

Addendum: Learn As You Grow Centers, Syracuse NY

1. Days and Hours of Operation

Learn As You Grow centers are open Monday-Friday from 7:00am - 5:30 pm. Late fees will apply for pick-ups after 5:30 p.m.

The center is closed on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day (Professional Development Day)
- Good Friday (Professional Development Day)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples' Day
- Thanksgiving Day and the day after
- Christmas Day

2. Emergency and Inclement Weather Closing Procedures

In consideration of the needs of our families, we make great efforts to remain open in almost all situations. Should it be deemed necessary to close the center, in the case of severe weather or other emergency situation, communication will be sent to families via BP Connect and notification will be posted on local news networks. Families are responsible for tuition payment in the unlikely event the center is closed on your scheduled day.

If your school district is closed, there will be no UPK classes.

Should the center need to close in the middle of the day, the school staff will attempt to reach the child's families first to arrange for pick up. Should the staff be unable to reach the families, all emergency contacts will be called until pick-up arrangements may be made. Staff will notify the families or emergency contact person at the time of the call of the pickup location should the children need to be evacuated from the childcare center. Families or emergency contact persons should report directly to the alternate location if one is indicated.

3. Clothing and Supplies

Children should be comfortable all day. Please dress your child in play clothes that are easily fastened for independence. Sneakers or rubber-soled shoes must be worn at all times except in infant classrooms. Open toed sandals, jelly shoes, or flip-flops are against health and safety regulations.

Outerwear should be in accordance with the weather. Children will play outside as often as possible, including during the winter months; please be sure they are dressed in proper clothing.

All children should have one extra change of clothing left at the center at all times. Younger children may need more.

Please label all of your child's clothing, boots, hats, mittens, etc. LAYG is not responsible for lost or stolen personal items.

In addition to appropriate outerwear and extra clothing please provide the following for your child on a daily basis -

School Age

- Water bottle

Preschool

- Thin blanket and crib sheet
- Water bottle

Toddlers

- Disposable diapers for the week
- Bib
- Thin blanket and crib sheet
- Water bottle or sippy cup
- Diaper cream (as needed)

Infants:

- Disposable diapers for the week
- Sleep sack and pack n play size crib sheet
- Pacifier (as needed)
- Diaper cream (as needed)
- Bibs
- Bottles - labelled, filled and ready to serve w/ a cap. No glass bottles please.
 - Please note, as per OCFS regulation, bottles may not contain anything other than formula, breast milk, or milk. This includes but is not limited to medications, Karo syrup, Pedialyte, etc.

4. Meals

LAYG provides nutritious meals and snacks that have been approved by a registered dietician and the CACFP (Child and Adult Care Food Program). Our menu is posted for your reference in the hallways along with other important nutrition and safety information.

Our philosophy is to educate children to make healthy eating choices such as choosing whole grain, eating fruits and vegetables, and selecting foods low in sodium. At LAYG, sodium is limited to less than 430 mg per meal at breakfast, less than 640 mg at lunch, and less than 200 mg at snack. A variety of colorful fruits and vegetables (3 or more colors) are served at meals, including two fruits and two vegetables served twice a week at snack. Drinking water is available at

mealtimes and throughout the child's day, both indoors and outdoors.

Our meals are served family style which allows children and staff to sit together to enjoy their meals and snacks. Children are encouraged to try new foods or less favorite foods. Children can serve themselves what they want to eat in a positive social environment. We offer our family style breakfast, which is served at 8:30 (school age children are offered breakfast and snack as they arrive due to their varying bus times). Family style lunch is served at approximately 11:30 and family style snack is served at approximately 3:00.

If your child has a religious or medical condition that prohibits them from eating certain foods on our menu, we will require a doctor's note so that we can provide them with a nutritional healthy alternative based on our approved menus.

In addition to our nutritious meals and family style dining, educators also incorporate planned nutritional education into their classroom routine at least once a week through stories, centers, food activities as well as through practicing healthy eating habits each day. Physical activity with adult lead play and unstructured play, both indoors and outdoors, is also incorporated into daily activities.

