies, monthly utilities, insurance taxes, repairs, maintenance, rent and other expenses to keep the school running.

Payment Policy

_____ You must pay your daily rate x the amount of days enrolled for the month regardless of personal vacation time, school vacation time, occasional sickness, start date, or any other reason, such as a natural disaster/acts of god, state lockdown, public health emergency, or any other unforeseen circumstances. Every month has a different number of enrollment days and this will affect your monthly tuition. Care is given and paid on a month-to-month basis. You cannot leave in the middle of the month and/or before or after holiday breaks/school vacations/personal vacations and/or sickness. You are responsible to pay a full month. Payment for the month is due before the first week of attendance for the month, and if payment is not submitted before the month starts, your child cannot attend school until payment is made. You must pay when your child is sick/you are on vacation. You are paying for your child's enrollment spot to be held, regardless of if you use the day you enrolled on.

Security Deposit Policy

_____ You cannot leave in the middle of the month and/or before or after holiday breaks/school vacations/personal vacations and/or sickness. You are responsible to pay a full month. You must pay this amount in full regardless of personal vacation time, school vacation time, occasional sickness, or any other reason, such as a natural disaster/acts of god, state lockdown, public health emergency, or any other unforeseen circumstances. Your deposit & registration fee are non-refundable for any reason. You understand that a 2 week notice is required to receive your security deposit back in order for the business to financially prepare for a change in roster. You understand that your deposit can be used to cover your last 2 weeks of care, or will be returned to you if 2 weeks prior notice is given before your child leaves the program. Prior notice is defined as: in writing by mail, HiMama message, email, or call 2 weeks before your child's last day in the program. We require two weeks notice to financially prepare for a change in roster - we are responsible for ensuring our excellent staff are paid on time and all materials/resources needed for the children are collected. We do not offer any exceptions to this policy.

Why don't we offer makeup days?

_____ We have high enrollment and we can't allow makeups for some students and not others, as that will lead to us having to choose who deserves to take the day and who doesn't, which isn't fair for the children, families, or school. We have to maintain our child to teacher ratio and we cannot tell one family yes and another one no. While yes we are a business, we are also a school and unfortunately no school can run without tuition and enrollment. We run a fantastic school and always love and support your children as best we can, but we have to keep our doors open. Our policy is no makeups in order to sustain this. As noted in our payment policy, you are

paying for your child's enrollment spot to be held, regardless of if you use the day you enrolled on.

How I Would Change The Daycare World

While creating my program I wanted to create an environment and safe space where children were treated like their own and where I would respect/value my staff. I would pay the teachers above minimum wage, pay on breaks, and value them. This all requires money as I am not funded by the state but rather rely on tuition. With this business model, comes many loans, higher tuition rates and more closures. Why? This is to ensure we reduce burnout, consistency, overturn of teachers, and to maintain a positive/happy environment for all.

Teachers

My experience in this field before opening up my own has been negative, unhealthy and toxic. Teachers are overworked, underpaid, understaffed, unappreciated and burnt out. They receive no breaks, no paid time off, no acknowledgement, no sick days, minimum wage, and work long hours with no paid time off. In return, we have miserable teachers, unhappy children and terrible programs. This happens all over the place and I hear awful things all the time. Circumstances like these lead to high rates of burnout and turnover among early childhood educators. These realities, particularly teacher turnover during the school year, create instability and uncertainty for young children and their families. We need improvements in school quality in early childhood education as a first-order step of reducing instability. In order to do this, we need staff, parents, families, and directors whose first priorities are the health, safety, and happiness of teachers and students.

Parent concerns

On the flip side, what do parents do for backup if the child cannot go to school? Are they paying for someone to babysit? This can be extremely frustrating and costly. I was there once. My sons went to a local school and I paid for breaks and they were always sick. I had to pay them plus had the nanny to pay extra money to as my kids are close in age. My oldest fell at the playground on their gym equipment (which was unsafe) and I had to leave work and rush him to the hospital. I paid for the month and had to pick up the hospital bill. I can completely understand as I have 3 children (all 24 months apart). I understand that it can be hard to trust companies claiming to care for your child.

Conclusion

While paying for closures as well as finding care is a hassle, having a well run, safe enriching program where teachers are respected and valued is imperative. This is creating a positive and healthy environment. Teachers can recharge - avoid burnout- maintain and keep teachers (less turnover). This job is mentally and physically draining to say the least. No one will understand unless they do it. It's sad the way daycare is set up. The government just started a new program basically trying to give a 18K grant to new providers and new daycare businesses. This is because all providers have closed their businesses down because it was too much.

While I can't please everyone and their work schedules, work times and vacation schedules and personal lives, I can ensure we provide a safe, healthy, clean and enriching program quality services. We distribute a calendar and contract prior to enrolling so parents are not left with any

surprises and have adequate time to find care. You must understand what you are signing up for, and we will not hide any of our policies from you during enrollment or throughout your child's time here. Personally my work schedule never ends. I put in more than 70 hours a week, work on weekends and I have sacrificed my family and my mental/physical health for the past 5 years. I've had parents attempt to dictate my open times, closed times, closed days, open days, and our rate. I've had parents tell me they will write a bad review on social media. These are not the families that will help our exceptional program grow and thrive, and we please ask that you understand that before enrolling.

We need to take good care of the teachers so they can be mentally/physically healthy and in turn give everything to these little cuties. We need to be respected and valued. We need time off in this field as it is hard work. My schedule/closures is not for everybody and each family can decide what works best for them. Unfortunately all the schools I know charge for closed days and as a parent (I know) it is frustrating but I also see it from the business side with huge expenses and I have to validate my teachers.

I am trying to change the "daycare" world into a more healthier environment for everyone. I value that so much! I am so happy you are deciding to become part of our Beach Friends, and we can't wait to begin caring for and educating your child.

Thank you!

Sincerely,

Beach Friends,
Victoria Parisi, Owner

****Subject to change** (Updated 12/2023**
Website: www.beachfamilydaycare.com

Welcome to Beach Friends

Hours: 7 AM -5 PM

DAYS: Monday-Friday

Phone: 516-809-8662

Location: 355 E Park Ave, Long Beach NY 11561

Email: Victoria@beachfamilydaycare.com

Beachbabydaycare@aol.com

Dear Families,

WELCOME TO THE NEW SCHOOL YEAR! WE PROMISE TO HAVE ANOTHER FUN, EXCITING, SAFE AND EDUCATIONAL SCHOOL YEAR AS WE CONTINUE OUR PARTNERSHIP EMPHASIZING A COMMITMENT TO THE FINEST QUALITY OF EDUCATION. AS ALWAYS, OUR DIRECTOR, TEACHERS, THERAPISTS AND STAFF ARE EAGER TO HELP EVERY STUDENT ACHIEVE SUCCESS. WE WILL CONTINUE TO TAKE GREAT EFFORTS TO CREATE A BEAUTIFUL, SAFE AND NURTURING ENVIRONMENT WHERE OUR STUDENTS FEEL COMFORTABLE AND FEEL SAFE. DURING THE SCHOOL YEAR AHEAD, WE LOOK FORWARD TO WORKING TOGETHER AS A UNIT TO ACHIEVE AND MEET EVERY MILESTONE FOR YOUR CHILD. PLEASE REMEMBER THE MORE YOU ARE INVOLVED, THE MORE SUCCESS WE WILL HAVE TO PREPARE YOUR CHILD TO EXCEL IN THE FUTURE. IT TAKES A VILLAGE.

Provider Information/Qualifications

Beach Friends on-site director, Victoria Parisi holds a bachelor's degree in Applied Psychology and Human Relations, master's degree in General Education B-2, Childhood Education 1-6, and a post master's in Special Education B-2. Victoria has been caring for, and teaching children for over 20 years. Prior to becoming a director at Beach Friends, Victoria taught in both private and public schools in the city, and on Long Island. Victoria cared for children as a nanny and as a daycare worker. She taught as a paraprofessional, a preschool lead teacher, a special educator on the Committee of Preschool Special Education, an Early Interventionist, a Special Education Itinerant teacher (SEIT), a UPK teacher, a General Education Pre-K teacher, and a Program Director for an Early Intervention agency. Today, Victoria resides in Long Beach, New York with her husband and three children.

