Next Gen

Family Handbook



nextgenchildaycare.com

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NextGen Child Daycare Center

nextgenchildaycare.com

History

Next Gen Daycare is an ever-growing learning center with one location and twelve classrooms with students ranging from 18 months to 5 years of age. We strive to accommodate Albany City's families with the quality care they deserve. Next Gen Daycare was founded in 2025, has a focus on STEM Learning, believes children learn best through play, and adheres to a hands–on/minds–on philosophy in teaching and learning.

Mission Statement

At Next Gen Daycare, we believe children learn best through active exploration and meaningful play. Our program combines the wonder of STEM with creative, play-based learning in a safe, nurturing environment. Here, children build confidence, curiosity, and critical life skills while forming strong connections with peers, teachers, and their families. Together, we laid the groundwork for a lifelong love of learning and discovery.

As caregivers and educators, our mission is to provide a safe and developmentally appropriate learning environment that fosters a child's instinct to explore, discover, create, and become a lifelong learner.

Philosophy

We believe that in the right environment, a child's natural curiosity and creativity leads to endless opportunities to gain experience in knowledge and develop a love of learning. We provide that environment at Next Gen Daycare by making it a safe and nurturing place where your child will be encouraged to build, splash, dash, pretend and create their way to exciting discoveries about the world around them. We allow children to join the Next Gen Daycare Family as toddlers and to stay with us throughout their preschool and early Kindergarten years.

Each day with us will be a chance for your child to grow socially, cognitively, emotionally, and physically. As early as infancy, your child will be provided with learning opportunities adapted to fit his or her age, developmental stage, and learning style. Full-day, year-round care and all-day preschool in one location make it possible for you to provide your child with the care and education that will help them become happy, healthy lifelong learners.

Hours of Operation

Next Gen Daycare is open five days a week from 7:00 AM 5:30 PM.

Next Gen Daycare closes for the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Day After Christmas

When one of the listed holidays falls on a Sunday, it will be observed the following Monday, Likewise, if the holiday falls on a Saturday, it will be observed the preceding Friday.

Programs

There are 7 classrooms offered at Next Gen Daycare. They Include:

Room	Age	Ratio	Maximum Group Size	Schedule
Baby Einsteins, Infants Room1	3 months– 18 months	1:4	8	7:30 AM to 5:30 PM
Baby Einsteins, Infants Room 2	3 months– 18 months	1:4	8	7:30 AM to 5:30 PM
Emerging Einsteins, Toddler Room 1	18 months – 36 months	1:5	12	7:30 AM to 5:30 PM
Emerging Einsteins, Toddler Room 2	18 months – 36 months	1:5	12	7:30 AM to 5:30 PM
Emerging Einsteins, Toddler Room 3	18 months – 36 months	1:5	12	7:30 AM to 5:30 PM
Imagination Island, Pre-K Room 1	3	1:7	18	7:30 AM to 5:30 PM
Imagination Island, Pre-K Room 2	4 - 5 Years	1:8, 1:9	21, 24	7:30 AM to 5:30 PM

Licensing Notebook

Next Gen Daycare is a public program voluntarily licensed by the New York State Department of Human Services to serve 60 children. A copy of the licensing rules is available for review in the office and on the web:

Weather Related Closings

Next Gen Daycare will remain open during most severe weather. The Director will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel the care for the following day. If Next Gen Daycare closes early or cancels care for the following day, parents will be contacted and informed of the situation via Brightwheel app messaging and text messages.

Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel home safely.

Enrollment Records

Each fall, Next Gen Daycare completes an audit of enrollment records. At the conclusion of this audit, families will be notified if anything needs to be updated. Some forms must be updated every year, including the Emergency Contact and Medical Consent form.

Other records must be updated throughout the year, such as physical and immunization records. When visiting your child's physician for a yearly "well-child" appointment, please request a copy of your child's physical and most recent immunization record. You may bring these items yourself.

In addition, any time a family's information changes such as address, place of employment or health insurance provider, a new Emergency Contact and Medical Consent form must be completed.

Enrollment Procedures:

Item Checklist Needed Before Care Begins
Signed contract
Signed Handbook Agreement
Child Information Card
Health Appraisal
Immunization Record
Food Policy Agreement (for children requiring formula, milk, or baby food)
Food Program Application
Copy of Driver's License
Registry Clearance (for participation in field trips)
Non-Refundable Deposit (one week of care)

Confidentiality

Confidentiality is a top priority for Next Gen Daycare. Personal information from families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only the first names will be used. In situations regarding behavior problems and/or Incident/Accident Reports, the names of children involved will never be given to families.
Brightwheel app is an app used to communicate between parents and staff. Please know that staff can read messages sent via Brightwheel app. Please keep Brightwheel app communication information, things that you do not mind staff reading.

Tuition

Financial Agreements

Upon enrollment and any changes to tuition, families are provided with a Financial Contract. This contract should be carefully reviewed and checked for errors. The contract states the days and hours your child may be at Next Gen Daycare as well as the amount due bi-weekly. This contract is binding and can only be changed with approval and signatures from parents and the Director.