Learn As You Grow is a Breastfeeding Friendly Center. If breastfeeding is your family's choice, LAYG is committed to providing ongoing support to breastfeeding mothers within our program. You are more than welcome to come in to nurse your infant throughout the day. The infant classroom has been set up for breastfeeding and storage of breast milk. Please speak to the Center Director if you would like a private space to nurse your infant.

LAYG provides infant cereal and baby food for your child. Parents of infants are asked to bring in an infant feeding schedule to specifically outline their child's feedings.

Infant bottles (that are capped and labeled with the child's first and last name) need to be placed in the classroom refrigerator in the specific space that is labeled with your child's first and last name. Bottles must be ready-to-serve.

When your infant is 12 months old and begins eating table food, we will provide table food as outlined in our daily menu.

We have a "No Outside Food" policy. This policy is in effect due to the large number of children in our care with specific allergies.

This institution is an equal opportunity provider.

5. Food Allergies

Food allergies are a growing concern with children across America. A major issue such as this one needs to be taken very seriously, and it has always been the policy of LAYG to make the safety and well-being of our children a top priority. We cannot guarantee an allergy free environment but take many precautions to reduce the risk of exposure to allergens.

LAYG is a **nut-free facility**. LAYG will not serve any foods containing peanuts or tree nuts. This includes peanut butter & jelly sandwiches, peanut snack mix, peanut butter cookies, etc. No

classroom projects that involve peanut butter will be conducted, such as pinecone bird feeders.

Due to high food allergies and sense of classroom community, families are prohibited from bringing any outside food (i.e., donuts, yogurt, cereal bars, etc.) into the center for their child to eat individually at the classroom table.

Because many children have food/ingredient allergies, we must ask families not to send in homemade treats for celebrations. Our staff closely monitor all store-bought food that is brought into the classroom and take every precaution to keep children with allergies from coming in contact with those foods. If you would like to provide a non-food special treat for the day, your child may bring in stickers, bubbles, coloring pages, or another small item to share with his or her friends. We appreciate your cooperation in this matter.

If your child has a food or ingredient allergy, please contact your Center Director to discuss your child's individual needs.

6. LAYG Licensed Health Care Professional

A licensed Health Care Professional is on staff on a consultant basis and will review medical records and our Health Care Plan on an annual basis. She is also available as needed to discuss individual health care needs.

If your child has any special health needs, such as an allergy to food or products, asthma, seizures, etc. an "Individual Health Care Plan" needs to be completed in conjunction with your physician, LAYG Health Care Professional, and the Director indicating step-by-step instructions regarding your child's medical condition. Children may not begin in care until proper documentation is received.

7. Medications

Written instructions for prescription and non-prescription medications from your child's health care provider must be provided on a Written Medication Consent Form including emergency medications. Families are responsible for keeping consent forms up to date. Only those LAYG employees that are MAT certified will be allowed to administer non-emergency medications such as Tylenol, antibiotics, etc.

All medication must be in its original container. Prescription medications must include the child's name, pharmacy, pharmacy phone number, the health care provider's name, date filled, name of medication, dosage frequency to be given, and date to discontinue if appropriate. Parents must provide medication dispensing tools such as medicine cups or dosing spoons. They must be labeled with the child's first and last name in permanent marker.

Parents are required to fill out a Written Consent Form for over-the-counter topical medications, including sunscreen and diaper ointment as needed.

8. Incident and Injury Reports

Should your child be involved in an incident/accident during the day, a staff member will complete an Incident Report. The Report will be presented to you and discussed at pick-up. Should you feel it is necessary to have an in-depth discussion or meeting, it is more appropriate to schedule the meeting for an alternate time as the teacher is responsible for supervising the remaining children in the classroom during pick-up time. A telephone conference or in person meeting may be scheduled at a mutually agreed upon time.

Families are responsible for any medical expenses incurred because of an injury sustained while under our care.

