

**516-934-0813**



# Family Handbook

Margaret Whittington  
5 Acre Lane  
Hicksville NY  
516-934-0813  
[Margaret@ournestdaycare.com](mailto:Margaret@ournestdaycare.com)

Dear Parents,

Welcome to Our Nest Daycare! We hope you will find this packet informative and helpful. We urge you to thoroughly read the information before your child begins here at Our Nest Daycare. It will also be helpful to keep as a tool at home should any questions arise throughout the year.

It is our goal to make your child's time here as valuable as possible. Please feel free to contact us at any time with questions, concerns, or comments. We look forward to working together with you to give you the comfort of knowing that your child is in good hands at Our Nest Daycare.

Sincerely,  
Margaret Whittington

## ***Philosophy***

It is our desire to create a loving atmosphere that is conducive to learning educational concepts as well as life skills, and individuality. Our staff strive to teach the children the skill of discerning between right and wrong. We also demonstrate positive values and encourage our students to model those values.

Our Nest Daycare was created to nurture and educate your growing toddler. Our daycare was designed to connect our classroom to nature, create calming, natural and real educational experiences. We believe that childhood should be simple, tranquil, and a time of great curiosity and growth. At Our Nest we nurture our young scientist's spirit by creating educational experiences that foster growth in the cognitive, emotional, and physical sense. Every aspect of our daycare from the food your child eats, the toys available to the paint on the walls, has been hand selected to be the developmental best for your child.

## ***Goals for Our Children***

- To learn about themselves and the world they live in.
- To maintain their natural sense of inquiry.
- To engage in a variety of creative activities.
- To develop motor skills and coordination.
- To build vocabulary and communication skills.
- To experience success.
- To develop a positive self-concept.
- To express feelings and needs in a positive manner.
- To develop an understanding of the needs of others.
- To develop a sense of responsibility.
- To practice the attributes of kindness, friendliness, cooperation, and trust.

Margaret Whittington/ Our Nest is licensed by the New York State Office of Children and Family Services. If you would like to see a copy of the regulations, please let us know and we will hand you a copy for viewing.

## ***Staff Requirements***

Our staff are certified in CPR and First Aid for infants and small children. They are required to update these skills every two years. Each person is responsible for developing, directing, and supervising the daily activity program for the children. Each employee must complete a minimum of 30 hours of training every two years.

Training must address the following topics:

- Principles of childhood development, including the appropriate supervision of children, meeting the needs of children enrolled in the program with physical or emotional challenges and behavior management and discipline.
- Nutrition and Health needs of children.
- Child day care program development.
- Safety and security procedures, including communication between parents and staff.
- Business record maintenance and management.
- Child abuse and maltreatment identification and prevention.
- Statutes and regulations pertaining to childcare.
- Statutes and regulations pertaining to child abuse and maltreatment.
- Shaken baby syndrome.
- adverse childhood experiences, focused on understanding trauma and on nurturing resiliency.

All staff are fingerprinted, screened through NYS Central Register, and signs a conviction policy. Staff are also required to have three letters of qualified references.

### ***Hours of Operation***

Our Nest Daycare is open Monday – Friday from 7 am until 6 pm.

### ***Holidays***

Our Nest Daycare will be closed on the following holidays:

Labor Day, Columbus Day, Veteran’s Day, Election Day, Thanksgiving Break (Thursday and Friday) Christmas (Christmas Eve and Christmas Day), New Year’s Eve and New Year’s Day, Martin Luther King Jr. Day, President’s Day, Memorial Day, July Fourth.

Please note that regular tuition/fees apply regardless of the observed holiday. If there is any change in this schedule, written notification will be given in advance. All families get a 2 week vacation time when tuition does not have to be paid. One months notice for all vacations is required.

### ***Weather Emergency***

Since times have changed, we at Our Nest have decided that we are going to change our policy as well, since schools will be going to remote learning we will be closing with 2 inches or more of snow on the ground. We will have a 2-hour delayed opening for snow accumulation of 1-2 inches.