	Age of Child	Age of Child	Age of Child
	Infants: 3 months – 18 months	Toddlers: 18 months – 3 Years	Pre-K 3 years – 5 years
Weekly	$370.00	$350.00	$350.00
Daily	$85.00	$75.00	$75.00

Fees:

Security Deposit Nonrefundable (per child, added to the first month's tuition: $200

Re-Registration Fee Annual (per child, nonrefundable) $150

Late Payment Fee: Daily $50

Payment Schedule

Tuition is paid using Brightwheel. Please use the parent portal on our website for tuition payments: www.https://nextgendaycare.com. Tuition is due bi-weekly. There is a $50.00 late fee per day for payments not initiated on time.

An invoice will be sent via Brightwheel one day before tuition is due. If you do not receive an invoice, you are responsible for contacting the office and requesting one.

Subsidized Care- DHS

Next Gen Daycare accepts childcare assistance. Parents will be responsible for full payments until authorization has been received, and then a weekly copay after a determined amount has been calculated. If assistance is stopped at any time, parents will be responsible for full tuition payments as of the date the assistance ended.

Multiple Child Discount

Families with two or more children enrolled full-time at Next Gen Daycare are eligible for a 25% discount to be applied to the youngest child's weekly tuition fee.

Late Pick-Up Fee

Next Gen Daycare closes at 5:30 PM, Monday-Friday. Parents will be charged $15.00 for every 15 minutes a child is present after their contracted pick-up time (this will pay for the teachers' time when they must stay past their scheduled-out time). Teachers will record late fees for processing. If there is a late pick-up fee, parents will receive a written notice from the Director stating the amount of the late pick-up fee.

If parents do not arrive to pick up their child from the program by 5:30 PM, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent form. If parents are unable to be reached, staff members will try to contact all emergency contact people. If staff members are unable to contact emergency contact people, the Director will be notified, and they will then notify the Department of Human Services and/or the Albany City Police Department.

Please refer to the Drop Off and Pick Up Policy for additional information.

Insufficient Funds

All payments rejected due to insufficient funds will be charged a $25.00 penalty. Missed payments and late fees must be paid within one week. Repeated incidents could result in the termination of childcare services. A payment plan should be discussed with the office if a family is having trouble making tuition payments.

Delinquent Accounts

Families will be charged $50.00 per day starting on Monday after payment is due. Families that are behind in payments more than two weeks without contacting the Director and setting up a payment arrangement may have their childcare services terminated. For information about assistance programs that will help cover the cost of childcare tuition, please speak with the Director. A payment plan must be agreed upon between family and Center before an account will be considered "in good standing" and no longer eligible for termination. This requires a signed payment plan contract.

Toilet Training Policy

When you feel your child is ready for toilet training, we ask you to begin teaching at home. We will follow through and encourage your child while they are in our care. Daily communication between the parent and day care provider is particularly important.

- The child must show signs of readiness and be able to control their bladder and bowel movements.
- The child must be kept in a diaper, pull-ups, vinyl training pants, or underwear.
- Please keep in mind that the high activity level here at the Center may distract your child from responding to the urge to use the potty more so than at home.
- Staff will never put a child on the pot unless the child is willing.
- Staff cannot wash out soiled clothing per regulations set by the Center for Disease Control. They are required to put soiled clothing in a plastic bag for you to take home and wash.
- Please send them to daycare with loose fitting clothing that your child can manage independently. Try to avoid tight clothing, pants with snaps or buttons, overalls, and tight leggings.
- The child will be encouraged to use the potty every 30 minutes.
- Parents are required to supply the diaper/pull-up or vinyl training pants and extra clothing (including socks) daily.
- A pull-up or diaper will be put on the child during naptime.
- We encourage every child to be toilet trained before transitioning into the preschool room.
- We encourage parents to communicate with their child's teacher throughout the potty-training process.

Holidays and Vacation

Paid Holidays (staff paid)

Next Gen Daycare will be closed in observance of the following holidays:

New Year's Day	Martin Luther King Jr. Day	Presidents' Day
Memorial Day	Juneteenth	Independence Day
Labor Day	Thanksgiving Day	Day After Thanksgiving
Christmas Day	Day After Christmas	

And up to 5 Professional Development days per year

Next Gen Daycare will also be closed for one Staff Training Day every 2 months.

If the holiday falls on a weekend day, Next Gen Daycare will close during the week.

For example, if New Year's Day falls on a Saturday, Next Gen Daycare may close on Friday or Monday. Families will be given a week's notice in the event of additional closing.

Paid Holidays and Professional development days are essential to ensuring the highest quality care and education for your child.

Vacation Days

Each family that attends Next Gen Daycare full-time for at least 1 year and is current with payments will receive 3 days of vacation per calendar year. Please note vacation days are per family, not per child. Any vacation days not used by December 31 of each year will expire. Vacation days may not be used on paid holidays. Please provide the Director with 1 weeks' notice when you wish to use vacation days. Requests to use vacation days must be provided in writing.

Extended Absence

If a child needs to take an extended absence, such as summer break, and wishes to return to the program after a period, a fee of 50% of the monthly tuition must be paid each month when the child is absent. More than two consecutive weeks of non-payment and no contact with the Director could result in termination of enrollment. If possible, notify the director at least one week before an extended absence.

Drop – Off and Pick Up Policy:

Regular attendance is important for children to receive the maximum benefit of our program, including the reduction of separation anxiety and ensuring program continuity for students and staff. Therefore, all children must arrive at school by 8:50 AM.

