



Pear Tree Explorers

Welcome to Pear Tree Explorers Home Child Care, Inc.

We are delighted that you have chosen Pear Tree Explorers as your childcare provider. It is our goal to meet and exceed your expectations for childcare.

The information included in this packet is designed to keep you informed throughout your childcare experience with Pear Tree Explorers.

We look forward to working with you to ensure that we provide a secure foundation with optimal learning experience for your child.

Please be sensitive to the fact that your child is in a new environment and each child will adapt quicker than others. Your participation in implementing our policies and procedures will help to ensure their best possible experience.

Should you have any questions, please feel free to directly contact Sekima Sanders, Child Care Director, at 718-219-0402.

Pear Tree Explorers Home Child Care, Inc.

is located at:

118-50 Cross Island Parkway
Cambria Heights, NY 11411

Email: contactus@peartreeexplorers.com

Website: PearTreeExplorers.com

Phone/Fax: 718-219-0402

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A LETTER FROM OUR FOUNDER

“My family moved to our home in 1983. My brothers and I were truly blessed to have been raised in a loving and beautiful environment in Cambria Heights, New York. We were afforded the space and natural resources to run, play and learn so much about the earth and nature.

From watching radiant red cardinals fly or the cutest lady bugs crawl, to chasing colorful butterflies and feeding wandering kittens, our home has always been a fascinating place to grow up. Our home had always appealed to so many children in our extended family as well as our neighborhood friends.

My vision for Pear Tree Explorers Home Child Care was rooted in my desire to share my fun learning experiences with rising learners who have the passion for exploring as myself and my brothers did when growing up in our home.

In our front yard is a pear tree which is how the name of our organization began. Children and passing pedestrians often collect pears from our tree. They are able to enjoy healthy and truly organic pears grown from the soil of our home.

Just like our pear tree, as a child-care provider, I am committed to serving children in my community with a safe, healthy, fun learning environment and valued life-long memories.

-Sekima Sanders, Founder & Owner of Pear Tree Explorers Home Child Care, Inc.

I. MISSION STATEMENT

Our mission is to provide an environment that fosters to the needs of free thinking and compassionate future leaders. We encourage our children to play and learn as well as challenge themselves as they prepare for school years. As caregivers and teachers, we believe that children develop social and emotional skills when in a loving space that celebrates their uniqueness, provides them with tools to express themselves, and allows them to interact collectively with their friends.

We are delighted to be of service in our community by supporting families. It is our goal to work toward rebuilding our economy.

II. CORE VALUES

- **Humility:** When dealing with children, it is essential to exhibit love in our behavior. Kindness, courteousness, generousness and friendliness toward children and fellow workers, are strongly encouraged. We are always the examples to the children we care for, therefore our actions toward them as well as outside of the scope of employment must always model that of high humility and integrity. Patience helps us to accept things about others that we sometimes do not understand. Therefore, we work in a spirit of joy, laughter and love as well work collectively and harmoniously.
- **Honor:** It is a privilege for each of us at Pear Tree Explorers to work with growing children during their tender years of their lives. With the wealth of knowledge that we have acquired throughout our lives, we are in the position to “pay [our best] forward.” As leaders at Pear Tree Explorers we understand that it is not our right but a privilege to provide our BEST care and teach the wonderful children who will one day impact the world. Therefore, it is our duty to provide quality care.
- **Respect:** We are esteemed to embrace variety. Our differences are what make us all unique and together when we apply all the great things that we know, we can build toward greater things. This is why we feel it is of great importance that every person respects one another.
- **Safety:** Our staff members are required to have NYS Health and Safety Certification, First Aid and CPR. In the event of emergencies or evacuations, we are equipped to confidently and diligently secure the safety and well-being of every single person in our care.
- **Professionalism:** As industry leaders, our competences and skills as professionals is what sets us apart. Our punctuality, our conduct, our professional appearance, our business handling, and our overall business structure is what we want to be remembered by, so that we can continue to deliver high quality of service.
- **Associate Recognition:** At Pear Tree Explorers, we understand the importance of celebrating outstanding work and teamwork. We are against favoritism on any level and all recognition will be to those who have earned it. Celebrating is such a fun way to encourage and support the very backbone of our organization and therefore it is a delight for us to give incentives for eligible associates.
- **Community Involvement:** At Pear Tree Explorers, we ‘explore’ various ways to offer community outreach in order to help strengthen our community. Without our community, we have no place.
- **Environmental Awareness:** We encourage our children and staff to support our environment by being mindful of how we use paper, how we discard trash, how we conserve energy as well as how we recycle.