## ***Enrollment Criteria***

Our Nest Daycare is open from 7:00 am - 6:00 pm. However, to secure appropriate staffing levels at all times of the day, we will ask you to provide the specific hours of care needed for your child, recognizing that you may need to change these hours periodically. Families are asked to adhere to the schedule they choose for their child. However, if you need to alter your child's schedule, please do not hesitate to contact the daycare in writing (text message) to make the necessary schedule changes. We also have a two-week probation period for both Our Nest Daycare and the child.

During the enrollment process you will be required to complete forms regarding:

- Your child's health and development
- Family Information
- Medical authorization and consent form
- An updated physical and immunization record prior to enrollment.

You will also be given this family handbook that outlines the program's tuition and other fees which you will be expected to read and sign. All forms will be kept in your child's file which is confidential and must be updated regularly. Please remember to provide the daycare with additional updates as needed, such as:

- Phone Numbers
- Work Information
- Change of emergency contact and
- Medical information, including allergies

A child can be dis-enrolled at any time for any reason by either the parent or Our Nest Daycare with 2 weeks' notice however should the dis-enrollment be for behavioral reason and other children's safety is at risk then dis-enrollment can be immediate.

## ***Schedule***

Each day at Our Nest is full of educational experiences. These activities include free play, morning meeting, learning activities, music, yoga, sensory stations, sign language, show and tell, table toys, outside play, story time, art projects, gross motor practice, group games, nature, dance, care time, reading, movies, etc.

## ***Daily Information Sheet***

Our Nest no longer uses Information sheets, we now have a Daily Connect App. that (when working) keeps you updated throughout the day of your child's activities.

## **Cultural Diversity**

At Our Nest Daycare, staff will treat children of all races, religions, family background and cultures with equal respect and consideration. Staff provides children of both sexes with equal opportunities to take part in all activities. Staff makes it a firm rule that a person's identity (age, race, ethnicity, language, disability, gender or gender identity) is never an acceptable reason for teasing or rejecting. Staff initiates activities and discussions to build positive self-identity in each child and teach the value of differences. Daycare staff will speak positively about each child's physical characteristics and cultural heritage. In addition, the staff will:

- Build a sense of the group as a community, bringing each child's home culture and language into the shared culture of the daycare so each child feels accepted and gains a sense of belonging.
- Provide books, dolls, puzzles, materials, images, and experiences that reflect diverse cultures that children may not likely see, as well as those that represent their family life and cultural group.
- All curriculum topics are infused with diverse cultural perspectives.

## ***Tuition***

- Registration is ongoing. To ensure a place for your child, please register as soon as possible. We require a \$100.00 nonrefundable deposit to place your child on the waiting list. This \$100.00 will be subtracted from the last month of daycare provided we are given at least one month's notice. As soon as all the paperwork has been completed and the deposit has been paid, your child will be registered. You will be notified as soon as a spot opens for your child.
- Tuition is due in advance with no deductions for any absences, holidays, illness, or closure due to inclement weather, power outages, or other situations beyond Our Nest Daycare's control.
- Tuition must be paid on the due date. If it is not paid, a late fee will be added to the tuition for each day that it is late until it is paid in full. If payment is delinquent for a week or more, care may be suspended until the balance is current. Tuition is due regardless of a child's absence from the program for any reason and is required to hold a child's space. A fee will also be charged for a check returned for insufficient funds. If this occurs, Our Nest will have the option to refuse any future checks.

## ***Programs***

Extended Day Rate (7:00AM - 8:00AM and/or 5:00PM - 6:00PM):

\$50 a month for each extended time if you want 7:00AM till 6:00PM it will be \$100.00 a month plus the regular tuition.

**Any regular drop off before 8:00AM or pick up after 5:00 pm will be considered Extended Hours.**

**Monthly:**

**Weekly:**

Full Day (8am – 5pm):

2 days: \$563	\$130.00
3 days: \$845	\$195.00
4 days: \$1126	\$250.00
5 days: \$1200	\$277.00

### **Attendance**

Most of our children are considered “full time”. It is difficult to offer part time openings due to our limited space. **We do accept children for part time care but if you are part time, your spot is considered “open.”** If someone calls about a full-time spot, the part time parent will be given the option to go full time or lose their spot. Parents are required to pay for their child’s care even if the child is not in attendance.