Having children arrive on time helps them learn consistency and establish important routines. Classroom group meetings are held daily at arrival time where children and teachers discuss plans for the day, share innovative ideas, and provide opportunities for children to be involved in decision–making processes.

Safety is of utmost importance at Next Gen Daycare. Children will be dropped off and picked up at the main entrance, where a staff member will greet them and escort them to classrooms. Once a month, classrooms will have a family pick-up day where families can pick up children directly in the classrooms, allowing children to show off their space. Please arrive earlier on those days to have additional time, notifying teachers of your arrival VIA Bright Wheel.

1. **Designated Drop Off Time:**
    - The Official drop-off time for Next Gen Daycare is between 7:30 AM and 9:00 AM.
    - Please ensure your child is dropped off within this time for a smooth transition into the day's activities.

Next Gen Daycare recognizes that there may be times when it is not possible to get your child to school by 9:00 AM (e.g., doctor's appointments, agency appointments, school appointments). Please call the center in advance to notify us that your child will be arriving late. We ask that you bring in a note verifying the appointment on the day your child is late.

2. **Late Arrivals:**
    - Please notify the Next Gen Daycare director as soon as possible if late arrival is anticipated.
    - The first unexcused late arrival (after 9:00 AM) will result in a verbal warning from the director and a $15.00 per child.

- A second late arrival violation will result in a written warning being issued to you, reminding you of the policy and a fee of $20.00 per child.
- A third late arrival violation will result in an additional fee: $30.00 per child for every 10 minutes he/she is late will be applied to weekly tuition bills (Please refer to the late fee charge chart on page 9).
- Repeated late arrivals may result in a review of the child's enrollment and could lead to further action, such as termination of care.

3. **Sign-In / Sign–Out Procedures:**
   - Parents or authorized guardians will sign up for children in and out each day using the Bright wheel app.
   - This provides a record of attendance in case of emergencies.
   - Parents dropping off children must scan the Brightwheel QR code to check children in.
4. **Communication:**
   - Parents are encouraged to communicate any anticipated delays or changes to the drop schedule as early as possible.
   - This can be done VIA email, phone, or the Brightwheel app application.
   - Upon arrival after 9:00 AM, parents should ring the doorbell or notify staff at the designated entrance.
   - Staff will document the late arrival and inform parents of any applicable fees.
   - Parents are responsible for ensuring their child is safely transferred to a staff member upon arrival.
5. **Exceptions:**
   - Exceptions to the late arrival policy may be considered on a case-by-case basis, particularly for unforeseen circumstances.
   - Prior arrangements for late arrivals should be made with the director.
   - If you are unable to arrive by 9:00 AM daily, you must provide documentation prior to enrollment and meet with the director to discuss alternatives.
   - If you have a scheduled appointment and are unable to arrive by 9:00 AM, a doctor's note is required to permit you admittance into the program on or before 10:30 AM. No child will be admitted into the program after 10:30 AM.
   - To minimize disruptions and transitions, once a child is picked up, they may not return until the following school day. Please be cognizant of this when making appointments.
6. **Importance of Timely Drop-off:**
   - Punctuality is important for maintaining a consistent and organized environment for all children.
   - Punctuality allows staff to prepare for the day's activities and ensures a smooth transition for children.

Late Pick Up Policy and Procedures:

- Children need to have a transition time at the end of the day. Therefore, we ask that families who pick up children arrive no later than 5 minutes before our closing time to permit this transition time and briefly communicate with teachers if necessary.
- If any significant issues need to be discussed, it is suggested that you schedule either a parent/teacher conference or phone call at a time of day that is less busy than pick-up time. All families and children must exit the building at 5:25 PM, 5 minutes before closing.
- Parents who are unable to pick up children by pick-up/closing time for any reason are required to call the emergency contact listed on the emergency contact form to arrange for pick-up.
- If someone other than an authorized person is picking up your child, you must notify the director and complete a release form. We will not release any child to anyone for whom we do not have written authorization.
- If teachers do not know the person picking up a child, they will ask for identification.
- If children are not picked up by dismissal time, the center will follow the following:

1. If parents/guardians have not arrived fifteen minutes after the center's closing time, emergency contacts will be called for pick up.
2. If after thirty minutes we were unable to contact parents/guardians or emergency contacts, we would contact the Albany City Police Department.
3. Closing and pick-up times are strictly enforced as a courtesy to everyone. Late pick-up fees are imposed for anyone not picking up by closing time. Late charges will be automatically added to your account the next business day and must be paid immediately.

Late Fee Charges

Occurrence	Late Fee Assessed	Minutes Late
First Time	$15 per child	First 15 minutes or any part thereof; plus
Subsequently	An additional $20 per child	Each extra 15-minute period or any part thereof, plus
Lateness After 2nd Time Lateness After 3rd Time	$25 per child An additional $30 per child Upon the third day, parents may be asked to keep their child home the following day.	First 15 minutes, Each extra 15 minutes or any part thereof
Persistent Lateness (more than four times)	Should lateness continue, the exclusion policy may increase at the discretion of the center director.	The center reserves the right to assist families in locating alternate childcare
	Fees will be assessed by the next business day and must be paid in full. All fees **MUST** be paid no later than the end of the billing cycle.	