OUR PHILOSOPHY AND RESPONSIBILITIES OF THE PROGRAM

Our philosophy is aligned with the best practices about how children learn and grow effectively while addressing the individual needs of each child. We understand each child is unique and we strive to look at the whole child. We concentrate on the five domains, which are language development, cognition, social/emotional skills, adaptive skills, and fine/gross motor skills.

Our program provides early care, school hours, aftercare, tutoring, homework help and other activities for your child. Our program is child based and involves families throughout the process. We will continue to provide a positive attitude and environment for all parties involved.

RESPONSIBILITIES OF THE FAMILIES

Please review manual and all its parts to ensure you experience a smooth experience at Beach Friends. Be sure to be an active participant on the HI Mama app.

ADMISSIONS, CHANGE OF SCHEDULE AND DISENROLLMENT

There will be necessary paperwork to complete before enrolling your child. Please note when changing your child's schedule or disenrolling your child, we require a 2-week notice. Please see your personal contract and scheduled agreement.

MISSION STATEMENT

Beach Friends will provide licensed care for children 18 months- 4 year old, in a loving, developmentally appropriate environment that will allow each child to grow to his or her full potential.

LICENSED PROVIDER/STAFF HELPERS

Beach Friends pride themselves on appropriate staffing, safety, and cleanliness. Our centers are both licensed and have been established based on the most current rules and regulations of the New York State Department of Children and Family Services. Beach Friends services 16 children from ages 18 months to 4 years old. All staff has been cleared through the NYS Children and Family Services, fingerprinted, provide references, cleared through a NYS database, and completed a criminal background check. All staff members are CPR and First-Aid trained and serve as mandated reporters (see below). The Staff at Beach Friends are required to participate in a minimum of 30 hours of professional development every two years. The staff MUST have an updated every year.

MANDATED REPORTER

New York State is mandated to report any suspected child abuse or neglect. This means, Beach Friends has the legal responsibility to keep children safe and to report any suspected abuse or neglect.

LIABILITY INSURANCE

Beach Friends carries private Business Liability Insurance through USSA.

SUBSTITUTES, ASSISTANTS AND EMPLOYEES

Beach Friends will have one director at each site, head teachers who are CDA qualified and assistants and substitutes when needed.

These employees are qualified and trained employees who have been approved by New York State Office of Children and Family Services. They too, have specific qualifications and

training that is needed to be able to work with children and families. Staff meetings/formal and informal observations will be held and documented.

PRIVACY POLICY

1. Beach Friends shall respect and maintain the confidentiality of child/family records and any other information generated with individual child's services.
2. It is Beach Friends legal and ethical responsibility to protect the privacy, confidentiality, and security of all educational records.
3. Beach Friends shall make no voluntary disclosure of discussion, deliberations, and child/family records, except to persons authorized to receive it in the conduct of Beach Friends.
4. Beach Friends will do all that it can to protect your family's privacy and will abide by the state privacy law. Beach Friends will keep all records and information about your child and your family private and confidential, unless provider has written permission to reveal specific information.

CLASS-SIZE, AGED GROUPS AND RATIOS

Beach Friends:

DISCRIMINATION CLAUSE

Beach Friends will NOT discriminate against a client or child based on race, color, sex, disability, religion, or national origin. Beach Friends will not discriminate against a client or child based on marital status, sexual orientation, public assistance status, or any other factors.

CONTRACTS

Your personal contract will be renewed and reviewed EVERY August. Please sign and return in a timely manner to ensure a guaranteed spot. Contracts are updated as you change your weekly schedule. A onetime registration fee is required. A security deposit in the amount of 2 weeks of care is also required.

COMMUNICATION

Communication is key!! Parent and teacher communication are essential components in the growth and progress of your child. We will be able to communicate through extraordinary events, parent-teacher conferences, emails phone calls, and the HI Mama app. The HI Mama app. is used as a means of communication with parents, caretakers, director, therapists, and teachers. HI mama app will serve as a tool amongst all parties involved and give all parties involved the opportunity to express questions, comments, concerns, and suggestions. Also, it is a tool to explain the material we are learning in school, so it can be reinforced at home. This ensures home-school communication is being met. Also, please take out all papers in your child's folder and return needed documents back promptly. (Himama.com)

BEHAVIOR MANAGEMENT

Children may experience and show undesirable behaviours for a wide variety of reasons. These include: to escape/postpone an undesirable activity or event (i.e., task avoidance), to communicate, fear, frustration or displeasure. A basic need (hunger, thirst), illness, to gain attention, to gain a tangible reward, to gain sensory feedback, to combat boredom, because they are over stimulated, out of habit and/or to gain control of a situation (i.e., to gain power)

How do we manage these behaviors? We use sensory integration, planned to ignore, redirection, verbal cues, gestures, stickers, high fives, and verbal praise.

Sensory Integration can be incorporated into the daily routines of children who need sensory input to help organize their senses and decrease negative behaviours.

Planned to Ignore is when the teacher plans to ignore a behaviour (that is if the behaviour is not threatening to him/her or other students) to not draw attention to the behaviour. This is used especially when a child is attention seeking.

Redirection is used to help guide the child in a positive manner in hopes the child will follow a better direction in the classroom.

Verbal Cues, praise, and gestures help the children stay on task in a positive way. Children love to be praised, so when appropriate behaviours are shown, stickers, high fives and certificates will be used for rewards. We have a bucket jar in school. What is a bucket jar? If the children/child show desirable behaviours such as helping a friend, being polite and sharing, the children will be rewarded. Once the bucket is filled, the children will get a present or have a party.

At Beach Friends, we prefer positive words versus negative words. For example, if a child is acting inappropriately and not following classroom rules or routines, we will praise the children who are “following” rather than single out the child or children who are not listening, and not “following” classroom rules or routines. Let us try to stay away from negative attention! We strive to maintain a positive environment at Beach Friends!

RULES OF THE CLASSROOM

At Beach Friends we will continue to enforce manners and appropriate behaviors. We expect everyone involved at Beach Friends to love and respect one another. We encourage, and promote a positive environment

We enjoy and appreciate both positive and negative feedback in a respectful manner.

ARRIVAL/DISMISSAL

Parents and caregivers who drive children to school play an important role in enhancing safety near our school. Whether you drive your child to school regularly or occasionally, please review these safety guidelines and laws. In addition to following our school’s drop off and pick up procedures, drivers should always: Slow down in the neighborhood surrounding the school, even when “running late.” Watch for children walking, bicycling (both on the road and the sidewalk). Please avoid double parking. Please remember double parking is illegal and can cause a danger to you and the ones around you. Please ensure to find a designated parking spot near our schools. Double parking will block visibility for other

children and other motorists. Visibility is further reduced during the rain and snow seasons when condensation or ice forms on car windows. Please be sure to adhere to the rules above to reduce/avoid an accidents.

Please refrain from dropping off your child after 9:30 AM or picking your child up before 3:30 PM. This becomes a distraction for both the child and the rest of the children/classroom. We work very hard to plan and organize special events for the children between those times.

Staff will sign in and out children every day.

Parents must write down any marks, bruises or any new findings on their child or notify the director. Staff will perform a health check upon arrival. Staff member will document any findings at the start of care as well.

Children will not be released to anyone who is not on the emergency card. Your child will only be released to those designated on the emergency sheet.

*Please call/text the Daycare if there is to be a change in dismissal arrangements.

ABSENSES

Please contact the school to let them know when your child will be absent, and when they are expected to return to school.

BAD WEATHER CLOSING

Beach Friends will follow the Long Beach/Island Park Public Schools for decisions on school closing. If Long Beach/Island Park Schools close, then Beach Friends will close as well. During inclement weather, parents will be notified if the daycare centers will close. However, if Long Beach/Island Park Public Schools have a delayed opening, Beach Friends will most likely open at their regular time, unless notified otherwise.

UPDATING RECORDS

It is the responsibility of the client to provide the provider with any necessary information about their child and update it as needed. This includes but is not limited to emergency contact information, immunizations records, and a list of the people who are authorized to pick up and drop off their child from the program. The blue emergency card is to be updated every time there shall be a change in information.

