



(603) 485-9483

PARENT HANDBOOK

Our Vision Statement

Hurney's wants to create an environment for your child that is warm and friendly. A place where your child feels at home and welcome at all times. Hurney's also wants to be a place where the family, as a unit, feels comfortable and welcome as well. Together we can help children become self-confident and well-rounded individuals. At Hurney's children and families come first!

Enrollment Procedure

After you have decided that Hurney's is the place for your family there are a few items that must be submitted before your child may attend.

- A)** An annual registration fee of \$100 is due every November (this is per child)
- B)** A completed registration form provided by us
- C)** A health form that we provide completed by the child's primary care physician (this form needs to be updated annually) and is due 60 days from start date.

Once all of these items have been returned, the child may start attending his/her age appropriate classroom!

Withdrawal Policy

It is asked that you give two weeks notice before withdrawing your child from Hurney's Nursery & Daycare.

Orientation

Once the decision has been made to enroll your child into our program that will be the time to answer any questions you may have about the parent handbook and if you would like to discuss your goals and concerns with us.

All children transition differently than others, so we take special care during those first couple of weeks. Parents are always welcome to stay as long as they feel they need to. It is a transition for you too!

Open Door Policy

Hurney's has an open door policy. Our doors are always open for families to come in and spend a little extra time with their children. Never feel like it may be an inconvenient time to come and visit. If you have the time our door is open.

Arrival and Departure

Hurney's opens at 7:00am. The doors **WILL NOT** open until that time, so try and plan your mornings accordingly. To make the morning transition as easy as possible for your child, try to allow enough time to assist your child with hanging up their belongings and to say a nice good-bye! This will make both of you happier for the rest of the day.

Hurney's closes at 5:30pm. Parents should arrive a little before this time to insure less rushed transition home. This also allows time for you to discuss your child's day with his/her teacher.

Please take into consideration that our staff wants to get home to their families, so please plan to be no later than 5:30. If you are later than 5:30 you will be charged a \$1.00 per minute late fee. This will need to be paid separately to the staff member that needed to stay with your child.

Parent and Staff Communication

Having an open and cooperative communication between parents and staff is a key element to your child's success in our program. Staff and parents should be keeping each other updated on progress or concerns. Making the link between home and school and keeping it positive and consistent is of great importance to your child's progress.

Newsletters or other important information concerning your child will be in your child's Friday Folder located in their cubby. Other important updates will also be posted to Brightwheel.

If at any time you have concerns about your child please bring them to the attention of your child's teacher. Any problems you may have that you feel need direct attention please address Carrie directly.

Parents are encouraged to drop by or call whenever they feel they need or want to! Remember our doors are always open to you.

Parent Involvement

Parents are vital tools in keeping our center running smoothly. There are always ways for you to be involved! We are always looking for chaperones for field trips. Parents are always welcome at any time. Your involvement is the key to your child's happiness in our program.

Staff Qualifications

Each staff member at Hurney's has the best interest of your child in mind. They share the vision of making Hurney's a warm and friendly place for families to be. Each room has a lead or associate teacher. The lead teacher has a minimum of 18 early childhood education credits. The associate teacher must have at least 9 early childhood education credits.

All of the staff at Hurney's are CPR and first aid certified. These certifications are renewed at the center every two years.

The staff is always learning. Workshops and classes are attended throughout the year to keep staff on their toes about the latest in early childhood education.

Behavior Guidance

Discipline in our program is provided on an individual basis. Every child is different and needs to be approached in that manner. Hurney's follows the guidelines from the *New Hampshire Child Day Care Agency Licensing Rules He-C 40002.16*.

We will provide positive guidance while setting limits that will help your child to eventually self-discipline. Parents will be updated about behaviors that are a call for concern and be asked to help in hindering the problem. Strategies will be discussed, documented and shared with parents.

Toys from Home

Please leave all items from home at home. We understand that the transition from home to daycare can be tough, but there are plenty of activities for your child to be engaged in at the center. Your child should not be expected to share his/her one toy with all of the children, and we do not want to be responsible for lost or damaged items. There will be designated days for the children to bring in items from home and those are the only days items will be permitted.