Policy Reviews:

- These policies will be reviewed periodically, and any changes will be communicated to parents in advance VIA Bright Wheel.

Curriculum

Daily Schedule and Activities

Each program has a Daily Schedule tailored to each age group. Next Gen Daycare uses the Early Learning Matters (ELMS) Curriculum.

A Daily Schedule will be provided of your child's program.

Free Choice

"Free-play" (also called child-initiated activities, free choice, self-selection) activities are incorporated into the children's schedules. During free-play, teachers actively participate with the children by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free play is another opportunity for a child to grow socially and cognitively through the development of relationships.

Outdoor Playground

Playground time is incorporated into the daily schedule. Staff members actively engage in activities when prompted by the children. Outdoor Playground time is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play together on the outdoor playground because they are engaged in fewer teacher-directed activities and more child-directed play, being able to choose their friends and who to interact with.

Children will use the indoor playground daily. Teachers, however, may decide to take the children on occasional walks outside annually. Our teachers refer to the Child Care Weather Watch poster from the New York State Department of Public Health to determine whether it is too hot or cold to play outdoors or go for walks. It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.).

Please clearly label all articles of clothing with your child's name. Next Gen Daycare has a few extra hats and mittens, but not enough for every child. If a child is not dressed appropriately for the weather, we will contact parents to provide the appropriate attire. Please ask your child's teacher if you have any questions about appropriate clothing.

Nap/Rest time!

The New York Department of Human Services requires that all children must be provided with a regularly scheduled nap or resting time. Children will not be forced to sleep but may be encouraged to lie quietly for a period. The length of time a child should have to remain resting varies by child. There is no fixed rule regarding the maximum amount of time a child should have to remain resting. Children will be provided with alternative quiet activities if unable to rest.

Children are encouraged to bring a familiar item from home to use during nap/rest time, such as a small blanket or stuffed animal. These items will be stored in your child's backpack or mat bag; there is limited space for storage of such items. Please take this into consideration when deciding which items to bring. All items should be clearly labeled with your child's name, as all class laundry is sent home weekly to be washed.

Multimedia

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movies, television, and computer game titles based upon weekly themes. Children are not required to view part or all a video or television show, or to play computer games. Instead, the activity is offered as one of several centers. All multimedia must have a rating of "E" and must possess an educational theme. Children are limited to a specified amount of time per week they may use or view multimedia; 15 minutes per day or 75 minutes per week.

Weapons/Violent Play

There is a strict policy of allowing no weapons to be played with at Next Gen Daycare. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapons or violent play. If a child brings a weapon to Next Gen Daycare, the weapon will be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

Pets & Visiting Animals

Staff may introduce a class pet to the classroom. Please make sure you share any pet allergies with your student's teachers. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into Next Gen Daycare without first notifying and receiving permission from the Director. Once approved by the director, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

Assessments

Next Gen Daycare uses ELM's performance-based assessments to assess students' levels when entering the program and then every 6 months. Parents are encouraged to work with their child's teacher to assess and meet their child's needs.

Parent-Teacher Conferences/ Assessment Portfolios

Parent-teacher conferences will typically be held twice per year, as well as each time your child transitions classrooms. The goal of the parent-teacher conference is to gain insight into your child's development, both in the center setting and at home. During conferences, your child's development and any goals you may have for your child will be discussed. Next Gen Daycare uses ELM's curriculum developmental checklists to help assess children's development. Parents are encouraged to request conferences whenever they feel it necessary.

Field Trips

Next Gen Daycare offers a variety of experiences both at and away from the center. Field trips where students will be transported will require a “Field Trip Permission Form.” Parents will be notified at least a week in advance of all field trips requiring a “Field Trip Permission Form.” If you do not wish for your child to attend a particular field trip, please find alternative childcare arrangements for that day, as we will not have staff available to stay behind with children not participating in the field trip.

As a participant in our childcare program, your child may participate in short, unannounced field trips, including but not limited to walks as a class around the perimeter of the building and/or nearby neighborhoods; trips to local playgrounds; and trips to local businesses. Teacher-child ratios are always maintained.

A “Parent/Guardian Permissions” form must be completed at the time of enrollment for this type of field trip.

Rules Related to Transportation

Next Gen uses buses for away field trips. Head counts will be taken before leaving the center, after entering the vehicle, during a field trip, after taking children to the restroom, after returning to the vehicle, and upon returning to the center. When children leave the vehicle, the vehicle shall be inspected to ensure no children are left behind in the vehicle.

Meals and Snacks

Group	Breakfast	Lunch	Snack
Preschool	8:00 AM	11:30 AM – 12:00 PM	2:30 PM-3:00 PM

Food Service Policy

At Next Gen Daycare, children are provided with 2 nutritious snacks in the morning and afternoon. Breakfast and lunch meals must be provided by parents and or guardians and abide by the nutritional guidelines established by the child and adult Food Program.

Next Gen Daycare follows the nutritional guidelines established by the child and adult Food Program. Menu will be posted on the daycare website, in classrooms, and in the reception area. You may request a copy to take home if you would like. Children will be encouraged to sample all the foods that are offered but will never be forced to eat. Please inform your child’s teacher if your child cannot eat a certain food or has different dietary needs (e.g., vegetarian, vegan, lactose intolerance) so a substitution can be made. For certain dietary restrictions, you may be asked to provide food from home for your child.