ILLNESS, HEALTH AND SAFETY POLICIES

Beach Friends will take appropriate measures when dealing with injuries that occur while in the daycare. You will agree that you will not hold Beach Friends responsible or any staff responsible in case of accidental injuries that occur during play activities in which children might engage in. If Beach Friends cannot contact parents and/or emergency persons listed on the Emergency and Release Persons Form, you will hereby give permission to Beach Friends to secure the proper treatment for the child in a hospital given licensed and trained staff as needed. *If a child becomes injured, parents will be notified immediately. An accident report will be written up and signed by staff/provider. *

Beach Friends will only allow well child in their program. Well children are non-sick children who have no symptoms of any minor childhood illness and that do not represent a risk to other children. If a child becomes sick, a doctor's note of clearance is needed to return to Beach Friends. If we feel your child is unsafe or poses a risk to others, regardless of a clearance from the doctor, we will determine if your child can return for care.

If child is absent for 3 or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability. Before returning to school from a sick leave of 10 calendar days or more, a child must provide a physician's verification that he or she may safely return to school. In any case if you have a fever higher than 100.3 degrees, you must provide a physician note.

If you suspect you may have symptoms of COVID-19 and/or have been tested for COVID-19, your child will not be able to return to school unless a COVID-19 clearance letter is given.

If there is a health crisis in the area, we will deal with school closings separate from Long Beach Schools.

Beach Friends hold a mandated fire drill once a month. Both centers also conduct "shelter in place" drills twice a year.

Beach Friends

EMERGENCY CONTACTS

CALL 911 IF THERE IS ANY EMERGENCY

LOCAL POLICE STATION

859 E Park Avenue

Long Beach, NY 11561

516-431-6868

LOCAL FIRE DEPARTMENT

1 W Chester Street

Long Beach, NY 11561

516-431-2434

LOCAL EMERGENCY ROOM/HOSPITAL

South Nassau Communities Hospital

325 E. Bay Drive

Long Beach, NY 11561

877-768-8462

In the event, we would need to evacuate, we would relocate to one the following premises.

Primary:

Unsound

Long Beach NY 11561

Secondary:

Paint store

Long Beach, NY 11561

Additional:

In the event, we would need to shelter in place, we would relocate:

Primary:

Secondary:

Shelter in place supplies will be in the director's office.

Communication with parents: In the event of an emergency which requires the program to evacuate, relocate, or shelter in place, parents will be notified as soon as possible. We would leave a notice on the door, call, use social media and email through HI Mama app.

Regulations- Please visit <http://ocfs.ny.gov/programs/childcare/regulations> Please call the regional office for more information and to report a compliant.

Beach Friends

Alerting Emergency Services

The following numbers will be used to report fires and other emergencies. The Emergency and Poison Control numbers are posted on or next to the phone(s).

Emergency	Poison Control
911	1-800-222-1222

Backup Fire: (516) 431-1213

(516) 431-1213

Backup Police: (516) 573-8800

(516) 573-8800

Backup Ambulance: (516) 678-2670

(516) 678-2670

Actions Upon Discovery of a Fire

In the event of a fire the RACE procedure will be followed.

- **R:** Remove persons in immediate, imminent harm to a place of greater safety.
- A:** Alarm, sound the alarms or otherwise let people know there is a fire.
- C:** Close doors to reduce spread of flame and/ or smoke.
- E:** Evacuate the building / Extinguish fire only as necessary to safely evacuate the building.

* The elements of **RACE** may occur out of order or simultaneously depending on fire conditions, personal safety, available staff, and needs of children.

Notification to Occupants

Notification of an actual fire emergency will occur using the building systems and other means which include pull stations, and smoke detectors.

Notification of the need to evacuate for other reasons will include pull stations, in-person notification, and cellphones, and/or phone calls to the classrooms.

Relocation

When relocation is necessary due to the nature of the emergency, the following are the site(s) where the children will be taken until parents/ guardians can pick them up. Permission has been granted from the person in charge of each location to utilize the site for relocation of this childcare program.

- **Primary Relocation Site**

- **Secondary Relocation Site**

*Transportation to both relocation sites will require the following: Walking

Items to Bring

The following items will be taken from the relocation site as time and safety allow:

- Blue cards/Emergency contact information
- Phone
- Flashlights
- Coats (dependent on weather)
- Emergency supplies
- Food

Evacuation Procedures and Accountability

Following notification of an emergency requiring evacuation, staff will:

- Remain calm and account for all the children
- Leave the building, closing doors behind them when possible
- Take attendance after leaving the building

The Director on-site and/or the head teachers will be responsible for bringing the attendance record, parent contact information & emergency supplies.

The teacher responsible for each group will take attendance. The Director, or the person assigned to supervision functions in the absence of the director is designated to make sure that everyone has left the building and is accounted for. Teachers will be responsible for supervision of children, and the Director will have responsibility to notify emergency services whether all children and adults have been accounted for.

Evacuation will consist of: full evacuation

Method of Evacuation: walking/ carrying children



Shelter-in-Place

Shelter-in-place procedures will be initiated in response to an emergency that creates a situation in which it is safer to remain in the building rather than to evacuate and relocate. The safest space for sheltering-in-place has been determined based on the situation. When shelter-in-place is implemented, it will include some combination of the following:

- Staying indoors
- Closing all windows
- Closing all window shades
- Locking all doors and windows (Lockdown)
- Remaining in a room away from windows
- Moving children and staff to an interior space with no/ minimal window
- Turning off heat and air conditioning systems

Notification of Shelter-in-Place

Depending on the situation, notification of the need to shelter-in-place will be made to staff, children and volunteers using all the following methods:

- In-person notification 
- Phone calls to classrooms 
- Cell-phone communication

Shelter-in-Place Locations

The following spaces have been identified where the program can shelter-in-place:

Primary Space: Classroom 1- preschool classroom

3 year-old classroom

Secondary Space: Classroom 2- toddler classroom

toddler classroom

Shelter-in-Place Supplies

A variety and enough supplies including non-perishable food, water, first aid and other safety equipment is on site. These supplies consider the potential need for children to remain at the site for an overnight stay and are of sufficient quantity for all children in care. The director on-site, and the teachers will have access to the shelter-in-place supplies. The supplies will be kept at the director's desk, and include:

- First Aid Kit
- Flashlight
- Food and water
- Telephone

- Toileting/diaper supplies
- Games and books

Emergency supplies will be reviewed during the shelter-in-place drills. Supplies will be inspected **monthly**, for condition, quantity, expiration date, and in consideration of the age, number and needs of the children.

Communication

Following any emergency, which requires the program to evacuate, relocate or shelter-in-place, the Office of Children and Family Services will be notified as soon as possible, as required by regulation.

Evacuation- In the event of an actual emergency, which requires the program to **evacuate**, parents/guardians will be notified as soon as possible. Methods that will be used include the following:

- Telephone
- Email
- Social Media (FB page)
- Text

Relocation- In the event of an actual emergency, which requires the program to **relocate**, parents will be notified as soon as possible. Methods that will be used include the following:

- Telephone
- Email
- Social Media (FB page)
- Text

Shelter-in-Place: In the event of an actual emergency which requires the program to **shelter-in-place**, parents will be notified as soon as possible. Methods that will be used include the following:

- Telephone
- Email
- Social Media (FB page)
- Text

Activities to Occupy Children

The priority is always to make sure the children are in the safest location possible whether it requires sheltering-in-place, evacuation, or relocation. As time and situation allows, the program is prepared to offer the following activities to occupy the children:

- Reading
- Songs
- Games
- Quiet Play
- Coloring

Conducting Drills

Evacuation Drills will be conducted monthly for each shift of care. Drills will be initiated in the same manner as an actual emergency (except for notifying emergency personnel). A written record of monthly evacuation drills will be kept on file using the [LDSS-4439 Record of Evacuation Drills](#) form or approved equivalent.

Evacuation Drills will begin by the director alerting the staff and children.

Shelter-In-Place Drills will be conducted twice per year during each shift of care. A written record of shelter-in-place drills will be kept on file using the [OCFS-6007 Record of Shelter-in-Place Drills](#) form or approved equivalent.

