

Parent Handbook

The Little Hardy Innovators Inc.

Day Care

“The Future Creators are Children Innovators”



Welcome to The Little Hardy Innovators Inc., where your child/children will embark on their journey to success. The development of our Day Care is to ensure families that we provide a safe, structured and cohesive learning environment for your child. With the knowledge that each child has an individual learning style our program was created to develop social skills along with educational and innovative growth simultaneously.

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History and Mission Statement

In 2008 two sets of siblings, Tizje' and Kahia Little along with Tyree and Sakai Hardy ranging from ages 6-10 baked and sold cookies naming their company "***The Little Hardy's.***" As their parents, we recognized their entrepreneurship, so we assisted them by supporting their creative ideas. We soon realized that encouraging while guiding both children and youth's thoughts of how they view themselves in their future is important. "The Little Hardy Innovators" Day Care was formed in 2011 where "The Future Creators are Children Innovators," is practiced daily.

Goal

To teach, expose and inspire all children enrolled in our center that all things are possible, and cultivate their ideas into attainable goals. We think outside the box no idea is foolish. In a society where most of the population is consumer based and the same thoughts are merely passed around, we strive to be creators that pave the way for women presidents, musicians, publicists, authors, chefs, veterinarians. Our program starts at (6 weeks to 12 years), we believe in starting young for their little minds are like sponges and this is a critical time frame which prepared them for their future life endeavors. Instruments, music, foreign language, animals, colors, shapes, fruit, presidents, and countries, will be a part of our curriculum. As you will see we are not babysitters, we believe in the socialization and the educational well-being of each and every child. We also are aware that children learn differently some are visual hands on learners, and some text book learners our program is designed to meet their individual needs.

Enrollment

- Applications are available online at www.littlehardyinnovators.com

Attendance Policy

- Regular attendance is expected for all participants. Parents who frequently have children absent from the program will be spoken to verbally with a follow up letter in writing.
- The Little Hardy Innovators reserves the right to terminate a child due to absences, payment concerns, and unruly behavior between parent/guardian/relative and staff members. A letter with the date of termination will be given specifying the aforementioned in the event of a discharge.

Billing

- Billing Invoices will be sent out weekly which will include the appropriate charges for Day Care services.
- **All fees are due each Monday of the week. In the event that Monday is a holiday and the Day Care is closed the following business day will begin the billing cycle.**
- All fees are due prior to your child/children attending day care.
- We do not accept personal checks. Cash and money orders are accepted.
- A late fee will be charged if a child is picked up after the allotted time agreed upon. **\$1 per minute will be charged per child.** Parents who are consistently late may be asked to withdraw their children from our program both verbally and in writing.
We accept Private Paying as well as. HRA and ACD vouchers applicants.

Mandated Reporting

The Little Hardy Group Family Daycare Facility and all employees in accordance with New York State and the New York State Child Protective System hold the important role of mandated reporter of child abuse or maltreatment. As Childcare Professionals we can be held liable by both the civil and criminal legal systems for intentionally failing to make a report.

Description of the Program

Our daycare center does daily health checks in the morning upon each child or children arrival, which Intel's a physical observation of child for illness, bruising, and rashes that are visible.

Hours of operation 7:00am-6:30pm

Special accommodations can be arranged for 6:00am arrival as well after 6:30pm pickup.

NO CHILD will be accepted after 10:00am this rule will be STRICTLY enforced unless prior notification was made with the Provider.

- Breakfast will be served at 7:30 a.m.
- Social Time/ Story time 8:10 to 9:00
- Adaptive, Etiquette, Instructional development-9:00 to 11:30 a.m. (ages 1 and up)/Infants to 1yr old will receive age-appropriate activities during this time.
- Wash hands/Lunch-11:30am to 12pm
- Music/Dance 12:00pm-12:45pm
- Wash hands/Nap-12:45pm-2:45pm
- 2:45p.m.-3:00pm/ Socialize
- Wash hands/Snack- 3:00p.m.-3:30pm
- Educational games/Explore our world-3:30pm-4:50pm
- Clean-up/Prepare for pick-up- 4:50pm-5:15pm
- Movie/ Free play-5:15pm-6:30pm

Menu Options

The Little Hardy Innovators Daycare is excited to offer specialized food options which includes **ORGANIC/ and VEGETARIAN** menus. In a society that is plagued with obesity, diabetes, and hypertension, we pride ourselves in providing nutritional home cooked meals that facilitate healthy eating habits. On our website we will have a monthly menu available complete with nutritional facts for each meal.

The Little Hardy Field Trip Adventures

The Little Hardy Innovators will offer fun-filled events such as, libraries, parks, museums, cultural institutions, restaurants, sporting events, and performances. In order to participate, all children must have an official Little Hardy Innovators permission slip, signed by a parent or guardian, to attend the trip.

Fire Drills and Evacuations

The fire drill procedure is done each month at the site. In the event of an emergency our local 103rd, Precinct and... Fire Department will immediately be contacted.

Illness/Accidents, Medicine and Emergency Care

- All children require a completed emergency contact form signed by a parent.
- Only minor cuts and bruised will be given first aid treatment. In the event of a serious illness or injury, attempts will be made to reach parent/guardian.
- The staff will NOT administer any medication to children (including Tylenol, Ibuprofen, EpiPen and Asthma Pump).
- The emergency contact information on the registration form is kept on-site for each child. In case of acute medical emergencies, staff will make every effort to contact the parent/guardian immediately. For this reason, it is important that all contact information on the registration form be up-to-date and correct with names and current phone numbers, including work, home, cellular, and any alternate contact information. If the proper persons cannot be reached in the event of an emergency, the student may be taken by ambulance to the nearest hospital. If only one staff member is on duty your child may not be accompanied ...
- Parents or authorized persons are expected to pick up any child who appears too ill to remain in the program. If you are called for an emergency or an ill student, please come as soon as possible.
- Please let "The Little Hardy Innovators" staff know about any significant factors (i.e. lack of sleep, or unusual behavior noted) which might affect the behavior of your child, so that we may care for them properly.

End of Program Procedure

- Both pick-up and drop off service is provided by an independent transportation service for a fee of \$25 a week (see director for details).
- If any adult picking up a child appears impaired, our staff can use professional discretion may suggest someone be called to drive both adult and child home. Please be aware that in order to protect staff and the children, staff may notify authorities if such a request is refused.
- Staff is not responsible for custodial disputes. Children will be released to any adult authorized on the Master Enrollment Form.
- Children who are picked up late more than twice or utilize off-site transportation and does not retrieve child upon drop-off will have to pick up child from the 103rd Precinct. (We strongly suggest in the event of an emergency to notify a staff member about lateness that may occur)

WE RESERVE THE RIGHT TO RELEASE A CHILD WITHIN 30 DAYS OF ENROLLMENT IF THE CHILD/AND OR PARENT DO NOT ADHERE TO THE SET RULES AND REGULATIONS OF OUR PROGRAM.