Food From Home

Breakfast and lunch must be provided by families. Children are welcome to bring in treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks with the original packaging. Please check with your child's teacher before bringing any homemade snacks. A list of healthy snack options approved by the USDA and New York State Department of Education is available from the center's nutritionist.

Food Allergies/ Action Plans

If your child has a food allergy, please complete a Food Allergy Action Plan form. This form will be posted in your children's room, as well as in food preparation areas. If medication for an allergic reaction is provided, please have your physician sign the Food Allergy Action Plan as well.

What to Provide

- **Clothing and Items from Home**

Extra clothes, water bottle, sunscreen, small blanket for rest, travel-size pillow, weather-appropriate clothes.

- **Play Clothes**

Please send your child to Next Gen Daycare in comfortable clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Indoor playground time is scheduled every day as an essential part of our planned curriculum.

Children should be dressed appropriately for both indoor and outdoor activities. All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. Your child's teacher will request that you bring a complete change of clothing, including underwear, to be kept at school and replenished as needed. Please be sure to label all items of clothing clearly. Let the teacher know whenever your child's clothing or other items cannot be located.

- **Items from Home**

Next Gen Daycare allows one stuffed animal of comfort item to be brought to school for nap/rest time. We ask that all items brought to the center from home be placed in your child's cubby shortly after arrival by parents. Please clearly label all belongings brought from home. It is recommended that items of value, such as iPods or handheld gaming systems be left at home, due to the risk of damage or theft. Next Gen Daycare is not responsible for lost, stolen, or damaged items.

Arrival and Departure

Arrival

Parents are required to accompany their child into the center and their child's classroom. Parents should also speak with the teacher in the classroom, if only briefly. We encourage parents to communicate with their child's teacher about their child's temperament that day, how he/she slept the night before, whether he/she has eaten that morning, etc. Most children go through periods of difficulty with separating from their parent(s).

This is common and developmentally appropriate.

Try these tips for a successful drop-off:

- Establish a regular, predictable routine. Whether you have a kiss and a hug and go or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is uncertainty. If your child can predict what will happen, separation will not be as difficult.
- Separate once. If you keep coming back into the classroom, it will increase your child's stress. Remember the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for your child!
- Be dependable. Return when promised. Children who are picked up later than expected by parents/guardians may have more difficulty separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time.

Departure

Next Gen Daycare closes at 5:30 PM Monday–Friday. If you are late picking up your child, please provide us with as much notice as possible. Please note that there is a late fee for arriving after 5:30 PM. If someone we are not familiar with is to pick up your child, you must inform your child's teacher in advance of the pick-up. This person must be listed as an authorized person on the Emergency Contact and Parent Consent form. Remind the authorized person that they may be asked for identification, such as a driver's license, to ensure your child's safety. Even if the individual has picked up before, he or she may still need identification if the teacher in charge has never met him or her.

Be sure to say goodbye to your child's teachers so they know you are leaving. Once you have reunited with your child and are departing, Next Gen Daycare is no longer responsible for your child. For safety reasons, please do not let your child run ahead of you inside or outside of the building.

If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact. If parents are unable to be reached, staff members will try to contact all emergency contact people. If staff members are unable to contact emergency contact people, the director will be notified, and she will then notify the Department of Human Services and/or the Albany Police Department.

Attendance

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom. If your child is absent, please call the center by 9:00 AM so your child's teacher may make accommodation to the lesson plan.

If your child is absent for an extended period (more than 5 days), the center should be notified in writing of the date the absence begins and the expected date your child will return. Enrollment will be terminated if a child is absent for a period of 14 days or more, and no notice has been received or contact made by the family.

Health and Safety Policies

Illness

Our priority at Next Gen Daycare is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- Fever of 101 (under the arm) or greater, until 24 hours symptom-free without fever-reducing medication
- Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- Diarrhea (not associated with diet changes or medications) (Two instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed health care professional.
- Blood in stools not explainable by dietary change, medication, or hard stools
- Vomiting (One instance) the child can return after vomiting has been resolved for 12 hours or until a health care provider determines the cause of vomiting is not contagious and the child is not in danger of dehydration.
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious.
- Rash until a physician determines that these symptoms do not indicate a communicable disease.
- Pink eye (conjunctivitis) until after treatment has been initiated for twenty-four hours
- Scabies, until after treatment has been completed.
- Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend childcare.
- Impetigo, until 24 hours after treatment has been initiated.

- Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever
- Chickenpox, until all sores have dried and crusted (usually for 6 days)
- Hand Foot and Mouth sores have dried and crusted and no fever.
- Pertussis, until 5 days of appropriate antibiotic treatment has been completed.
- Mumps, until 9 days after onset of symptoms
- Hepatitis A virus, until 1 week after the onset of illness
- Measles, until 4 days after onset of rash
- Rubella, until 6 days after the onset of rash
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion.
- Herpes simplex, with uncontrollable drooling

A child who becomes ill while at Next Gen Daycare will be isolated in their classroom to limit exposure of other children to communicable disease. An ill child will be isolated to wait for his/her parent to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible.