Shelter-in-place drills will occur twice per year. Parents will be notified in advance of drills using the following methods:

- E-mail
- Hi mama! App
- Social Media (FB page)
- Allergies and Anaphylaxis

Beach Friends

Allergy and Anaphylaxis Emergency Plan Policy

2023-2024

Beach Friends has **not been authorized** to administer medications by NYS OCFS. Beach Friends is allowed by NYS OCFS to administer emergency medications only. Beach Friends will only administer emergency medications to children who have had a health care provider prescribe epinephrine auto-injectors, diphenhydramine (generic for Benadryl) in combination with the auto injectors epinephrine such as (Epi-Pen Jr or AUVI-Q), or an Asthma Inhaler or Nebulizer with medication. If a family has a child who has been prescribed one of these emergency care medications; the child's health care provider must complete an Individual Healthcare Plan (OCFS form 7006), Individual Allergy and Anaphylaxis Emergency Plan (OCFS form 6029), and Medication Consent form (7002) that indicates specific signs and symptoms of the child in order to know when to provide treatment for the child should an emergency occur.

The ability to administer emergency medications DOES NOT allow Beach Friends staff to administer THESE medications on a daily basis – these medications are only to be administered in an emergency situation. If a doctor has prescribed continuous administration of an antihistamine, inhaler or nebulizer for a specific period of time, and the administration of the medication would occur while the child is in attendance at Beach Friends, then a family member would have to come to the Beach Friends, and administer the medication per the third-party administration protocol or the child would need to remain at home to ensure medication is given as per HCP instructions.

Screening and Identification of Children with Allergies

Beach Friends will review and plan for known allergens in registered children as follows:

Upon enrollment and yearly child's parents/guardians will be asked if the child has any known allergies. When the child's yearly medical is updated by a HCP the form will be reviewed for any documentation of an allergy need. If a yes response is received, or an allergy is indicated on the HCP documentation, the OCFS required paperwork will be explained and completed and any emergency medications indicated verified before accepted and stored appropriately. The following forms will be given for completion with the parent, provider and HCP:

- **Individual Allergy and Anaphylaxis Emergency Plan** (OCFS form 6029) - developed with parent and HCP reviewed yearly or when staff or HCP changes occur
- **Individual Health Care Plan for a Child with Special Needs** (OCFS form 7006)- developed with parent - reviewed yearly and when staff changes occur
- **Medication Consent Form** (OCFS form 7002)- for each emergency medication a child needs. The Health care provider must complete this form noting child specific signs and symptoms. Specific information regarding the specific child **MUST** be written in section 7b (writing allergy or anaphylaxis is **NOT** acceptable). This form must be renewed every six month by HCP noting any updates. Signatures are required every six months

These documents will provide clear instructions on steps to take if a child is accidentally introduced to a known allergen and be kept on file in the office. In addition, copies of the child's emergency medication and Individual Plan documents will be stored in the child's classroom first

aid kit and the emergency evacuation bag to be taken with the child when they move to alternate areas of the program.

A Beach Friends form will be created and posted in each classroom alerting all staff to all enrolled children who have a known allergy. This form will be updated and aligned to medication consent documents. Staff will be instructed to check notices listing children and their specific allergens and medications.

Required Forms and Documentation of Care Plan

Families and the Health Care Provider (HCP) will need to complete several forms which will be provided. Each separate medication prescribed requires a health care provider to complete a Written Emergency Medical Consent form (OCFS-LDSS-7002) and complete the Individual Allergy and Anaphylaxis Emergency Plan (OCFS-6029). These forms will be renewed every 6 months. The program will complete an Individual Child with Special Health Care Needs Plan (OCDF-LDSS-7006) which will be reviewed and signed by the parent and director.

Acceptance of and Storage of Emergency Medication:

All emergency prescription medications-(epinephrine auto injectors or asthma inhaler or nebulizer) must be given to Beach Friends in an original prescription container with the child's full name, medication name, and dosage and time duration. If over-the-counter medication is supplied such as; diphenhydramine (generic Benadryl) this must be in the original package complete with any inserts. Medication given to Beach Friends must match medication listed on the Consent to Administer Medication Form and the Individual Allergy and Anaphylaxis Emergency Plan (OCFS-LDSS-7002 & OCFS-6029) forms **exactly**. Nebulizer and asthma inhaler chambers will be cleaned after administration. Parents will be notified when emergency medication is administered. If epinephrine auto injector is administered to a child they will be transported to the nearest hospital. Parents and NYS Office of Children and Family Services, and the Health Care Consultant on record will be notified of the event.

Emergency medication will be stored out of the reach of children in the child's classroom Emergency Bag, and accompany the child to any area the child may move into (classroom, walks, and alternate play areas).

Strategies to Reduce Exposure Risk

Beach Friends

Beach Friends is a peanut, nut free zone. Families are informed of this policy upon enrollment. When handling food, all staff will check ingredients before serving and check the posted allergy charts in each classroom to ensure no child has a known allergy and ensure a child with a known allergen does not come near the product known to cause a reaction. If an allergen food item is found, staff will remove the product from the area to be either thrown away or sent home at pick up time with the parent. Handwashing and surface cleaning of all eating areas will occur prior to placing food on the surface. Any items used in program activities will be pre-examined to ensure no known allergen is present in the ingredients. Children will not be offered food items of unknown ingredients and children will not trade or share foods served. Parents of children with a known allergy can provide lists of "safe" foods to the program. Staff will always check with parents of children with known allergies prior to a new food being introduced to the classroom.

Beach Friends will maintain and post a form listing each child with an allergy on a general list which will be posted and communicated to all teaching staff in each classroom of the program.

- 1. check lunch bags daily
- 2. Check outside food ingredients
- 2. selective seating if needed
- 3. post allergies on the bulletin board
- 4. meetings with staff members

Training of Staff to Administer Emergency Medication:

All professional staff including the staff assigned to the child identified with an allergy and an Emergency Health Care Plan will be trained to prevent, be alert to and able to recognize and respond to the signs and symptoms of allergic reactions, know how to contact emergency services or 911, know where the HCP and medication is stored for the child and be capable of responding to and administering medications prescribed to the child in the event an emergency occurs. Training will address administration of epinephrine injectors, asthma inhalers and /or nebulizers.

Training may be done through CPR/First Aid certification, AU Health services office and/or the College of Nursing and Public Health licensed personnel, online through OCFS approved training programs or by the child's parent. Documentation of completed training will be maintained on site and renewed yearly or whenever necessary.

Beach Friends will routinely monitor staff changes to ensure new staff receive the training specifically on the program's Health Care Plan and are informed of and aware of any children attending the program with known allergies. A review of each child's Individual Allergy and Anaphylaxis Emergency Plan and Individual Healthcare Plan, training in administering emergency medications will take place. This information will be added to the New Employee Policy and Procedure checklist each employee completes. A listing will be posted in each classroom identifying the children who have allergies and /or specialized action plans and medication. Medication consents and individualized plans will be updated every six months or whenever new information about the child's allergies is made available to the program.

Signs and symptoms of allergic and/or anaphylaxis reaction:

Anaphylaxis is a multi-system allergic reaction. Symptoms of anaphylaxis usually involve more than one part of the body such as: skin, eyes, lungs, heart, gut and brain.

Some symptoms include:

- Shortness of breath, wheezing or coughing
- Pale or bluish skin, faintness, weak pulse, dizziness
- Tight or hoarse throat, trouble breathing or swallowing
- Significant swelling of the tongue or lips
- Many hives over the body, widespread redness
- Vomiting a lot, severe diarrhea

Anaphylaxis must be treated right away, accidental exposure to a known allergen is a great risk. The key to preventing a potentially serious reaction in a child with a known allergy is avoiding exposure to the relevant allergen. However, there are many children, especially young children, who are not aware of an allergy until they are exposed to the allergen or have an anaphylactic reaction. It is essential that Beach Friends has detailed plans for avoiding accidental exposure to allergens for children with identified allergens and recognizing and treating allergic reaction and anaphylaxis in all children. If an exposure and reaction to a known allergen were to occur staff would implement the following:

Recognize signs and symptoms of child's reaction. Medication consent forms and Individual Allergy and Anaphylaxis emergency plan MUST be child specific with signs and symptom to ensure staff will know time to give necessary medication.