III. OPERATIONS AND ROUTINES

A. Hours of Operations

Monday-Friday: 8:00 am through 6:00 pm

For 3K Students: 8:00 am through 2:20 pm

Drop off cut off time: 9:00am

B. CLOSINGS 2022-2023

| | |
|------------------------------|--|
| INDIGENOUS PEOPLE DAY | OCTOBER 10 TH , 2022 |
| VETERAN'S DAY | NOVEMBER 11 TH , 2022 |
| THANKSGIVING RECESS | NOVEMBER 24 TH - 25 TH , 2022 |
| CHRISTMAS HOLIDAY (OBSERVED) | DECEMBER 23 RD , 2022 |
| NEW YEAR'S DAY (OBSERVED) | JANUARY 2 ND , 2023 |
| MARTIN LUTHER KING DAY | JANUARY 16 TH , 2023 |
| MEMORIAL DAY | MAY 29 TH , 2023 |
| JUNETEENTH | JUNE 19 TH , 2023 |
| INDEPENDENCE DAY | JULY 3 RD - 4 TH , 2023 |
| END OF SUMMER RECESS | AUGUST 28 TH - SEPTEMBER 1 ST , 2023 |

Catastrophic closings due to emergencies including natural disasters, inclement weather, communicable disease spread, etc. will be communicated by phone call, text or email.

C. Supply Lists

Infant Supply List (Ages: 6 Weeks to 18 Months)

1. Diapers/ Pull-ups
2. Diaper Rash Ointment
3. Wipes
4. (2) Bottles
5. Formula / Breast Milk
6. Baby Food
7. (2) Changes of Clothing (including socks)
8. (1) Blanket
9. (1) Fitted Pack and Play Sheet
10. Box of Tissues

Toddler Supply List (19 Month-2.5 Years Old)

1. Pull-ups
2. Wipes
3. (1) Fitted Pack and Play Sheet
4. (1) Blanket
5. (2) Change of Clothing
6. Box of Tissue

Pre-Schooler Supply List (2.5 Years Old to 4 Years Old)

1. (1) Blanket
2. (1) Fitted Crib Sheet
3. (2) Change of Clothing
4. Box of Tissues

D. Daily Schedule



Toddler & 3K Daily Schedule

| | |
|---------|--|
| 8:00am | Drop off |
| 9:00am | Drop Off Cut-off Time / Flash Cards |
| 9:15am | Leisure Play |
| 9:30am | Potty Time |
| 10:00am | Circle Time |
| 10:15am | Activity #1 |
| 10:30am | Activity #2 |
| 10:45am | Leisure Play |
| 11:30am | Group Story Time |
| 11:45am | Potty Time |
| 12:00pm | Lunch |
| 1:00pm | Nap Time |
| 3:00pm | Potty Time |
| 3:30pm | Snack |
| 4:00pm | Leisure Play |
| 4:30pm | Dinner |
| 5:00pm | Potty Time |
| 5:30pm | Independent Reading Time |

IV. POLICIES AND PROCEDURES

A. Disciplinary Policy

We are true believers of the reward system and praising children for good actions is our favorite way to encourage positive behavior. As mentioned in our mission statement, our goal is to provide an environment that fosters to the needs of free thinking and compassionate future leaders. Therefore, use discipline which frightens, demeans, and/or humiliates a child is strictly prohibited at Pear Tree Explorers.

Children who are having difficulty for any reason will be re-directed to another activity with teacher assistance. In the event that a child's behavior is likely to result in harm to the child, others or property, or seriously disrupts group interaction, the child may be separated briefly from the group.