Next Gen Daycare reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

> ***Parents will be notified by telephone and Brightwheel app. Please contact Next Gen Daycare via phone or Brightwheel app by 8:00 AM whenever your child is ill.**

Notice of Exposure & Reporting Disease

If your child is exposed to a communicable disease, a notice will be shared via a letter home. Additionally, families who signed up for Brightwheel app will receive email notifications of the illness. If your child or anyone in your household becomes ill with a communicable disease, please notify the director immediately.

In the event a child is reported to have a communicable disease, the director will notify the health department.

Hand Washing

Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcare such as the flu, diarrhea, and pink eye. Parents are encouraged to assist their child in the hand washing process upon arrival.

Other times your child (and staff members) will be expected to wash their hands:

- Upon arriving at the center or when changing classrooms
- After each diaper change or use of the toilet
- Before and after mealtimes
- Before and after administering medication

- After managing bodily fluids (mucus, blood vomiting)
- Before and after using the sensory table
- After coming indoors from the playground
- After handling pets and other animals
- After cleaning or handling garbage

Warm, running water (no colder than 60 degrees F) and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. A disposable paper towel should be used to dry hands and turn off the faucet. Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

Medications

Prescription and over-the-counter medications must be given to a staff member in the original container, clearly labeled with the child's full name and birth date. Next Gen Daycare staff will not administer any medication without a signed Medication Authorization Form. Forms can be obtained from your child's teacher or from the Director.

Next Gen Daycare will not administer Tylenol for Fever. To administer Tylenol to a child under 2 years old Next Gen Daycare will need a doctor's note with dosage and time.

Medications are stored in a locked box (refrigerated medications) or in a high cabinet (non-refrigerated medications) while in use at Next Gen Daycare. The Medication Authorization Form must always remain with the medication. Unused medications must be immediately returned to the family and will not be stored at Next Gen Daycare.

Medications are administered only by MAC certified staff. When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given.

Physicals and Immunizations

Each child must have a current physical and immunization record on file at Next Gen Daycare to attend. The physical on file must be updated at least annually; immunization records must be updated whenever a new immunization is received.

Documentation of Accidents/Incidents

Staff members shall document accidents and incidents that occur at Next Gen Daycare using an Accident/ Incident Report and Incident Report on Brightwheel app. The parents shall sign the report the same day as the incident. A copy may be given to the parents. All Accident/Incident Reports must be given to the director to be placed in the child's permanent file.

Documents of Health Incidents

Each time a parent is contacted regarding an ill child or symptoms of illness, a Health Check will be completed on Brightwheel app. All parents will be notified of any communicable illnesses present in the center via a sign posted at the main entrance to the center explaining the illness, as well as Brightwheel

app. In addition, parents with children in the classroom of the infected child will receive an email regarding the illness.

Documents of Allergies

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food-related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of a child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

Documents of Special Health Care Needs

An Emergency Care Plan will be on file for any child with special health care needs (seizures, etc.). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's specific health care needs.

Emergency Medical/Dental Procedure

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Next Gen Daycare staff members to seek emergency medical or dental care from authorized care providers in the event of acute injury. It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.

- If a child becomes ill or injured after arriving at the center, the lead teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the Emergency Contact & Parental Consent form will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the director until a parent arrives.
- If the child requires immediate medical attention: The staff member who witnessed the emergency will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- A staff member who witnessed the emergency will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.
- The director will contact the parents.

Sunscreen & Insect Repellent

All families will be required to supply sunscreen for their child/ren for outdoor activities. A permission slip must be on file before sunscreen will be applied to a child. Sunscreen must be SPF level of fifty or above and will be applied by classroom teachers regularly throughout the day. Parents are encouraged to apply

insect repellent to their child before arriving at Next Gen Daycare for the day, as center staff are not permitted to apply insect repellent.

Mandatory Child Abuse Reporters

As childcare professionals who interact with children daily, each staff member of

Next Gen Daycare is a mandatory child abuse and neglect reporter and must contact the New York State Department of Human Services whenever abuse or neglect is suspected.

Tobacco Use

Cigarettes/ Vapes and smokeless tobacco products are prohibited on premises, including parking lots and outdoor play areas.

Access Policy

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with childcare shall not have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. Unrestricted access means that a person has contact with a child alone or is personally responsible for childcare.

People who do not have unrestricted access will always be under the direct supervision and monitoring of a paid staff member and will not be allowed to assume any childcare responsibilities. The director will assume the primary responsibility of the supervision and monitoring unless he/she delegates it to the lead teacher due to a conflict of interest with the person. Next Gen Daycare Buildings are always locked and only staff may open doors for visitors. If staff do not know the visitor, they shall ask for ID or get the director. The center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is.

If a staff member is unsure about the reason, the director is to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the “Dangerous Adult” procedure. Non-agency people who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises.

A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the New York State sex offender registry:

- Should they not operate, manage, be employed by, or function as a contractor or volunteer at the childcare center.
- Should not be on the property of the childcare center without written permission from the director, except for the time necessary to transport the offender’s own minor child to and from the center. The director is not obligated to provide permission and must consult with their licensing agent first.

Affidavit Policy

At times families may be dealing with difficult situations at home. When legal matters are present in the home, families may need to collect sworn statements for their legal team. Due to the nature of the relationship between caregivers and children, families may choose to ask Next Gen Daycare staff members to provide such a statement. Our program's priority is providing the best possible care when children are away from home and our focus will remain on the child, making sure all their needs are met during what could be a challenging time at home. Next Gen Daycare staff members will not provide written statements or sworn statements of a professional nature to families.

Guidance Strategies

Reasons for Misbehavior

Every adult who cares for children has a responsibility to guide, correct, and socialize children toward appropriate behaviors. These adult actions are often called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility, and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledge the child's efforts and progress, no matter how slow or small, are likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation, and a good understanding of the child. Next Gen Daycare staff will use only positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions: "Am I..."

- Validating feelings?
- Asking open-ended questions?
- Encouraging problem solving?
- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children – not at them?
- Circulating throughout the classroom?
- At the child's eye level?

Understanding Misbehavior

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems.

Listed here are some of the possible reasons why children misbehave:

- Evaluate whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules or is held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry, or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

Preventing Misbehavior

Intervention strategies include but are not limited to the following:

1. One-on-one relationship-building activities such as the I Love You Rituals
2. Utilize mental health, social workers, and psychologists in the service of the child and family. Refer to special needs' programs if available.
3. Class-made books individualized for the student. Individual picture cards to support behavioral expectations.
4. Ways for the student to be of service to the school, others or his or her community.
5. Noticing and describing the child's body, face, and actions, labeling of feelings, and acknowledging our true intent.
6. I Am: Feeling Chart, I Choose: Self-Control Board, and intense work with the Feeling Buddies.
7. Assessing, teaching, or scaffolding missing executive skills.

Biting Program

Before age three, biting is common. When a child repeatedly bites:

1. Identify stressors—not enough structure, too much structure, not enough rest, eating, bowel habits, connection, attunement, etc.
2. Start a stress reduction program at home and school.
    - More touching (skin to skin), massage games (I am saying goodnight to your legs, arms, hands, fingers, head, etc.)
    - I Love You Rituals with attuned interactions.
    - Chest and lap time
    - More schedules and routines

3. Shadow the child and use a teething necklace. There is nothing you can do to help a child learn other ways of getting needs met after the bite has occurred. You must catch the child before the bite. Most bites occur during transitions and unstructured time. Have a person shadow the child who is biting. When the child begins to bite:
    - Toss the teething cloth into the child's gaping mouth. The mouth will close.
    - Firmly say, "STOP. No bite! Ouch! (make pained face) Biting hurts."
    - Say, "You wanted _____ (take an educated guess as to what the child wanted). Say _____ (acceptable words) or do _____ (acceptable action)!"
    - Make visuals of alternatives to biting: Say, "My turn," put up a STOP hand, play with a different toy, move away, etc.

While biting is an appropriate age behavior, it is important to remember it is also unacceptable behavior in a childcare environment.

Severe Biting Policy

The following process will be followed if a child's behavior continuously takes away from the care or safety of others.

- Meeting with parents, teachers, administration to discuss a plan of action to increase positive behavior at school and home. If necessary, an evaluation will be recommended for the child, and the parent will be supplied with contact information for the evaluation. If an evaluation is recommended, the parent will have one month to make the appropriate connection and three months for the evaluation to take place/be scheduled. All documentation must be provided at the office. Failure to respond in a timely manner may result in the child's expulsion from the program.
- Logs must be kept seeking out triggers and patterns for repeated undesired behavior. Upon writing request, these logs will be made available to the parents and/or evaluator.
- If aggressive behavior/ biting occurs two times in the same day the child must be picked up from the center immediately. The child will be removed from the classroom while waiting to be picked up. If the behavior occurs a third time in the same week, the child must be picked up immediately and take the following day off.

Home and School Partnership

Brightwheel app

Brightwheel app is an app to help parents stay connected with their child and teacher during school hours. This is where you can communicate directly with your child's teachers throughout the day. It can also be used to pay your bill with Next Gen Daycare.

Talk to the center director to get set up.

New Family Orientation

Each family is strongly encouraged to schedule a time with the lead teacher to complete a “New Family Orientation.” This orientation is a wonderful time for parents to drop off routine care items (diapers, bottles, etc.) as well as an opportunity to participate in a portion of classroom activities with their child, familiarizing themselves with their child’s routines at Next Gen Daycare. Important policies and procedures are also reviewed with the director at this time, as well as the paperwork required for enrollment completed. Typically, “New Family Orientation” is scheduled one month prior to the start date.

Daily Communication

Next Gen Daycare uses Brightwheel app to communicate, share photos, notes, and incidents.

Newsletters

A monthly newsletter will be posted on the bulletin board in your child’s class. If you sign up for Brightwheel app, a copy will be sent to you. This newsletter provides you with general information and announcements about the center and the detailed weekly themes and announcements.

Cultural Competence

Next Gen Daycare is committed to respecting each child’s and family’s culture and diverse needs. We recognize that culture influences every aspect of a child’s development and is reflected in child-rearing beliefs and practices. We believe it is important to support and preserve the child’s home language usage, faith and beliefs, and cultural traditions. We recognize that children can and will acquire the use of English even when their home language is used and respected.