Identify (if possible) the allergen

Administer emergency medications aligned with care plan of child

Call 911

The program will notify OCFS, the program's Health Care Consultant and child's parents/guardians of the situation and current status including administration of any emergency medications. Child will be transported to the nearest hospital under guidance of emergency personnel.

Annual Notification of Families of Anaphylaxis Plan:

This policy will be reviewed yearly by the Director and the Health Care Consultant. Enrolled Beach Friends families will be given electronic copies of the plan and updated in regards to any changes annually.

CHILD NOT PICKED UP IN TIME POLICIES

Children not picked up at scheduled time will remain at the daycare until someone is able to safely pick up their child. If there is no communication, we will call 911. A late fee will be assessed for non-emergency related lateness's.

EFFECTIVE 11/13/19

DATE: 11/7/19

DEAR BEACH FRIENDS FAMILIES,

PLEASE REMEMBER YOU NEED TO PICK UP YOUR CHILLD ON TIME FROM SCHOOL.

THE BEACH FRIENDS POLICY STATES:

PARENTS ARE EXPECTED TO PICK UP THEIR CHILDREN ON TIME AT 5 PM.

CONTRACT STATES:

"I AGREE THAT IF I PICK MY CHILD UP AFTER SCHEDULED CLOSING, I WILL BE CHARGED A LATE FEE OF \$1.00 PER MINUTE THAT I AM LATE, UNTIL MY CHILD IS PICKED UP."

PLEASE RESPECT THE TEACHERS AND STAFF'S TIME BY ARRIVING ON TIME TO PICK UP YOUR CHILD.

AFTER SCHOOL, TEACHERS ARE PLANNING AND PREPARING FOR THE FOLLOWING DAY. WHEN YOU ARRIVE LATE, THEY ARE NOT ABLE TO HAVE TIME FOR PLANNING AND PREPARATION. TEACHERS AND STAFF MEMBERS ALSO HAVE THEIR OWN FAMILIES TO ATTEND TO, SECOND JOBS AND OWN PERSONAL OBLIGATIONS AT 5 PM. PLEASE RESPECT TEACHERS AND STAFF MEMBERS.

IF THERE IS AN EMERGENCY, PLEASE CONTACT VICTORIA TO MAKE ARRANGMENTS FOR YOU CHILD TO BE PICKED UP FROM SCHOOL. PLEASE BE AWARE, INCLEMENT WEATHER IS APPROACHING AND ARRANGEMNET WILL NEED TO BE MADE PRIOR IF YOU ARE UNABLE TO ARRIVE ON TIME.

AGAIN, WE ASK THAT YOU PLEASE CALL US TO MAKE ARRANGMENTS FOR YOUR CHILD.

AGAIN, WE ASK THAT YOU PLEASE BE RESPECTFULL OF YOUR TEACHERS AND STAFF'S TIME BY ARRIVING ON TIME FOR PICK-UP EVERYDAY.

THANK YOU

IMMUNIZATIONS

All children are required to have up to date immunizations records. Please submit updated records when necessary. We will not enrol un-vaccinated children as per state laws, please discuss what is needed privately with the director.

TRANSPORTATION

There will be no transportation available by Beach Friends.

SMOKING AND DRINKING

We have a zero tolerance for smoking and drinking while children are in care.

MEDICATIONS

There is absolutely NO medication administered by Beach Friends.

ALLERGIES

Please inform provider/staff of any allergies your child may have. The Blue card will have a section where you MUST list any allergies. Please update when changed need to be made. A copy of noted allergies will be posted inside the cabinet in the refrigerator.

CALENDAR

We follow the Long Beach/Island Park Public School Calendar. We will be open for summer camp in July and August.

Daily Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00-9:00	Free Play/Breakfast	Free Play/Breakfast	Free Play/Breakfast	Free Play/Breakfast	Free Play/Breakfast
9:00-9:30	Fine Motor	Fine Motor	Fine Motor	Fine Motor	Fine Motor
9:30-10:00	Circle Time	Circle Time	Circle Time	Circle Time	Circle Time
10:00-10:30	ELA	Math	Science	Social Studies	Technology
10:30-11:00	Recess	Recess	Recess	Recess	Recess
11:00-11:30	Music/Movement	Art	Sensory	Library	Free Play
11:30 - 12:00	Lunch	Lunch	Lunch	Lunch	Lunch
12:00-2:30	Library/Rest	Library/Rest	Library/Rest	Library/Rest	Library/Rest
2:30-3:00	Free Play	Free Play	Free Play	Free Play	Free Play
3:00-3:30	Snack	Snack	Snack	Cooking	Snack
3:30-4:30	Centers	Centers	Centers	Centers	Centers
4:30-5:00	Library/Outdoor Play	Library/Outdoor Play	Library/Outdoor Play	Library/Outdoor Play	Library/Outdoor Play

Beach Friends Calendar 2022-2023

July and August 2023 Thursday, July 6 th: First day of Summer Session (School Open) Friday, August 25th : Last day of Summer Session (School Open) September 2023-June 2024 Wednesday, September 6 th : First Day of School (School Open) Monday, September 25th : Yom Kippur (School Closed) Monday, October 9 th : Columbus Day/Indigenous Peoples Day (School Closed) Friday, November 10th : Veteran's Day (School Closed) Thursday, November 23rd and Friday, November 24th : Thanksgiving Recess (School Closed) Monday, December 25th - Friday, December 29th : Holiday Recess (School Closed) Monday, January 1 st : New Year's Day (School Closed) Monday, January 15th : Martin Luther King, Jr. Holiday (School Closed) Monday, February 19th - Friday, February 23rd : Winter Recess (School Closed) Thursday, March 28th: Holy Thursday (School Closed) Friday, March 29th: Good Friday (School Closed) Monday, April 1 st : Easter Holiday (School Closed) Monday, April 22nd - Tuesday, April 30th : Spring Recess (School Closed) Beach Friends Sensory Club Operational Calendar 2023-2024 Monday, May 27th : Memorial Day (School Closed) Wednesday, June 19th : Juneteenth (School Closed) Wednesday, June 26th : Last Day of School (School Open)

NEWSLETTER

A calendar will be uploaded each month to keep you updated on our monthly curriculum, closed dates, fire drills, shelter in place drills, field trips, cleaning days, staff meetings, picture day, report cards, family day and any other important information.

CURRICULUM

We use both traditional and non-traditional approaches to teaching at Beach Friends. Please be sure to view lessons that were learned in school and reinforce them at home. We believe in differentiated instruction across the board. Please see early learning guidelines at ocfs.ny.gov. As for Pre-k students, please see NYSED.gov for Pre-k State Standards.

DAILY SCHEDULE

Brief overview

Toddler Turtle Class

School of Fish Class

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00-9:00	Free Play/Breakfast	Free Play/Breakfast	Free Play/Breakfast	Free Play/Breakfast	Free Play/Breakfast
9:00-9:30	Fine Motor	Fine Motor	Fine Motor	Fine Motor	Fine Motor
9:30-10:00	Circle Time	Circle Time	Circle Time	Circle Time	Circle Time
10:00-10:30	ELA	Math	Science	Social Studies	Technology
10:30-11:00	Recess	Recess	Recess	Recess	Recess
11:00-11:30	Music/Movement	Art	Sensory	Library	Free Play
11:30 - 12:00	Lunch	Lunch	Lunch	Lunch	Lunch
12:00-2:30	Library/Rest	Library/Rest	Library/Rest	Library/Rest	Library/Rest
2:30-3:00	Free Play	Free Play	Free Play	Free Play	Free Play
3:00-3:30	Snack	Snack	Snack	Cooking	Snack
3:30-4:30	Centers	Centers	Centers	Centers	Centers
4:30-5:00	Library/Outdoor Play	Library/Outdoor Play	Library/Outdoor Play	Library/Outdoor Play	Library/Outdoor Play

CONFERENCES

Report card distribution and conferences are scheduled in December and March. Report cards will be given to parents on the last day of school in June as well. All parents are expected to sign up and attend to discuss your child's progress. This can either be a phone conference or a scheduled meeting at Beach Friends.

SCHOLASTIC BOOKS

Parents may order your books at www.scholasticbookclub.com. (School Code: N48P4) By purchasing books, we will gain points and with points, we receive free books.