9. Families Right to Immediate Access

Families of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at LAYG, as provided by law. In cases where the child is the subject of a court order such as a Custody Order, Restraining Order, or Order of Protection, LAYG must be furnished with a Certified copy of the most recent order and all amendments thereto.

If at any time the court ordered documents are updated, we must have the complete updated document to put on file. Prior legal documentation will be followed until revised documentation is received. In the absence of any legal documentation, both biological parents will have equal rights.

10. Curriculum Planning

The LAYG Curriculum regards children as competent and capable individuals, creating opportunities for curiosity and wonder to become a reality, resulting in children who explore, discover, create, adapt, persevere, collaborate, lead, and learn.

Each day, our educators will plan different activities based on the identified interests and inquiry leads of the children, organized according to the topics of building connections and creative discovery, physical literacy, STEM discovery, environmental stewardship, and global citizenship.

Additionally, educators will implement activities that have a standardized component with respect to the academic skills being targeted. These are organized under the topics of Math Discovery and Language and Literacy, encompassing the NYS Early Learning Guidelines and the NYS Pre-K Learning Standards.

Our approach to learning involves hands-on exploration through play, guided questions and meaningful conversations, documentation of meaningful learning moments to launch further learning, individual discoveries, and scaffolded learning designed to activate children's natural curiosity.

11. Description of Age Groups

LAYG accepts children from 6 weeks of age to 12 years. Your child will be placed in the classroom that best suits their chronological age. Classroom transitions will depend on your child's chronological age, developmental readiness, and availability in the next classroom.

Infants (6 weeks – 18 months): Our Infant program focuses on meeting each child's individual needs in a caring and trusting learning environment. Our educators understand that each child and family is unique, which is why we take the time to get to know your infant before they even start in our classrooms. We encourage families to visit with their child in our classrooms so that we can form a trusting bond with both the child and parent. This also helps us develop an understanding of each child's at-home habits and routines before they start so we can provide a smooth transition from home to school. We do not attempt to adapt the child to a preset routine or schedule. Each child is on their own eating, napping, and active schedule within our infant classrooms. While interacting with the children in their care, our educators are constantly making observations of the infant's skills and development to intentionally plan for their individualized developmental needs. Curriculum activities are tailored to each infant to best support their development physically, linguistically, cognitively, emotionally, and socially.

Toddlers (18 months – 3 years): Our Toddler program supports process-oriented art and sensory experiences that promote the exploration of materials and the encouragement of creativity. Through these hands-on experiences, children learn different ways to manipulate materials and create products of self-expression. Our learning environments are designed to promote independence and freedom of choice while toddlers develop an understanding of the world around them. Children develop problem solving skills and an understanding of cause and effect through hands-on learning opportunities while also building language, motor, and social skills.

Preschool/PK3 (3 years – 4 years): Geared toward the developmental milestones and curiosities of younger preschoolers, our preschool program provides a variety of learning experiences based on our current theme of study and an array of play-based activities. Our curriculum is based on what our children already know about each study topic and what they wonder or would like to learn. Our educators adapt the available classroom experiences based on their students' interests in order to scaffold and engage them in learning in new ways that are meaningful to them.

PreKindergarten/PK-4 (4 years – 5 years): Developing literacy skills in preparation for Kindergarten is one of the primary goals of our Pre-K program. To meet this goal, we infuse print and literacy experiences into each learning center throughout our classrooms. We also have a dedicated literacy center in each Pre-K room, which provides children with the opportunity to play games with letters and their sounds and use sensory materials such as play dough or sand to write letters. We believe children learn best through play-based experiences, so to teach them these important skills, we incorporate activities such as silly stories with reoccurring letter sounds and we play games that include letter identification. When children are having fun, are interested in the activity, and are using multiple senses, they learn and retain more information. For this reason, we do not use dittos or worksheets in our Pre-K program as they have been found to be less engaging and fun for children.