Next Gen Daycare conducts this philosophy of cultural competence in the following ways:

- Families are treated with respect and sensitivity from our first meeting.
- Families’ financial limitations are respected when planning for activities that could potentially result in additional costs, through the acceptance of DHS payments, and a clear understanding of payment expectations from the time of enrollment.
- We attempt to learn accurate information about each family, their culture, faith, and beliefs, and cultural traditions (we encourage each family, if they feel comfortable, to share this information with us at the time of enrollment). This information is part of the child’s daily plan as it relates to meals and snacks, holiday recognition, etc.
- Families are encouraged to be actively involved in what their child is doing in our program through family “homework”, dress-up days, holiday parties, and volunteer opportunities such as chaperoning field trips.
- Families are asked to inform us of the best way for them to receive communication (i.e., verbal, written, text, email, etc.)
- Families where English is their second language are encouraged and assisted in becoming knowledgeable about the cognitive value for children of knowing more than one language and providing them with strategies to support, maintain, and preserve their home language. Next Gen Daycare will continue to acquire training annually to further our knowledge of culture, language, and diversity.

Room Transitions

Your child will transition to a new classroom when he/she has reached the developmental milestones for a particular classroom. As the time for a transition to a new room approaches, you will receive a letter containing information about your child's transition into his/her new classroom. Both your child's current and future teacher is available to address any questions or concerns you have during the transition process. Before the transition into a new classroom has been completed, parents are encouraged to schedule a meeting with the new teacher to familiarize themselves with the new classroom, children, and curriculum.

Parent Participation

Parent participation is strongly encouraged in our program. Some possible opportunities to participate and contribute to your child's Next Gen Daycare experience:

- Field trip transportation and supervision
- Leading or assisting special projects (sewing, carpentry, cooking, etc.)
- Construction or collection of raw materials for art projects, dramatic play props, etc.
- Eating lunch or snack with your child – please inform the teachers one day in advance.
- Volunteering in your child's classroom

Program Evaluation

Next Gen Daycare asks parents to complete a program evaluation annually. The information gathered from these anonymous surveys is used by the staff to develop goals for our center and to improve the overall quality of care at our center. A parent's point of view is different from a teacher's point of view. Therefore, parent feedback on the evaluations program is especially important to the success of our program and the satisfaction of our families.

Questions/Concerns

If you have a question or concern, do not hesitate to bring it to the attention of the teacher most directly involved.

If the concern is not resolved, the director can be reached at (518) 222-2358 or msfrizzle57@gmail.com

The director is available to assist parents and staff in resolving concerns.

Emergency Procedures

Fire, Tornado, Bomb, or other Emergency Situations

Fire regulations and tornado warning procedures are posted near the exits in each classroom. Fire and tornado drills are conducted every three months; all classrooms are required to participate. In the event of a fire, bomb threat, or other evacuation emergencies, the children and teachers will immediately leave the

building and go to each class's designated spot. Once all children are accounted for, all classes will meet at Albany Center Gallery, 488 Broadway Street, Albany, NY 12207.

In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be called as soon as possible following an emergency. For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency.

Blizzard/ Severe Winter Weather

The director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. The director will post on Brightwheel app to inform parents of the situation. Routine classroom activities will continue until parents arrive.

Missing or Abducted Child

In the event of a missing child, the director will search for the child in the immediate area, while another staff member calls 911 to help with the search.

- If the child cannot be found in a reasonable amount of time, the Director will notify the Albany City Police Department and the child's parents.
- In the event of an abducted child, the director must immediately contact the center owner and the Albany City Police Department, and the child's parents.

Power Failure

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

- If power cannot be restored within a reasonable amount of time, the center will close, and parents contacted.
- The director is responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.
- Activities will resume as soon as possible until parents arrive.

Special Needs Care Policy

Next Gen Daycare is committed to the principle of inclusion and complies with the Americans with Disabilities Act or IDEA. We are committed to every child equally, regardless of their special needs, and will commit to learning more about each child's specific needs and finding the best resources necessary to accomplish our common goal of finding the best care for each child. We believe that including children with special needs can enrich the experience of learning for all children, and Next Gen Daycare will make accommodations for children with special needs within the guidelines of the ADA.

To ensure that we are meeting the individual needs of each child enrolled with an identified.

special need, the following procedures and programs are followed:

- Staff receive ongoing training in inclusion and special needs as related to the specific needs of enrolled children.
- Confidentiality of children and families is respected and always maintained.
- Children with special needs will be included and encouraged to fully participate in their abilities.
- Staff and families collaborate to meet the individual needs of the child.
- Communication with families is ongoing and is responsive to the needs of families.
- The physical environment is free of barriers.
- A variety of teaching strategies are used to meet the individual needs of each child.
- An individualized special needs care plan will be created with the help of the parent/guardian, doctor, and Next Gen Daycare to ensure that all parties are aware of the care practices that need to be in place.
- The special needs care plan will be completed annually or more frequently at the request of the parent/guardian or child doctor.

COVID-19 Closing Billing Protocol

If your child's building closes due to a COVID case or state-mandated government shutdown, tuition will be reduced to 50% the cost during the shutdown unless state grants are in place to cover the loss.

Handbook Agreement

You can find the Next Gen Daycare Family Handbook agreement below or on our website: https://Next Gendaycare.com/

A handbook agreement must be signed and initialized before your child starts their first day.

I have received, understand, and agree to the policies and procedures as outlined by Next Gen Daycare.

_____

Parent / Guardian Signature

_____

Date



Where Your Child Can Grow & Shine

SCAN TO VISIT OUR WEBSITE

nextgenchildaycare.com