FIELD TRIPS

Field trips will be held once a month at the day-care. A separate fee is required for field trips, and you may or may not choose to participate in these events. Field trips include, but are not limited to art, music, face painting, science, baby sign language, clown and magicians, hoopla hoops/music, a trip to library, baby yoga and the exploration of animals.

TOYS

Please refrain from having your children bring in toys from home. Personal toys can sometimes create conflicts between children, especially if another child damages or breaks a toy. We will have "Show and Tell" where specific dates and times will allow for your child to bring in their desired toys/things.

SHOW AND TELL

Show and tell will be scheduled on certain days and times. Your teacher will inform you of those designated times. Show and tell is great! It gives children the opportunity to show off their favourite toy/thing. It is fun, and it promotes language and appropriate social interaction. (NO SHOW AND TELL AT THIS TIME)

NAPS AND QUIET TIME

Please review our daily schedule as we have a designated naptime between 12:00-2:00 PM everyday. Remember to please provide a fitted sheet and a small blanket for your child to be used during rest. This will be return everyday due to COVID-19. A clean sheet and blanket are needed daily. Please, DO NOT, bring any extra blankets to school, as we have limited space to store bulky items. If your child does not nap, we will provide a quiet activity for your child. Children will not be woken up before 2:00 PM in the event he/she falls asleep. We cannot customize naptimes for each child.

TOILET TRAINING/DIAPER CHANGING

Beach Friends will document each Urine/Bowel movement using a U and BM on our dry erase board located in our bathroom. Please ask a teacher to give you access to the board to view it when needed. Families, provider, and staff will work together to help your child to

begin the potty-training process. If your child is in the process of potty training, please bring pull-ups with Velcro sides for easy changing. If your child is still in diapers, please provide diaper and wipes. Please remember, we cannot share the use of anyone's diapers. If your child does not have any diapers at the day-care, then a parent must supply them before dropping off. We implemented our own reward system that will be cohesive with our students. Please keep your personal reward system at home for your child.

SUPPLIES

A list of needed supplies will be included in your registration packet. Please submit all supplies to your child's provider or in-site director, in a timely manner. These supplies are used throughout the year. The provider will request more supplies during the school year as needed.

Beach Friends

School Supplies 2022-2023

1 Book bag
1 Flat sheet (not fitted)
1 Sippy cup/cup
1 Folder
1 Bagged Breakfast and Lunch with snacks (daily)
Diapers and wipes as needed
Sunscreen (spray ONLY) and diaper rash creams
Extra clothes

6 Clorox wipes
4 Tissue boxes
1 Size large box of gloves

FOLDERS

Please check your child's folder daily.

COMMUNICATION WITH STAFF

Beach Friends employees should not be addressed with questions or concerns at pick up and/or drop off. An email should be sent to the director and if a meeting is necessary, an appointment can be made. BF staff should not be expected to stay later than the hours they are paid for and have their own families to attend to. Please be respectful of this as we will do the same with your time. Thank you.

CLOTHING

We ask parents to bring in a small plastic bin with their child's name on it. Extra clothing is used in case a child has an accident, gets dirty or wet in an activity. Please make sure to bring clean clothing to replace the soiled ones. Please remember, we cannot use another child's clothes, so please remember to always replenish your child's extra clothes bin.

Please check the weather before sending your child in and dress them accordingly. We cannot change them. Please do not send them in wearing pajamas and ask us to change them into clothing for the day. Please send them dressed appropriately and ready to start the day. This helps our day run smoothly.

Please do not send in clothing for extra-curricular activities for you child to be changed into. If they have dancing school, gymnastics, karate, etc, after school, it is the responsibility of the parents to change them into the necessary clothing for activities.

If your child is in diapers/pull up's, please dress them in comfortable clothing that is easy to take on and off. Sweatpants and leggings are great pieces. Please refrain from jeans, rompers and jumpsuits as they make it more difficult to change in and out of. We're diapering many children multiple times per day and this would be extremely helpful.

SUMMER

Please dress your child in their bathing suits every day in the months of July and August. Please bring extra clothes in a zip lock bag and a towel every day. Good afternoon families, Happy Wednesday! Now that the sunny, warmer weather has arrived, the children will be enjoying more time outside throughout the school day. Thus, we must keep in mind their comfort level, as well as their sun exposure.

SUNSCREEN

* Please remember to apply sunscreen to your child in the morning before they come to school. Parents are responsible for the AM application of sunblock. Staff will apply in the PM.

In addition, please send to school a SPRAY bottle of sunscreen (labeled with your child's name), for us to store here at school. As the weather gets even warmer, the teachers will reapply sunscreen to your child on an as-needed basis each day.

NON-MEDICAL SUNSCREEN FORM

As per OCFS, we are not permitted to apply sunscreen to any child if we do not have a completed non-medical form. If you have not already done so, please complete the attached OCFS non-medical form, and return it with the corresponding sunscreen. If you have already completed a non-medical form, just send in sunscreen, and I will update your form. If you have recently sent in both, please disregard this portion of the memo.

CHANGE OF CLOTHES

Warmer weather also means lighter clothes. We are asking that you send in Spring/Summer clothes (LBELED), to be kept here at school. We will swap out your child's old clothes for the new ones.

*When sent home, please remove the old clothes from your child's backpack to avoid any confusion.

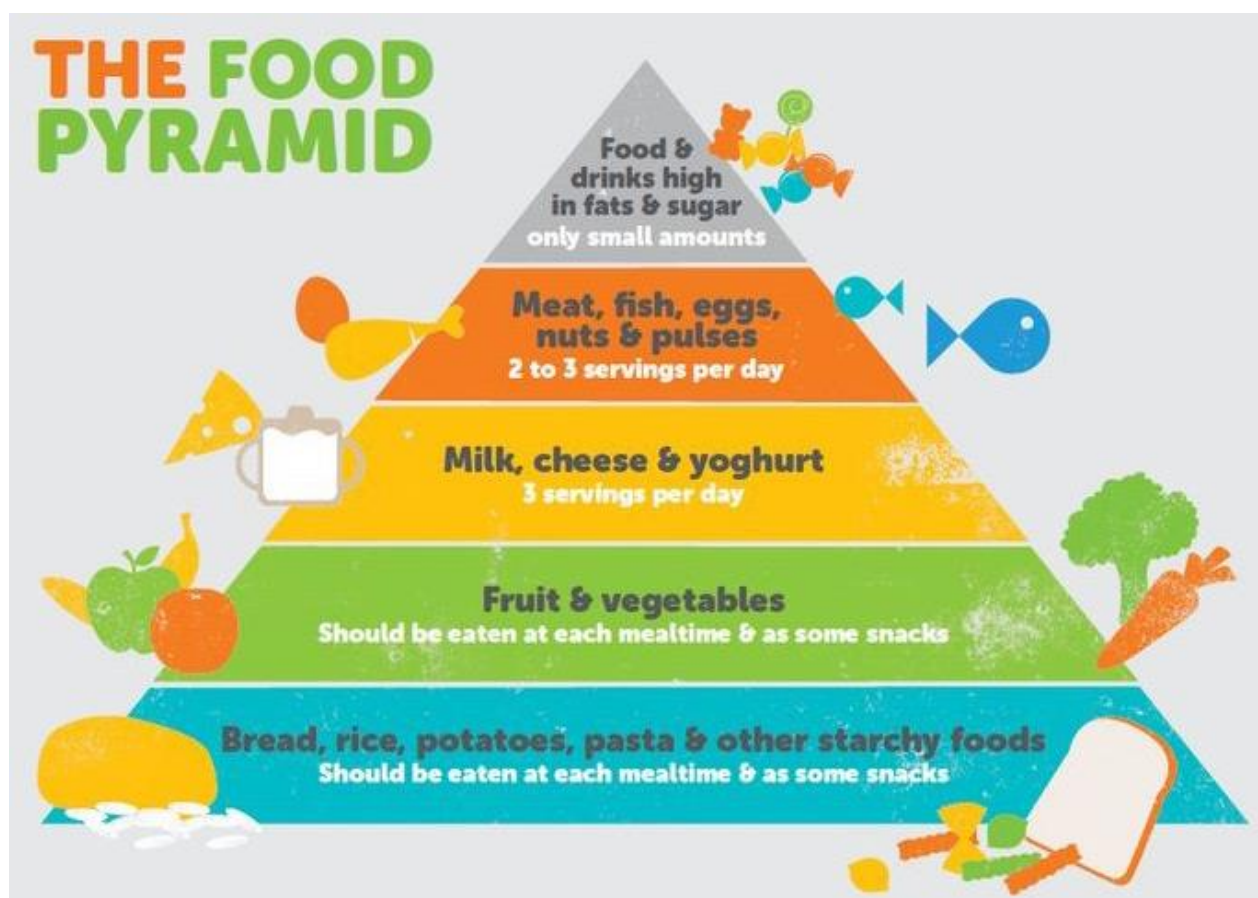
Please let us know if you have any questions. Thank you for your help, and cooperation!
Beach Family

FOOD AND NUTRITION

Breakfast is between 7:00-9:00. Children will not be offered breakfast after this time.