1. Examples of Unacceptable Behavior

| |
|------------------------------------|
| Physical Harm to Others |
| Hitting |
| Biting |
| Yelling or Screaming |
| Kicking |
| Throwing of Objects |
| Climbing on Furniture |
| Grabbing or Pulling of Hair |
| Scratching |
| Pushing or Shoving |
| Tackling |
| Fighting |
| Emotional Harm to Others |
| Bullying |
| Teasing |
| Taunting |
| Use of Profanity |
| Disrespect |
| Breaking of Classroom Rules |
| Disruptive Behavior |
| Destruction of Property |
| Consistent Incomplete Homework |

2. Behavioral Modification Plan of Action

Parents of children who exhibit excessive behavioral concerns will be directed toward a Behavioral Modification Plan of Action. Our goal in this plan is to create action strategies for families to encourage positive behavior.

| Incident | Action Taken |
|--------------------------|------------------------------------|
| 1 st Incident | Initial Contact with Parents |
| 2 nd Incident | Meeting with Parents – Action Plan |
| 3 rd Incident | Written Notice |
| 4 th Incident | Potential Loss of Childcare |

B. Emergency Procedures

If your child is ill while at childcare: We will call you, if you cannot be reached, your emergency contacts will be notified and asked to pick up your child. Please advise your emergency contact persons of this responsibility. Please always update any changes to your contact information. Children with communicable diseases **MUST** be picked up immediately (no more than 1 hour).

If your child is injured while at childcare: Basic First Aid will be performed. In the event of a serious emergency, a parent will be notified and with permission from the parent, the child will be sent to the nearest Medical Center, which is Northwell Hospital at Valley Stream North Emergency Room by ambulance. If parent has any special requirements, he or she will advise our staff member.

In the event of a fire or catastrophic emergency requiring children and staff to vacate the premises;

- P.S 176 located at 120-45 235th Street, Cambria Heights, NY 11411; or
- Saint David’s Episcopal Church located at 117-35 235th Street, Cambria Heights, NY 11411

C. Financial Policy*

Tuition is due on each Friday (holidays included) by 6:00p for the week following.

Tuition is required even when you keep your child home when sick, for holidays or on vacation.

When there are single-day holidays that we are closed, the full week's cost of tuition is still required.

When we are closed for a week or more, tuition for the returning week of childcare is due on the Friday prior to closing.

Tuition is not required for the weeks we are closed.

If your child or household member(s) tests positive for COVID-19 and is/are required to quarantine for 14 days, tuition is still required to be paid.

Tuition can be paid either by QuickPay by Zelle or Google Pay.

Below please find two options for you to access our bank in order to send funds through QuickPay by Zelle or Google Pay.

EMAIL: contactus@peartreeexplorers.com or

CONTACT NUMBER: 718-219-0402

Late fee for late payments will be \$25 for any payments made after 6pm on the Friday prior to childcare with no exceptions. \$25 late payment fee must be paid prior to admittance to childcare on the Monday following.

Termination of Contract: We require at least two-week notice for termination of contract.

Consistent late payments will result in loss of childcare.

D. Food Policy

Please inform childcare provider of any food allergies prior to care, as soon as observed or when made aware by child's physician.

Should you have any special dietary requests (ie, vegan, no-pork, no-red meat, etc.), please bring this to the attention of your childcare provider and you must provide the food you require.

E. Health Policy

**Our program is registered with
New York State Department of Health
to provide care only for well children.
(Please see Health Care Plan LDSS-7021)**

**We do not administer any form of medication
(including ointments/ creams) to children in our
care.**

When a child is brought into childcare, the parent is obligated to inform the child's caregiver of all health concerns (mental or physical), injuries, or disabilities that may affect the child's ability to walk, run, or play (Please refer to the Transparency and Safeguarding Policy). Failing to inform childcare provider of such health concerns, injuries or disabilities is a breach of the childcare contract and could result in termination of childcare.

Daily Health Check

Staff will perform a daily health check on each child upon drop off every morning and at pick up in the afternoon.

The daily check will examine whether or not the child has fever, elevated body temperature of 100 degrees, Skin rashes or unusual spots, marks, abrasions, cuts, scratches or bruises.

Should there be any visible injuries of concern, an incident report will be completed and will require your explanation and signature. We are each child's advocate and caregiver, therefore when there is suspicion of child abuse and/or neglect, we are mandated to report this to the State Central Registry at 800-635-1522.

Signs/symptoms of disease including: Severe coughing, sneezing, breathing difficulty, discharge from the nose, ears or eyes, diarrhea or vomiting.

Should any of these symptoms present themselves the child will be excluded until a medical evaluation allows inclusion. A doctor's note must be submitted stating that the child is not contagious and indicating the date that they can return to daycare.

In order to minimize the spread of illness among children, it is important that parents have arrangements available for alternative care whenever your child shows signs of illness. The following symptoms will necessitate exclusion from Pear Tree Explorers:

Fevers

A temperature of 100° F or higher is reason for exclusion from childcare program. A child who has been sent home with a fever of 100° F or higher may return to Pear Tree Explorers after being fever free for 24 hours without medication.