Payment

Payment for your child's care is due on every Friday of each week. The payment that you make on each Friday is to cover tuition for the upcoming week. Please plan accordingly. Any check received after Friday will need to include a \$5.00 late fee. **Payment is to be made 52 weeks of a year regardless of holidays, vacation or whether or not the child is present.**

Families that are behind in payments more than **3 weeks** without contacting the Director Carrie Boucher and setting up a payment arrangement may have their child care services terminated. For information about assistance programs that will help cover the cost of child care tuition, please speak with the Director. A payment plan must be agreed upon between family and Hurney's before an account will be considered "in good standing" and no longer eligible for termination. This requires a signed payment plan contract.

Calendar

The following dates are paid holidays and vacations:

- The week of Christmas and New Years
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- The second FULL week in July
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and the day after

Inclement Weather Policy

SAFETY IS OUR PRIORITY.

Our staff understands that our decision to open, close or delay school opening during inclement weather often disrupts family schedules. But, as always, our top priority is the safety of our children and staff, so the decision to close or delay opening is not an easy one.

HOW DO WE MAKE OUR DECISION?

Please understand that we make the decision to open or close the center in bad weather based on a careful analysis of all relevant factors, including:

- Amount of snow and/or ice accumulated
- Whether precipitation will continue throughout the day
- Storm timing, trajectory and projection
- Building conditions (such as whether our building's electricity and/or heat service is disrupted)
- If surrounding schools are closed due to the weather, most likely we will be closed too.

WHEN IS THE DECISION MADE?

We strive to make decisions on delays and closings as many hours in advance as possible, in consideration of families who require time to make arrangements. The decision will be made the night before, or in uncertain conditions, no later than **5:30 a.m.** on the morning of the closing. Please remember that communications will be sent as quickly as possible following a decision, via Brightwheel.

The Curriculum

Hurney's is divided into five classrooms, across two locations. The Infant Room, Waddler Room and the Toddler Room are located at 4 Colonial Dr. The Preschool Room and Young Preschool along with an afterschool space are located at 304 Pembroke St. Each room has age specific curriculum goals.

Each room shares the philosophy that each child is an individual and will learn social and cognitive skills at their own pace.

Curriculums will always be child based. Meaning it will be about what the children are showing interest in. This way the children can take many things from what they are learning about.

There will always be choices for the children, because that is how young children learn. Choices help them cognitively and help build their self-esteem.

Program Goals

The Infant Room (6 weeks to 24 months)

- To provide a safe, loving and caring environment for the infant to flourish in.
- To meet each child's needs on an individual basis
- To respect the parents' wishes when it comes to their baby.
- To provide equipment and toys suitable for their large and small motor skill development.
- To provide daily updates on what the child has eaten, when they have slept, and their toileting history.

The Waddler Room (12 months to 24 months)

- To provide a safe, loving and caring environment for the waddler to flourish in.
- To meet each child's needs on an individual basis
- To respect the parents' wishes when it comes to their child.
- To provide equipment and toys suitable for their large and small motor skill development.
- To provide daily updates on what the child has eaten, when they have slept, and their toileting history.

The Toddler Room (24 months to 36 months)

- To provide a safe, loving and caring environment for the toddler to flourish in.
- Providing an environment to promote a feeling of autonomy.
- To instill a positive self-concept in each toddler.
- To meet each child's needs on an individual basis.
- To have many different materials available for the toddlers to choose from.
- To establish a foundation for respect for people, places and things.
- To begin experiencing art, science, dramatic play, language, music and movement, and manipulative activities.
- To have fun and laugh as much as possible.
- To be supportive and respectful of the family unit each child comes from.

The Preschool Room (4 years to 5 years)

Young Preschool (3 years to 4 years)

- To provide a safe, loving and caring environment for children to continue to grow in.
- To help children learn to cope with each other on a daily basis (sensitivity, respect, conflict resolution skills)
- To have many choices available for the preschooler to help promote self-confidence and self-worth.
- To provide an atmosphere full of curiosity and imagination.
- To provide many activities ranging from art, science, cooking, music, dramatic play, language, math, fine and large motor (all of which can be learned through play)
- To have respect for friends, teachers and equipment.
- To involve and support families.
- To have fun and laugh.
- To help make the transition into kindergarten as smooth as possible for both the child and family.

Multicultural

It is a policy at Hurney's that each child gets the opportunity to be introduced to many cultures. This may simply be through playing with dolls of different cultures or having books on the shelf with many different types of people. Realizing the greatness of all the different types of people in this world is an important part of growing up.

Celebration and Holidays

Birthdays

If you would like to celebrate your child's birthday at the center you are more than welcome to come in, celebrate and spend time with your child and his/her friends on this special occasion! You may provide any kind of treat you like to help celebrate your child's special day!

Holidays

During the holiday seasons we will discuss the many different holidays that occur. We feel that this is a great way to introduce different cultures. We will be having parties and doing projects focused on the different holidays. If your family does not celebrate a specific holiday please let us know so that we can be sensitive to your family's beliefs.

Meals and snacks

Hurney's provides breakfast, morning snack and afternoon snack. We also provide beverages (milk and water.)

For infants we provide food and cereal. We **do not** provide formula. Parents are responsible for having a can of formula at daycare clearly marked with their child's name on it.

Safety Issues

PICK UP

The parents of the child can pick up at any time. If someone else is going to be picking up your child we ask that you give us their full name and they must provide a photo ID.

ACCIDENTS

Children are bound to get some cuts and bruises, but it is avoided to the best of our ability. When a minor injury occurs, first aid is administered and staff completes an injury report. The injury report is shown to and signed by the parent at the end of the day.

If a serious injury occurs, parents will be contacted immediately by phone. If it is serious enough to need immediate medical attention the child will be brought to Concord Hospital by ambulance and the parents will be notified to meet her/his child at the hospital. In this case a staff member will accompany the child and wait for the parent(s) to arrive.

OUTDOOR PLAY

Hurney's will not take children outdoors if the weather and/or playground are in an unsafe condition ie: icy, muddy, temperatures below a real feel of 20 or above 90 degrees.

Health Policy

Each child must have an annual updated health form on file. This form will document physical examination and appropriate immunizations.

Illness

If a child becomes ill during the course of the day a phone call will be made to have the child picked up. A parent or alternate must be at Hurney's within the hour to get the sick child. **If a child is sent home sick then he/she is not to attend the following day.**

Exclusion Policy

If a child has diarrhea or vomiting the child cannot return to the program until symptoms have subsided for **24 hours**. If a child is sent home with one of these symptoms they cannot return the next day.

If a child has a temperature of 101 degrees or higher they will be sent home and cannot return the following day. Especially if the fever is accompanied by vomiting, sore throat, diarrhea, headache, or rash.

If there is a constant drainage from the eyes or nose your child may be sent home. If it is thought to be conjunctivitis they will be sent home and need to be checked by a doctor. **If it turns out to be conjunctivitis the child cannot return until they have been on medication for 24 hours.**

Medication

Hurney's will administer medication throughout the school day. The medication must be in its original packaging and clearly marked with the child's name. A medication administration form must be filled out, signed, and dated before medication can be administered.

Extra Clothes

Each child needs to have a bag on their hook containing at least one spare outfit. This includes; socks, underwear, and a spare pair of shoes.

What to Wear

We have lots of fun and get really messy here at Hurney's; so please do not dress your child in anything you do not want to get dirty!

Thank you!

PARENT: I acknowledge that I have been provided with a copy of the Hurney's Nursery & Daycare, Inc. (the "Company") Parent Handbook, which contains important information on the company's policies, procedures and payment.

I have received the Hurney's Nursery & Daycare Parent Handbook: I have read (or will read) and agree to abide by the policies and procedures contained within.

President of Hurney's Nursery & Daycare : Carrie Boucher

Parent:_____ Date:_____

Parent:_____ Date:_____