### **Sign in/Sign out**

Each day your child is signed in and out this will include who drops off and picks up, what time along with a visual health check (required by NYS). So, we would like each parent to look at the times to verify they are correct. Any outside toys brought in at drop off will be given back to the parent to bring home.

Only adults authorized by the child’s guardian on the “Pick Up Authorization Form”, will be permitted to take the child from the premises. All adults picking up the child for the first time will need to show a valid form of identification.

### **Children’s Departure at the End of the Day**

The goal of the staff at the end of the child’s day is to facilitate a smooth transition from the daycare to the care of the parent. Pick up time can be very hectic as several parents may be picking their child up at the same time. Therefore, to protect the children in our care parents and authorized pick-up persons are required to follow the daycare rules.

- Once parents/guardians arrive in the daycare they are responsible for their child (ren), therefore, please see that your child respects the daycare rules.
- Running in and out of the daycare is very dangerous and is not allowed. If you have other siblings with you, please keep them close by.
- Please make a quick phone call to the daycare if you're running a bit late.
- If you are in a rush and would like your child to be ready when you get to the daycare, please call ahead. Staff will get your child and his or her belongings

ready for your arrival. This will ease the stress on the staff, yourself and especially your child.

### ***Legal Limitations***

If there are any legal limitations regarding who may visit or pick up your child, we must have a copy of the court order on file. We will have the parent who enrolls the child(ren) as our main contact if parents do not live together. If you need someone to pick up your child other than the parents, it must be in writing who will be picking up your child, signed and dated. You may call and give permission for any person on the blue card to pick up your child, but it must be put in writing the next day. No one is allowed to pick up your child if they are not on the blue card unless it is in writing first; phone calls will not be accepted.

### ***Late Pick Up***

A late pick up should only be the product of an emergency and all attempts should be made to contact Our Nest Daycare and inform the staff of your situation. A late fee of \$15 will be charged each 15 minutes after the scheduled pick-up time if it is not an emergency.

If we have not heard from a parent by 8:00pm we will begin calling the names on the Emergency Contact List. If we are unable to contact the previously mentioned adults, the police will be notified.

### ***Confidentiality***

All information you share with the staff, to better understand and serve your child, will be kept in confidence unless you request in writing to release information. Sometimes information may need to be shared with Office of Children and Family Services (OCFS) Child Protective Services (CPS) or Department of Social Services (DSS).



## ***Meals***

Our Nest Daycare provides 3 meals and 2 snacks throughout the day. These meals include a breakfast, healthy AM snack, a balanced lunch and a healthy PM snack and dinner.

## ***Children's Physicals and Immunizations***

All children must have a physical to begin receiving care at Our Nest Daycare. Each September you are required to make sure that this annual physical is updated. You will be notified every September that your child needs a physical or immunizations. Your child will not be allowed to continue our program if his/her records are not kept up to date. Please inform us when your child has updated immunizations. When your child is due for any vaccinations it is required, they are kept out for 24 hours and that any vaccinations are done over the weekend.

## ***Staff Physicals and Tuberculin Test***

All staff employed by Our Nest Daycare must have a physical every year, a onetime whooping cough vaccination and a TB test every two years.

## ***Sickness***

Just a reminder to parents - the virus is not living here at the daycare; it is brought into the daycare by sick children. In the event that your child becomes sick while in our care you will be immediately notified, and you have a half hour to respond and an hour to pick up if we don't hear from you, we will notify your emergency contact, In extreme emergencies we have the right to call an ambulance, via the Medical Emergency Form.

Our Nest Daycare has a responsibility to keep all our children as healthy as possible and have found that this sickness policy is the best way to do that. If you have more than one child attending and only one child is sick, then the other child/ren must stay home also. This will help keep as many children from getting sick as we possibly can.