Fevers are also a common sign of COVID-19. This novel virus is extremely contagious, therefore we reserve the right to exclusion from childcare when a child's temperature is above 99 degrees Fahrenheit. Also, if your child (or anyone in your household) exhibit signs of COVID-19, a note from his or her doctor which states that child is clear to return to school is required.

Severe Colds

Colds with symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and that interferes with a child's ability to eat, sleep or play are reasons for exclusion.

Diarrhea

Bowel movements that are extremely loose, watery and frequent are reasons for exclusion. A child should be free from diarrhea for 24 hours before returning to Pear Tree Explorers.

Diarrhea in children can be extremely contagious. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion. Young children, especially infants, may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea. One or two meals should be eaten during the “24 hours free from diarrhea” (overnight with no meals eaten should not be considered 24 hours free from diarrhea). Secondary symptoms of crying, pain, refusal to eat, etc., must be considered.

Vomiting

Vomiting is a reason for exclusion. As with diarrhea, 24 hours should pass (with at least one meal eaten) without an episode of vomiting before a child returns to Pear Tree Explorers.

Infants can spit up or throw up for many different reasons. With no other symptoms present we would wait to see if an infant threw up a second time before calling the parent to pick up the child.

Rashes

Rashes must be physician diagnosed and cleared in order for a child to be in attendance at Pear Tree Explorers.

Mouth Sores

Mouth sores with drooling are reason for exclusion, unless your child’s pediatrician provides documentation that your child is noninfectious and is clear to be around other children and adults.

Conjunctivitis

Pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye is reason for exclusion. A child may return to Pear Tree Explorers 24 hours after medication is begun.

Teething

Teething is not a reason for exclusion. Teething can cause low-grade fever (under 100 F), crankiness, loose bowel movements and a clear, runny nose. Teething does not cause the exclusionary conditions described above.

Symptoms of Contagious Childhood Disease

Symptoms of contagious childhood diseases are reason for exclusion. Pear Tree Explorers however, adheres to the Americans with Disabilities Act in the application of its disease policies.

Parents should notify us if their child has been exposed to Measles, Chicken Pox, Roseola, CoVid 19, Conjunctivitis (pink eye), Impetigo, Pediculosis (head lice) RSV, Bronchiolitis, Strep Throat, Ringworm and Coxsackie. Exposure to contagious disease is not reason for exclusion as long as child does not exhibit signs of any of the diseases.

Signs of Possible Severe Illness

Signs of possible severe illness, including unusual lethargy, undefined irritability; persistent discomfort, excessive crying or difficult breathing are reasons for exclusion.

Absence

Generally, as a courtesy, please inform Pear Tree Explorers when you decide that your child will be absent. Please explain why you decided to keep your child home. Any illnesses (including fevers, diarrhea, etc.) must be disclosed IMMEDIATELY, so other parents can be informed in case their child was exposed to any infectious diseases. Please send a text or email with that information to 718-219-0402 or peartreeexplorers@gmail.com In order to be readmitted into the daycare, we require:

1. A note from the doctor (if child was seen by his/ her physician) stating (a) a diagnosis (b) the date that your child may return to group care. Your child will continue to be excluded if the appropriate note is not received before the child is brought to school.
2. The most recent time and temperature of child prior to coming to school.

Health Law Requirements

A complete physical examination is required by state law. An updated physical examination is required yearly, on the expiration date of the current physical. Your child will be excluded if their physical has expired until an updated physical has been submitted.

NYS Department of Health sets the following minimum required immunizations for school attendance in Nursery, Pre-K, Daycare, as:

3 Diphtheria Toxoid, 3 OPV, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib as age appropriate.

It is required by law that we report some illnesses to our local health agency. In the event of a contagious illness in our childcare, we will inform all parents or guardians.

SOCIAL DISTANCING AT PEAR TREE EXPLORERS **DURING COVID-19 PANDEMIC**

We reserve the right to utilize precautionary measures in order to prevent and minimize the possible spread of COVID-19 among children, staff and residential occupants.