The curriculum for the older Preschool children is based on two-week-long studies with topics including the changing seasons, community helpers, animal habitats and adaptations, transportation, and wacky science experiments. We always start a new study by asking the children what they already know about the new topic and what they want to learn. Our teachers adapt the curriculum using different learning experiences to meet the developmental needs and interests of each student.

We foster the students' independence by encouraging them to choose which centers they would like to explore during our center time. You will find that our teachers move throughout each area while children are playing to promote social skills, language development, and higher order thinking. During this time, our teachers are also making observations of their students' development and they are planning future challenges which will further their skills as they prepare for Kindergarten.

New York State Universal Pre-Kindergarten is offered as a separate program at various locations. The UPK program will follow the school district curriculum and calendar. If extended day care or holiday care is needed, please see the Director in your building.

School Age (Kindergarten – 11 years): LAYG's School-Age Program supports the development of children's emotional, social, physical, and cognitive skills by referring to the five pillars of character: Respect, Trustworthiness, Honesty, Caring, and Self-Expression. It is through the promotion of these core values that children develop skills they will utilize for their entire lives.

Our School-age Program provides children with a wide variety of both instructional and self-guided activities. Instructional activities may include outdoor games such as basketball, baseball, dodgeball, and soccer, and indoor activities such as board games, cooking projects, and science activities. Our program focuses on inclusion in a non-competitive atmosphere with no requirements other than to try your best and have fun in the process! Each of our centers provides the opportunity for homework completion with the help of our teaching staff.

12. Field Trips

We plan field trips for our children who are 4 years old and older. They will be announced at least one week in advance, and you will need to complete a permission slip allowing your child to attend. Parent participation is encouraged for our field trips. Included in your parent enrollment packet is a copy of LAYG's transportation plan for field trips. A copy of this plan is available upon request. There may be an additional charge for field trips to offset the cost of the trip (fees and buses).

13. Parking Lot Safety

Parking lots can be very busy with traffic coming in and going out while families are walking through the parking lot. For the safety of the children, families, and staff, we ask parents to be sure to follow the flow of the parking lot traffic by following the arrows and obeying the signs for "Bus Exit Only". Please drive extremely slowly in the parking lot. Stay alert for cars, children, buses, etc. Hold your child's hand while walking in the parking lot. The parking lots are striped with lines. Park within the lines rather than in front of the building or in non-designated spots.

The handicapped spots are designated for vehicles with disabled person parking place card or license plates only. It is very important to turn your engine off before exiting your vehicle. Do not leave children unattended in your vehicle.

14. Transportation Authorization

For the safety of the children in our care, we have our families complete a transportation authorization form. This form authorizes the people that are listed to pick up your child from the center.

Photo identification will be required for any authorized person to pick your child up. The information on their driver's license will need to match the information you provided on the transportation authorization.

Parents can change their transportation authorization as needed. Please stop in the office and add or delete any necessary information. We do not accept transportation authorizations via the telephone, as we must ensure the safety of the children in our care. These changes need to be made prior to a new person arriving at the center to pick your child up.

15. Family Code Access

All LAYG centers have a single point of entry. Upon enrollment, parents/guardians will be given a family code to enter the building. This system is in place for the safety of the children and staff of LAYG, however the success of this system requires your cooperation. Please do not share your family code with anyone other than the people you've authorized on the Transportation Authorization Form. When entering or exiting the building, please do not hold the door or unlock the door for anyone else. Everyone who is permitted to enter the building will have his or her own code. Family codes will be deleted in the event LAYG deems any person to be a potential safety concern.

16. Change of Information

It is very important that we have accurate and current information on file including cell phone, home phone and work phone numbers, addresses, etc. If any of this information changes after the initial enrollment paperwork is completed, it is your responsibility to inform the Center Director of these changes immediately and in writing.

17. Notice of Nondiscriminatory Policy

It is the policy of LAYG to ensure opportunity without discrimination or harassment on the basis of race, color, citizenship, religion, gender, gender identity, marital status, age, national origin, sexual orientation, disability, genetic information, amnesty, Veteran status, or any other characteristic as protected by law. LAYG prohibits such discrimination or harassment.