Our Nest Daycare is a "well child" program. This means that the occasional mild cough or cold is not grounds for exclusion. However, if your child experiences any of the symptoms of diagnosis outlined in this Sick Policy, your child will not be permitted to attend.

Exclusion from care is based on symptoms, not diagnosis or cause. For example, if your child gets a fever of 100°F or higher, they are required to stay home whether the fever is caused by a virus, immunizations, or teething. The cause is not what excludes attendance, the symptoms are.

If your child should show symptoms of exclusion at daycare, I am required to separate your child from other children and call you immediately. You or an authorized person on the pick-up list will then need to pick your child up within one hour.

If I cannot reach a parent or do not get any response within 30 minutes, I will begin to call the numbers listed on your child's emergency contact form. Be prepared for illnesses and have a back-up plan. Clients are required to notify me immediately if a child has a contagious illness so I can notify all parents of exposure.

If you (or your contact person) cannot be here within an hour, then I will call an approved (NYS) provider to sit with your child and the charge for that will be \$20.00 an hour.

### **Re-Admittance**

Children must be symptom free for a full 24 hours before re-admittance. The 24 hours begins after your child is symptom free.

Over the counter medications which help to reduce pain/fever only mask symptoms. If these medications are being used and wear off during care hours, I will need to send your child home if it appears they are not able to normally function at daycare or symptoms of exclusion return. I do not administer OTC medications per NYS regulations. If your child is sent home sick, the 24-hour exclusion becomes a 48-hour exclusion minimum.

### **Symptoms of Exclusion**

Children are required to be excluded from daycare if they show any of these symptoms but not just limited to these symptoms:

- Fever of 100°F
- Severe sore throat, coughing or colds that impede daily activities
- Strep throat
- Green/yellow discharge from the nose or eyes
- Ear discharge
- Head lice, nits, or scabies
- 2 or more watery stools within 24 hours
- 1 or more instances of vomiting within 24 hours
- Severe diaper rash
- Conjunctivitis (pink eye)
- Mumps, measles, influenza, pertussis (whooping cough), croup, impetigo, tuberculosis, rubella, rosella, or any other illness covered by routine immunizations.
- Rash anywhere on the body
- A new regimen of antibiotics. Child is excluded for 24 hours after first does.
- Intestinal parasites

- Contagious or transmittable virus/illness.
- Child is too tired or miserable to participate in a normal day of daycare.
- Any new immunizations require 24 hours exclusion
- Any symptom we feel risks the health and safety of the other children in care.
- Any symptoms related to Covid 19 or any variants.

There may be times when a child may be excluded due to the required amount of care, he/she needs when experiencing a common cold or illness. These could be coughs which impede a normal day of activity or unusually excessive discharge. If a child's cold results in any discharge that is unmanageable for us to continue maintaining a sanitary environment, it becomes an exclusion symptom, and the child will need to be picked up from daycare. When sanitary conditions become a question, it is up to our discretion and each instance will be handled on a case-by-case basis. A general rule is if you feel it necessary to call after dropping off to see how your child is feeling you probably shouldn't have brought him/her into daycare.

### **Doctor's Notes**

In certain situations, I may require that a doctor's note/medical form is provided before your child may return to care.

These forms require a written diagnosis from your child's physician (not a nurse) and must contain the following information:

- Child's name
- Diagnosis
- Treatment plan
- Length of recommended exclusion
- Clearance stating the child may return to care without risk of infection to others.

We will make the decision as to whether your child is ready to be readmitted to care. Do not assume that a doctor's note is automatic permission for re-admittance. Re-admission is always at our discretion for the well-being of all.

### **Immunization**

Verification of your child's up to date immunizations must be on file before your child may attend. Immunization records must be kept current while your child is enrolled in the program.

- Children receiving new (never administered) immunizations will be automatically excluded from child-care for 24 hours after the immunization is given regardless of reactions or not. The best way to avoid disruption of care is to schedule immunizations on a Saturday so your child has the weekend to stay home.