Effective Immediately,

1. PICK UP TIME MUST BE DOCUMENTED ON SIGN-IN SHEET WHEN DROPPING CHILD OFF.
3. ALL PICK UP PERSONS ARE REQUIRED TO TEXT 718-219-0402 5 MINUTES PRIOR TO ARRIVING FOR PICK UP.
4. MASKS MUST BE WORN BY ANY PERSON WHO ENTERS IN TO BUILDING (COVERING MOUTH AND NOSE).
5. DROP OFF AND PICK UP PERSONS MUST NOT ENTER THE SCHOOL BEYOND FOYER AREA. [SORRY BUT NO USE OF BATHROOM FOR DROP OFF OR PICK UP PERSONS.]
6. CHILDREN AGES 2 YEARS OLD AND OLDER MUST BRING A FACE MASK WITH THEM TO SCHOOL. (PLEASE LABEL).

F. General Inquiries By Email Only

Please understand that we will do our best to attend to your general questions and concerns when possible. You can however find many of your answers right here in the Parent Handbook.

Our greatest priority is the safety and well-being of the children in our care. Therefore, our availability to address your non-urgent concerns during the day is limited.

If you call or text with a non-urgent matter during times when we are closed, we will reply on the next open day of business.

When there is an emergency during closed hours, please text your concern and we will respond as soon as possible. [Please begin your text with the word “EMERGENCY”]

All questions and concerns will be answered at our earliest convenience. We reserve the right to use our discretion when determining what translates as an urgent and non-urgent call or text message.

G. Photo Policy

We love to capture our fun moments throughout the day with photos when we feel it is safe and feasible to do so. We also like to share these photos so that you and our neighbors can see how much fun we have at Pear Tree Explorers. However, in order for us to do so, it is required that each child’s parent signs the Photo Consent Form which will authorize our team to take a photo, send photo by text, or to print or publish photo. Please be sure to sign Photo Consent Form.

H. Pick-Up Policy

It is a very high priority for us to protect and secure our children’s safety and well-being (both physical and emotional). Therefore, we enforce a very strict policy with regards to dismissal of all children in our care.

Authorized pick-up person’s name MUST be written on “Pick-Up Authorization” Form prior to the date and time of pick-up. Regardless of relationship to child, if the person’s name is not on the Authorization Form, the child will not be released. Proper identification MUST BE provided by all authorized pick-up persons.

Phone calls, emails or text messaging will NOT be acceptable in the event of an unforeseen occurrence preventing the authorized persons to come. Please make note

of this and be mindful to include all pick persons' names when filling out and updating the authorization form. Should there be an unforeseen occurrence which will force the authorized pick up person to be late, the child will be retained and you will be responsible for a late fee of \$1.00 per minute late after.

Ample street parking is available. Parking on or blocking the car port is strictly prohibited.

Late Pickups: \$1 per minute fee will be applied to the parent's account which must be paid before the next Monday of childcare. Excessive late payments will result in loss of childcare.

I. Potty Training Policy

By age 36 months old, all toddlers are expected to be fully potty trained. By 36 months old, when your child soils his or her clothing, you will be required to pick your child up immediately. This policy will be strictly enforced with absolutely no exceptions.

J. Tardiness Policy

Please understand that our goal is to provide structure for all of the children in our care. We must adhere to our program and daily schedule (attached) as also a requirement set by OCFS (Office of Child and Family Services). Therefore, we reserve the right to refuse admission into childcare after 9:00am, with only the exception that it is pre-arranged and approved by a qualified staff member.

K. Transparency and Safeguarding of Children Policy

We are very proud to say that most children while in our care, have never had an injury at Pear Tree Explorers. For those very few cases where there were injuries, they have been fairly mild, cared for promptly and reported to the parents immediately.

Our name is "Pear Tree Explorers" because we have created space for all of our children to explore and play while learning. This also means that as we allow all children to play, we monitor and supervise them as well. We have strategically created a play space set up for our children of various stages to explore and play freely and this is part of why our children love coming here, why they learn so much and they are very confident, free-thinking spirits.

As much as we spend time and money on childproofing and safeguarding to prevent possible falls, trips, burns, etc., as children develop motor skills through climbing, running and other physical play or exercise, it may sometimes be impossible for us to prevent all injuries from happening. When they do occur, we are certified to provide First Aid and CPR procedures to care for them and we notify parents as soon as we are aware. In addition to First Aid training and certification, we also coach and train our team to be prepared in various settings to safeguard and protect children of various age groups. Although, we have experienced

incidents resulting in small injuries only, we do however prepare from them to occur. We are sure to stock adequate first aid materials and we contact parents as soon as possible by being sure that our emergency contacts list stays updated. We also ask parents to keep us updated by disclosing all health concerns (physical and mental) so that we can thoroughly assess whether we have the capacity to provide childcare for each child's needs as we are licensed to only care for well children as defined in our Health Care Plan.