Parents will be notified of unfinished food if it has become a pattern during breakfast, lunch or snack or we suspect sickness/illness. We NEVER discard of any leftover food as this is a mean for you to understand and view your child's eating patterns at school. Parents will bring their own food and snacks for their child every day. Please label, label, and label all containers, bottles etc. We have about 50 different containers that come to and from school each day. We want to ensure all your personal belongings are NOT lost, misplaced, or placed in another child's lunch bag. This ensures all your personal belongings are sent home each day. Parents should also have a water bottle for their child marked with their name, which will be returned at the end of the school day. We always like to keep the children hydrated throughout the day especially in the summer months. WE ARE PROHIBITED TO GIVE CHILDREN BOTTLES DURING REST AS PER OCFS REGULATIONS. PLEASE NO BOTTLES and/or pacifiers AFTER THE AGE OF 2 YEARS OLD. Please bring lunch and 2 snacks ONLY.

Please provide a separate lunch bag with all meals, water, bottles and snacks, The lunch bag will be placed in a lunch craft at the start of the day. Any food not in the lunch bag will NOT be accounted for and assumed for non-day-care purposes.



PICTURE DAY

Picture day will be held in March and October.

FAMILY PICNIC

Beach Friends will host a party in June for families that are were previously enrolled and currently enrolled. This is a wonderful opportunity to meet and mingle with other moms/dads and families.

VENDORS PARTY/FUNDRAISERS

Beach Friends will host a party where vendors can promote their businesses while locals can shop and support small businesses. Fundraisers will be held throughout the year.

TUTORING

Tutoring session are available upon request at Beach Friends. There is an hourly rate attached to this service. Please discuss with the on-site director.

FACEBOOK PAGE

Please visit us at Beach Friends on Facebook for pictures and weekly updates. Our main communication is through the HI Mama app.

Beach Friends

Allergy and Anaphylaxis Emergency Plan Policy

2021-2022

Beach Friends has **not been authorized** to administer medications by NYS OCFS. Beach Friends is allowed by NYS OCFS to administer emergency medications only. Beach Friends will only administer emergency medications to children who have had a health care provider prescribe epinephrine auto-injectors, diphenhydramine (generic for Benadryl) in combination with the auto injectors epinephrine such as (Epi-Pen Jr or AUVI-Q), or an Asthma Inhaler or Nebulizer with medication. If a family has a child who has been prescribed one of these emergency care medications; the child's health care provider must complete an Individual Healthcare Plan (OCFS form 7006), as well as the Individual Allergy and Anaphylaxis Emergency Plan (OCFS form 6029), that indicates specific signs and symptoms of the child in order to know when to provide treatment for the child should an emergency occur.

Beach Friends will **not** stock non-patient specific epinephrine auto-injectors.

The ability to administer emergency medications DOES NOT allow Beach Friends staff to administer THESE medications on a daily basis – these medications are only to be administered in an emergency situation. If a doctor has prescribed continuous administration of an antihistamine, inhaler or nebulizer for a specific period of time, and the administration of the medication would occur while the child is in attendance at Beach Friends, then a family member would have to come to the Beach Friends, and administer the medication per the third-party administration protocol or the child would need to remain at home to ensure medication is given as per HCP instructions.

Screening and Identification of Children with Allergies

Beach Friends will review and plan for known allergens in registered children as follows:

Upon enrollment and yearly child's parents/guardians will be asked if the child has any known allergies. When the child's yearly medical is updated by a HCP the form will be reviewed for any documentation of an allergy need. If a yes response is received, or an allergy is indicated on the HCP documentation, the OCFS required paperwork will be explained and completed and any emergency medications indicated verified before accepted and stored appropriately. The following forms will be given for completion with the parent, provider and HCP:

- **Individual Allergy and Anaphylaxis Emergency Plan** (OCFS form 6029) - developed with parent and HCP reviewed yearly or when staff or HCP changes occur
- **Individual Health Care Plan for a Child with Special Needs** (OCFS form 7006)- developed with parent - reviewed yearly and when staff changes occur
- **Medication Consent Form** (OCFS form 7002)- for each emergency medication a child needs. The Health care provider must complete this form noting child specific signs and symptoms. Specific information regarding the specific child MUST be written in section 7b (writing allergy or anaphylaxis is NOT acceptable). This form must be renewed every six month by HCP noting ant updates. Signatures are required every six months

These documents will provide clear instructions on steps to take if a child is accidentally introduced to a known allergen and be kept on file in the office. In addition, copies of the child's emergency medication and Individual Plan documents will be stored in the child's classroom first aid kit and the emergency evacuation bag to be taken with the child when they move to alternate areas of the program.

A Beach Friends form will be created and posted in each classroom alerting all staff to all enrolled children who have a known allergy. This form will be updated and aligned to medication consent documents. Staff will be instructed to check notices listing children and their specific allergens and medications.

Required Forms and Documentation of Care Plan

Families and the Health Care Provider (HCP) will need to complete several forms which will be provided. Each separate medication prescribed requires a health care provider to complete a Written Emergency Medical Consent form (OCFS-LDSS-7002) and complete the Individual Allergy and Anaphylaxis Emergency Plan (OCFS-6029). These forms will be renewed every 6 months. The program will complete an Individual Child with Special Health Care Needs Plan (OCDF-LDSS-7006) which will be reviewed and signed by the parent and director.

Acceptance of and Storage of Emergency Medication:

All emergency prescription medications-(epinephrine auto injectors or asthma inhaler or nebulizer) must be given to Beach Friends in an original prescription container with the child's full name, medication name, and dosage and time duration. If over-the-counter medication is supplied such as; diphenhydramine (generic Benadryl) this must be in the original package complete with any inserts. Medication given to Beach Friends must match medication listed on the Consent to Administer Medication Form and the Individual Allergy and Anaphylaxis Emergency Plan (OCFS-LDSS-7002 & OCFS-6029) forms **exactly**. Nebulizer and asthma inhaler chambers will be cleaned after administration. Parents will be notified when emergency medication is administered. If epinephrine auto injector is administered to a child they

will be transported to the nearest hospital. Parents and NYS Office of Children and Family Services, and the Health Care Consultant on record will be notified of the event.

Emergency medication will be stored out of the reach of children in the child's classroom Emergency Bag, and accompany the child to any area the child may move into (classroom, walks, and alternate play areas).

Strategies to Reduce Exposure Risk

Beach Friends is a peanut, nut free zone. Families are informed of this policy upon enrollment. When handling food, all staff will check ingredients before serving and check the posted allergy charts in each classroom to ensure no child has a known allergy and ensure a child with a known allergen does not come near the product known to cause a reaction. If an allergen food item is found, staff will remove the product from the area to be either thrown away or sent home at pick up time with the parent. Handwashing and surface cleaning of all eating areas will occur prior to placing food on the surface. Any items used in program activities will be pre-examined to ensure no known allergen is present in the ingredients. Children will not be offered food items of unknown ingredients and children will not trade or share foods served. Parents of children with a known allergy can provide lists of "safe" foods to the program. Staff will always check with parents of children with known allergies prior to a new food being introduced to the classroom.

Beach Friends will maintain and post a form listing each child with an allergy on a general list which will be posted and communicated to all teaching staff in each classroom of the program.

Training of Staff to Administer Emergency Medication:

All professional staff including the staff assigned to the child identified with an allergy and an Emergency Health Care Plan will be trained to prevent, be alert to and able to recognize and respond to the signs and symptoms of allergic reactions, know how to contact emergency services or 911, know where the HCP and medication is stored for the child and be capable of responding to and administering medications prescribed to the child in the event an emergency occurs. Training will address administration of epinephrine injectors, asthma inhalers and /or nebulizers.

Training may be done through CPR/First Aid certification, AU Health services office and/or the College of Nursing and Public Health licensed personnel, online through OCFS approved training programs or by the child's parent. Documentation of completed training will be maintained on site and renewed yearly or whenever necessary.

Beach Friends will routinely monitor staff changes to ensure new staff receive the training specifically on the program's Health Care Plan and are informed of and aware of any children attending the program with known allergies. A review of each child's Individual Allergy and Anaphylaxis Emergency Plan and Individual Healthcare Plan, training in administering emergency medications will take place. This information will be added to the New Employee Policy and Procedure checklist each employee completes. A listing will be posted in each classroom identifying the children who have allergies and /or specialized action plans and medication. Medication consents and individualized plans will be updated every six months or whenever new information about the child's allergies is made available to the program.

Signs and symptoms of allergic and/or anaphylaxis reaction:

Anaphylaxis is a multi-system allergic reaction. Symptoms of anaphylaxis usually involve more than one part of the body such as: skin, eyes, lungs, heart, gut and brain.

Some symptoms include:

- Shortness of breath, wheezing or coughing
- Pale or bluish skin, faintness, weak pulse, dizziness
- Tight or hoarse throat, trouble breathing or swallowing
- Significant swelling of the tongue or lips
- Many hives over the body, widespread redness
- Vomiting a lot, severe diarrhea

Anaphylaxis must be treated right away, accidental exposure to a known allergen is a great risk. The key to preventing a potentially serious reaction in a child with a known allergy is avoiding exposure to the relevant allergen. However, there are many children, especially young children, who are not aware of an allergy until they are exposed to the allergen or have an anaphylactic reaction. It is essential that Beach Friends has detailed plans for avoiding accidental exposure to allergens for children with identified allergens and recognizing and treating allergic reaction and anaphylaxis in all children. If an exposure and reaction to a known allergen were to occur staff would implement the following:

Recognize signs and symptoms of child's reaction. Medication consent forms and Individual Allergy and Anaphylaxis emergency plan MUST be child specific with signs and symptom to ensure staff will know time to give necessary medication.

Identify (if possible) the allergen

Administer emergency medications aligned with care plan of child

Call 911

The program will notify OCFS, the program's Health Care Consultant and child's parents/guardians of the situation and current status including administration of any emergency medications. Child will be transported to the nearest hospital under guidance of emergency personnel.

Annual Notification of Families of Anaphylaxis Plan:

This policy will be reviewed yearly by the Director and the Health Care Consultant. Enrolled Beach Friends families will be given electronic copies of the plan and updated in regards to any changes annually.

COVID-19 POLICIES

WE WILL FOLLOW DEPARTMENT OF HEALTH-INTERMIN GUIDANCE FOR CHILD CARE DURING PUBLIC HEALTH EMERGENCY. HERE ARE SOME OF BEACH FRIENDS EXTRA PRECAUTIONS DURING THIS TIME.

1. PARENTS MUST DROP OFF AND PICK UP OUTSIDE OF THE DAYCARE. NO-ONE IS ALLOWED INSIDE THE DAYCARE AT ANYTIME UNLESS APPROVED BY THE DIRECTOR.
2. CHILDREN AND STAFF MUST WASH HANDS OR USE HAND SANITIZER BEFORE ENTERING DAYCARE.
3. A HEALTH CHECK IS PERFORMED DAILY.
4. PARENTS MUST SIGN A WAIVER THAT INDICATES THEY ARE RESPONSIBLE TO SCREEN AND TEST THEIR CHILD EVERYDAY BEFORE THEY ENTER THE DAYCARE.
5. PARENTS, CHILDREN AND STAFF WILL TRY AND SOCIAL DISTANCE WHEN NEEDED.
6. STAFF MUST WEAR A MASK EVERYDAY. CHILDREN MAY OR MAY NOT WEAR MASKS INSIDE OR IN THE OUTDOOR PLAY AREA. WHEN ON A WALK OR IN PUBLIC, CHILDREN MUST WEAR MASKS.
7. STAFF MUST MAINTAIN A CLEANING LOG WITH DATES AND TIMES OF DESIGNATED AREAS WHEN SANITIZED.
8. SHEETS WILL BE RETURNED DAILY AND A CLEAN SHEET IS REQUIRED EVERYDAY.
9. FREQUENT HAND WASHING IS REQUIRED THROUGHOUT THE DAY.
10. UPDATED MEDICAL STATEMENTS ARE REQUIRED AS PER OCFS REGS.
11. BEACH FRIENDS WILL SANITIZE TOYS EVERYDAY.
12. A NEW STAFF AND CHILD LOG IN SHEET WITH COVID CHECKLIST WILL BE USED.
13. PLEASE NO OUTSIDE TOYS/ITEMS FROM HOME.

If a parent/household is tested positive for COVID-19?

1. Confirm test is positive -of a parent or household member.
2. Notify in writing to the director that the parent/household member has tested positive via HI mama email.
3. Wait 14 days to quarantine/or up to a ten-day waiting period.
4. All family members are to be tested to return to school.
5. Negative COVID-19 test of the child in care are to be given to the director before entering back to school.

BENEFITS and FEATURES of Beach Baby Day-care and Beach Friends

- Experienced provider and staff (over ten years)
- Certified Mastered Teachers
- CDA Trained Teachers
- New (Enthusiasm, NO burnout, Willing to grow and learn)
- Professional Development and Credentials in relation to learning/curriculum
- Talents/background of staff
- Head teacher: CDA Certified.
- Field trip every month

- Report cards
- Picture Day
- Special Events
- Outdoor activities/Nature walks/Science driven
- Daily updates and pictures via text/Facebook page
- Family owned and operated
- Small intimate setting
- Location/neighborhood
- Breast Feeding Friendly
- Health: Nutrition/Mindfulness
- Safety: Natural Alternatives and Environmentally Responsibility
- Mixed Age Groups-kids learn from each other
- Regulations- Meet and Excel

*We are so excited for this upcoming year. We will always do our best to work efficiently with you and your child while creating an open line of communication always.

Please contact the on-site director, Victoria M. Parisi, if you have any questions, comments and/or concerns. Thank you for choosing to be a part of the Beach Friends family. We believe in what we do and are confident that our program will benefit your child.

Love,

Beach Friends

Siblings receive a 10 percent discount.

One-time nonrefundable Registration Fee: \$75.00

Field trips are 1x a month which require a separate fee. You may choose to or not to participate in this activity.

Deposit is required and is based on the days your child is enrolled.

Hello Beach Friends Families!

This is a reminder message for a few of our policies at Beach Friends going into the new year:

1. Payment is due the 1st of the month. If payment is not received by the first week of the month, unfortunately your child cannot attend school until payment is received. Our staff and school rely on tuition to stay working and running.
 2. Tuition is billed on a month to month basis regardless of sickness/start date/vacation/closed dates. etc, as the tuition plans have been calculated taking all of these dates into account, and dispersed evenly throughout the year. This is done so that we are still able to pay our staff/extra staff members/salaries, cleaning services, security cameras, HiMama, academic materials, supplies, monthly utilities, insurance taxes, rent and other expenses to keep the school running.
 3. You must give the director 2 weeks notice of when you will be leaving the program, in order to receive your security deposit back. This is to ensure we can financially prepare for a change in roster. Your deposit can be used to cover your last 2 weeks of care, or it will be returned to you if 2 weeks proper notice is given BEFORE your child leaves the program. Proper notice is defined as: in writing by mail, HiMama message, or email 2 weeks before your child's last day in the program. If you do not give 2 weeks notice or do not reply to contact from the school, you will not receive your security deposit back.
 4. As we now have high enrollment, makeups will not be offered in the new year.
-