Children who exhibit symptoms of exclusion due to immunizations must still follow the exclusion policy. There is no exception to this rule.

### **Dose and Drop**

Giving your child medications such as fever reducer/pain medicine and then bringing him/her to childcare is frowned upon. These medications are “comfort” medications and are used for masking or reducing symptoms during illness only. After the medication wears off, symptoms return, and we cannot administer any medications to the child per NYS. If a child needs these medications to ease illness or symptoms, they are best kept home for the day. Any symptoms in the exclusion list that return after medication wears off, will result in your child needing to be sent home for the day.

### **Masks**

In the case that any mask mandates are placed by NYS we will be following any and all New York State guidelines. This is to protect the children and staff and to try and stop the spread of any infectious disease.

### **Medication**

**We will not administer any medication and are restricted to the policy of New York State Regulations.** Over-the-counter medication is also included in our policy of not administering at this time. This is a New York State Regulation and cannot be broken. Please do not ask us to give your child any medications. If you feel your child needs medication you can come in during the day and give the medication yourself or a family member administer the medication in your absence.

### **Health Plan Policies**

#### **Emergency Health Services:**

- In case of an injury or illness, Ms. Margaret/Ms. Kaitlyn will quickly and calmly evaluate the seriousness of the sickness or injury. If the injury or illness is serious, an ambulance will be called by a staff member.
- Ms. Margaret/Ms. Kaitlyn will call the parents; if they cannot be reached, she will call the other responsible person(s) listed on the child’s blue registration card. If no one can be reached, she will contact the child’s physician.
- Ms. Margaret/Ms. Kaitlyn will go with the child in the ambulance to the hospital. In the event proper supervision is not available for the rest of the children, Ms. Margaret/Ms. Kaitlyn will immediately have the proper supervision in place and follow behind the ambulance as soon as possible.
- Ms. Margaret/Ms. Kaitlyn will be responsible for completing the accident report. This will be kept on file in the child’s records.

## **Ouch Report**

Since minor bumps and bruises are a part of life, we have developed the Ouch Report to inform you of any minor bruises or scrapes that happen throughout the day. Any bites that break the skin by a child as the result of another child must be reported to New York State as this is mandatory in the NYS Regulations. All accidents must be logged in the incident book. Injury reports are filled out and given to the parents to sign, indicating that they have been informed of any accidents and/or illnesses and put in the Daily Connect App.

## ***Outdoor Play***

We like to take the children outside to play as often as possible. Please remember proper clothing for cold and rainy days. If your child has been ill and you prefer him/her to stay inside, please let us know and we will accommodate your wishes. If your child wears a dress to school, please send shorts to wear under it for outside play; they also climb, run a lot and play in sand. Please send sneakers for this active play. We do not recommend sandals. They are dangerous when running and climbing.

## ***Supplies***

Most supplies are given by Our Nest Daycare; however, the following must be up kept by the child's family:

1. Change of clothes **labeled with first and last name**
2. Baby wipes for those in diapers/ pull ups
3. Diaper rash creams
4. Boogie wipes/ tissues
5. Nap time Children's Rest Mat (can be purchased at target) and comfortable blanket and/or pillow for children over 2 years old labeled first /last name
6. Bottles / cups labeled **with child's first and last name**
7. Diapers/ pull ups we change diapers approximately every 2 hours approximately 6 to 7 diapers a day.
8. For Infants any cereal, baby food or formula and sleep sacks if needed
9. For infants teething toys are recommended they will be cleaned and placed back in a labeled bag when the child is done using it.
10. On the 1<sup>st</sup> of every month diapers and wipes are to be replenished by the parent for the next month.

We will inform you when other supplies are running low. in the case we forget to tell you at pickup or drop we will send a text message. **All items kept here at the day care must be clearly marked with the child's name.**

## ***Potty Training***

Our Nest Daycare will follow the home potty training routine you described on the Getting to Know You form. If you are already attending let us know what you are doing at home, and we will work with you. We hope doing this will help your child transition easier both at home and at daycare. If your child goes at least 2 weeks without an accident at home and at daycare, they may come in training underwear. A change of clothes and a few extra pull ups are required.

## ***Birthdays***

We love to celebrate your little one's birthday. Each child will have a party thrown by the staff on his/her birthday. Also, you may bring treats, decorations, or activities. We ask that you discuss all plans with the staff beforehand, as to fit the daily schedule and to become aware of any allergies.

## ***Rest Time***

All our children rest each day. We provide rest mats for our older children and pack and play cribs for infants. These items are sanitized weekly unless the child is sick or has an accident. If either happens then we will wash and/or sanitize them that day.

## ***Walks***

Children love to explore! We often take the children on walks around the neighborhood to allow them an opportunity to explore the world around them. Permission for the children to attend walks is given with this signed family handbook unless there is some reason that a child cannot participate at which point, we must be made aware of the reason.

## ***Notices***

Important notices will be written on the Daily Connect App., and you will also be told at either pick up or drop off. In the case that something comes up after hours we will send a text in a group chat.

## ***Infants***

Parents must give written instructions for preparation and feeding schedule, keeping in mind that we cannot use a microwave to heat formula or food. If you would like, you can send already prepared food and formula.

## ***Fire Drills***

Will be conducted monthly. Fire drills for both the primary and secondary exits will be administered during the hours of operation. We will conduct the fire drills at different times so the children will not be alarmed if it happens when not expected. Our evacuation plan is on the bulletin board by the door for your review. We encourage you to practice fire drills at home on a regular basis as well.

## ***Cleaning the Daycare***

Keeping our Daycare clean is a high priority. We have early mornings, afternoon, and evening cleanings each day. The children's table and chairs are disinfected with bleach and water after each meal and project. Toys are cleaned and/or disinfected often.

## ***Health Habits***

Proper health habits will be taught to the children. We will encourage the children to practice the habits they have been taught. The children will learn and practice.

- Washing their hands before eating, after using the bathroom, and after coming in from outside.
- Flushing the toilet after each use.
- Using tissues for runny noses and then washing hands when finished.
- Covering mouths while sneezing/coughing, then washing hands.
- Using his/her own belongings (brush, combs, hats).
- Putting only edible foods in their mouth.

## ***Food Program***

All children are required to be on the CACFP program which is a federal program. Children over 1 year old must be fed the same daily requirements as the other children unless you have a doctors note for a different feeding schedule and menu.

## ***Proper Dress***

The activities of the daycare often include messy projects with the use of paint, clay, sand, and water. Your child will be more comfortable in washable play clothes that allow freedom to explore and learn. This is especially true in the summer. Sneakers allow your child to move about safely and easily. Sandals are a climbing and running

hazard. Please help us keep your child safe by sending them with the proper attire for their feet. Seasonable clothes for outside play will also allow for more comfort when playing. Please consider the weather and dress your child accordingly.

### ***Visitor Control Procedures***

A visitor is anyone who is not employed by Our Nest Daycare. When parents are dropping off children or picking them up it is **not** necessary to sign in or out; however, it is required at any other time of the day.

Visitors shall be seen as a benefit to the children such as a Fireman coming to visit from the firehouse around the corner. Visitors shall not jeopardize the safety, function or confidentiality of the child, classroom, or the overall daycare.

All visitors are required to sign in upon entry to Our Nest Daycare. They must indicate in writing the date, time, and purpose of the visit. Visitors must sign out when they leave the premises.

### ***Rules of our Daycare***

1. Always walk inside the Daycare.
2. Use indoor voices when inside.
3. Use acceptable language.
4. Do not bring gum, candy or any sugary snacks or drinks
5. Treat toys and learning materials with care.
6. Practice proper manners.
7. Wash hands after bathroom use and before eating.
8. Take care of toys and materials before using others.
9. Communicate with words, not actions.
10. Remain within the group when outside of the Daycare.
11. Rest quietly during rest time.
12. Treat others kindly and with respect.
13. No throwing, hitting, kicking, or biting
14. No outside toys
15. No outside food

### ***Pictures***

We do our best to take as many pictures as we can. All photos will be put on a google drive that only the parents of children enrolled can access. If you would prefer to have the pictures of your child emailed directly to you that can be arranged as well, just let Ms. Margaret/Ms. Kaitlyn know. The pictures that include more than just your child will not be shared on any social media sites unless you have full consent from every child's parent in that photo.



## ***Our Discipline Policy***

Every attempt will be made by our staff to maintain a positive atmosphere where discipline problems are minimal. However, when unacceptable behavior occurs, we will respond in the following manner:

1. Redirect to a different area and/or activity.
2. Verbal reminders about acceptable behavior.
3. A supervised short time for thinking away from the other children.

If unacceptable behavior is an ongoing problem, parents will be notified. In accordance with New York State laws, corporal punishment in any form will never be used at our day care.

## ***Behavior Policy***

When staff is handling a child that is having repeated behavior issues, the following steps will be followed:

1. Verbal contact with the parent about the child's behavior issues along with reports to be signed. Phone calls to the parent will be made as well.
2. A parent conference will be set up to talk about issues and ways that staff and the parents can work together to help the child.
3. The family will be asked to find alternate care. Two-week notice will be given.

## ***Child Abuse and Maltreatment***

Our Nest Daycare is required by New York State to report incidents of suspected child abuse, maltreatment, or neglect. If a staff member has any concern or suspicion, they must report to Child Protective Services (CPS) then she/he is to notify Ms. Margaret/Ms. Kaitlyn immediately. The intent of this policy is to protect children served by Our Nest Daycare in compliance with New York State Regulations as well as Federal directives.

## ***Parent-Teacher Communication***

If you have any questions or concerns about your child's care, please feel free to contact Ms. Margaret/Ms. Kaitlyn at any time. If possible, please send a text instead of a phone call unless you need to have a conversation. If there is an emergency, then please do call the cell 646-541-0847 or home number 516-934-0813. Please be advised that drop-off and pick-up times are not a safe time for parents and caretakers to speak in depth. Each parent will be given a time to call Ms. Margaret/Ms. Kaitlyn and address any questions/concerns about their child's day if requested. Please feel free to call at any time but understand that if you call during the day, you will be limited to a short conversation.

## ***Withdrawal from Daycare***

If for any reason you decide to leave Our Nest Daycare, please contact us immediately and we require a one month's notice.

I have received and reviewed a copy of the Our Nest Family Handbook with a member of the Our Nest staff. I agree to adhere to the guidelines set by Our Nest, as discussed in this Family Guide.

Child's Name: \_\_\_\_\_

Days of the Week Care is Needed: \_\_\_\_\_

Time Care is Needed: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

A copy of NYS Regulations can be found at <https://ocfs.ny.gov/programs/childcare/regulations/> we are a licensed group family daycare.

If you need to speak to anyone at NYS Office of Children and Family Services they can be reached at the above website or

### **New York State Office of Children and Family Services**

Perry Duryea State Office Building  
250 Veteran's Highway, Suite 2A-20  
Hauppauge, New York 11788  
Phone: 631-240-2560  
Fax: 631-240-2567

## ***Withdrawal from Daycare***

If for any reason you decide to leave Our Nest Daycare, please contact us immediately and we require a one month's notice.

I have received and reviewed a copy of the Our Nest Family Handbook with a member of the Our Nest staff. I agree to adhere to the guidelines set by Our Nest, as discussed in this Family Guide.

Child's Name: \_\_\_\_\_

Days of the Week Care is Needed: \_\_\_\_\_

Time Care is Needed: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

A copy of NYS Regulations can be found at <https://ocfs.ny.gov/programs/childcare/regulations/> we are a licensed group family daycare.

If you need to speak to anyone at NYS Office of Children and Family Services they can be reached at the above website or

### **New York State Office of Children and Family Services**

Perry Duryea State Office Building  
250 Veteran's Highway, Suite 2A-20  
Hauppauge, New York 11788  
Phone: 631-240-2560  
Fax: 631-240-2567