When we observe aggressive behaviors by children toward other children, we are sure to redirect the aggressive child while using these times as teachable moments for them to learn to share and that they can have fun while being kind to one another. Children's parents are also expected to carry the same philosophy while at home to encourage children to share, be kind and compassionate toward others.

We have observed through the years of providing childcare that when it comes to incidents resulting in injuries (whether big or small), that some parents seem to be less forgiving when they occur at daycare in comparison to when they occur with them at home. We hope that parents understand and accept that incidents may occur and we must all be transparent with all necessary details whether at school or at home.

Nonetheless, in Pear Tree Explorers' core value "Humility", our integrity requires us to do the right thing at all times as a priority. Therefore, we are always transparent when it comes to presenting details about occurrences. **We expect parents to also be transparent with any and all details and information to allow us to do our work of safeguarding adequately.** This also means that parents are to notify us when they observe their child's behaviors and health concerns that may cause them to be harmful to themselves or to others.

L. Visiting Policy (TEMPORARILY SUSPENDED DUE TO COVID)

We encourage parents and loved ones to observe their child in childcare during their stay. We would love for parents to come in to spend time when it can be arranged. Since structure, routine and safety for ALL of the children are very important, we require that all visits be pre-arranged in 30-minute intervals. All visits MUST be scheduled prior to the visit.

By signing this form, I agree to adhere and abide by the operations, routines, policies and procedures of Pear Tree Explorers Home Child Care, Inc.

Parent or Guardian Signature

Parent or Guardian Name Printed

Date:



Reasons for Termination of Childcare Contract

| | |
|--|---|
| <p>No reason at all.</p> <p><i>We reserve the right to terminate a childcare contract without providing a reason.</i></p> | <p>Non-compliance.</p> <p><i>When a parent does not follow policies and procedures set by childcare provider.</i></p> |
| <p>Excessive Late Payments.</p> <p><i>Tuition Payments made after 6:00pm on the Friday preceding the week of childcare (Unless otherwise informed.)</i></p> <p><i>When a child's tuition account has had more than three (3) late payments.</i></p> | <p>Our Group Family Childcare Setting Does Not Accommodate Family's Needs.</p> <p><i>We are a registered group family childcare. This means that child must be able to function in a group setting. Also, we are unable to offer customer service during childcare hours. Our culture may not be a good fit for all families.</i></p> |
| <p>Excessive Late Pick Ups.</p> <p><i>Pick Ups made after 6:00pm or past 10-hour childcare day. When a child has had more than three (3) late pick ups.</i></p> | <p>Behavior of Child.</p> <p><i>When a child's behavior causes an unhealthy environment (including but not limited to physical, emotional or mental harm toward themselves, other children in care or staff)-verbally or written as well.</i></p> |
| <p>Excessive Late Drop Offs.</p> <p><i>Consistent drop offs after 9am</i></p> | <p>Inappropriate Behavior of Parent(s) or Authorized Pick Up Person(s).</p> <p><i>When a parent's (or pick up person's) behavior causes an unhealthy environment (including but not limited to physical, emotional or mental harm towards their own child, other children in care or staff.)- This includes verbal or written attacks or threats toward any person. All behavior that violates safety or well-being of any person or causes any form of discomfort or mental anguish toward any person will not be tolerated and will also be reported to the authorities (ie., acts of aggression, obsessive behavior, vandalism, sexual misconduct, nuisance, trespassing, etc.) As mandated reporters, we will contact the authorities when we have any suspicions of neglect or abuse.</i></p> |
| <p>Not Providing Required Supplies.</p> <p><i>When a parent does not provide the required supplies needed to provide our standard of childcare services.</i></p> | <p>Omission or Falsification of Pertinent Facts.</p> <p><i>When there is an omission or falsification of any information about the needs of a child in care provided by parent(s) that is pertinent to the childcare provider's ability to fully assess and/or provide a safe environment for that child, other children and/or staff in a group family childcare setting.</i></p> |

Parent Signature:

Child's Name:

Date: