



**Baby Rays
Early Learning
at
Seacrest Country Day School
Infants
One Fish / Two Fish**

PARENT HANDBOOK

Our Mission

Seacrest Country Day School fuels intellectual engagement, teaches ownership of the educational experience, cultivates quality of character, and inspires students to lead lives of significance.

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BABY RAYS PHILOSOPHY

Baby Rays Early Learning at SEACREST Country Day School is more than a daycare. It is a place where learning through exploration, joy, creativity, and play is encouraged and fueled. We welcome children ages six weeks through three years old.

Each child learns differently and on his or her own trajectory. Baby Rays understands this and has created a program for individual exploration through play and developmentally appropriate experiences. The infant and toddler classrooms incorporate learning centers to promote growth and development of social, emotional, and physical skills. Centers include imaginative play, science exploration, outdoor experiences, creative construction, and multisensory art.

Baby Rays provides the only lactation room for parents, faculty, and staff in an independent school in Florida. The room is private and relaxing, and features lactation education and closed circuit breast pumps.

NON-DISCRIMINATION POLICY

No person or persons will be discriminated against because of religion, race, color, national origin, sex, age or disability. This includes not only children but staff and parents/guardians as well. If you feel like you have seen this policy being broken, please contact the Head of School, Erin Duffy.

ENROLLMENT

Initial enrollment into the Baby Rays program requires completion of the SEACREST New Student Enrollment Packet. Parents/Guardians are required to fill out a Department of Children and Families Registration Form prior to the first day of attendance. Important information such as health issues, behavior issues, and custody arrangements must be indicated in writing at registration.

All children are considered for enrollment regardless of race, religion, social demographic, or national origin. We accept students with special needs based on our ability to make reasonable accommodations for them

Students attend at the discretion of SEACREST administration. We reserve the right to withdraw students from the program due to behavioral issues, unpaid tuition, problematic parent relationships, or any other reason seen as irreconcilable by the administration.

DAILY OPERATIONS

Emergency Contact Information

Keeping up-to-date emergency information is vital. Please update your Profile in the Parent Portal of the SEACREST website – www.SEACREST.org. It is important to update any changes in your personal information, work number or cell phone numbers, and/or email address.

Hours of Operation

Baby Rays is a school site day care program that is open 7:45 a.m. - 5:30 p.m. Note: children with siblings enrolled in Seacrest School grades Preschool through 12th grade do not have the same calendar as Baby Rays.

Daily Schedules

Posted in Infants/ One Fish/Two Fish Classroom. There is no set schedule for Baby Rays.

Staffing Plan

Baby Rays (six weeks - twelve months)

- Eight students maximum
- Two teachers and one teaching assistant

One Fish (one year old - two years old)

- Fifteen students maximum
- Two teachers and one teaching assistant

Two Fish (two years old - three years old)

- Fifteen students maximum
- Two teachers and one teaching assistant

Volunteer Policy

Persons requesting to volunteer in Baby Rays must adhere to DCF requirements for volunteers in child care facilities.

Pick Up Policies

Photo identification is required from any and all individuals on the pick-up list. Children will not be released to any individual who is not on the pick-up list. Parent permission is needed if any individual not on the list will be picking up the child.

Baby Rays closes promptly at 5:30 p.m., Monday through Friday. In the event that a child is not picked up by 5:30, a staff member may contact someone listed on the child's emergency form. A warning notice will be given if the child is picked up late. Multiple late pick-ups will result in additional fees (\$15 every 5 minutes after 5:30 pm) or removal from the program.

Meals/Snacks

Parents are required to send a LABELED morning snack, afternoon snack, packed lunch and drinks with each child. Please do not send foods that need to be heated. Please pack nutritious foods. We encourage you to LIMIT sugars. SEACREST does not provide snacks, meals, or drinks.

Field Trips

The children in Baby Rays and the 1 Fish/2 Fish programs do not have field trips.

Holiday/Birthday Policy

Check with the program director prior to making any arrangements for birthdays or other celebrations. Treats should be healthy and nutritious. **As latex balloons represent one of the greatest choking hazards, please do not bring latex balloons to SEACREST under any circumstances.** Mylar balloons are allowed.

Photography while on the Seacrest Campus

Families are welcome to photograph or film their children on campus and at Seacrest events for personal enjoyment. Images captured on campus or at Seacrest events are not to be used for commercial or public purposes without permission. In addition, as a courtesy to other families and for safety reasons, do not publish images of other children on the internet, social media sites, blogs, or other media without permission from the child(ren)'s family.

Discipline Policy/Behavior Intervention

When a child is exhibiting unsafe behavior he or she will be taken aside and redirected.

If we notify a parent about a behavioral concern, it is for the safety of your child and others in our care. We will attempt to work with our families to support the development of positive behavior. If behavioral improvement is not made within a period of time, SEACREST reserves the right to dismiss a child from the program.

Biting Policy

Biting is unfortunately, not uncommon behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff.

This policy is for children's safety and the safety of others.

For the child that was bitten:

1. The child will be taken to the school nurse if the skin is broken. First aid is given to the bite. Ice will be provided and the area is to be cleaned with soap and water and covered with a bandage if needed.
2. The teacher will immediately notify the director.
3. A Report will be completed, documenting the incident.
4. Parents may request a conference with the Director to discuss any concerns/questions.

For the child that bit:

1. The child may be removed from the situation and placed in a different center/activity.
2. The teacher will immediately notify the director.
3. The parents are notified
4. If the child breaks the skin from biting he/she must be picked from school immediately.
5. A Report will be completed, documenting the incident.
6. Parents may request a conference with the Director to discuss any concerns/questions.

When Biting Continues:

1. The Director will schedule a conference with the parents of the child who is biting to develop a plan for home and the center to stop the biting.
2. We recommend the child receive a screening from a certified Speech Language Pathologist.

North Naples Therapy and Enrichment provides the screening on our campus - the fee for each screening is \$30.00.

3. If the child returns to the center, continues to bite, and is endangering the other children, SEACREST reserves the right to dismiss the child from the program.

Personal Possessions Policy

All personal items brought to Baby Rays must be labeled with the child's name. Do not bring toys from home before discussing the item with the Director. SEACREST is not responsible for loss of personal items.

MEDICAL

Health Policy

Please refer to SEACREST Parent Portal – “Nurse Rae’s Corner” by clicking on Nurse Health Policy.

If your child wakes up sick on a school day:

- Please call the school prior to 8:15 am to notify us of your child's absence.
- Do not send your child to school with a bad cold or the flu (i.e., excessive nasal secretions, sneezing, coughing, congestion, etc.)
- Your child should be kept home for 24 hours following a fever of 100° F or higher or within 24 hours of vomiting.

If your child has a contagious illness:

- Please call the school and notify the nurse immediately if your child has been diagnosed with conjunctivitis (pink eye), strep throat, head lice, chicken pox, fifth's disease, the flu, or any other infectious type illness.
- A letter from your child's health care provider may be requested following an extended absence from school.

If your child should become ill during the school day:

- Parents will be called and asked to pick up the sick child.
- If parents cannot be reached, the instruction on the Emergency Contact Form will be followed. Please keep us updated with this information.

Signs and symptoms of suspected communicable disease include:

- Severe Coughing, causing a child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Stiff neck
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Temperature of 100° F or higher in conjunction with any other signs of illness (any infant younger than 2 months of age with fever should get immediate medical attention)

- Pink eye
- Exposed open skin lesions
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Head lice
- Any other communicable disease symptoms.

Tuition fees will continue to be due in the event your child becomes ill. The Florida Department of Children and Families (DCF) requires us to maintain our student/staff ratios and we plan our staff's work schedule based on the days your child is scheduled to attend. Our school expenses continue when children are absent. This policy is standard at most childcare centers.

Required Conditions for a Child To Return to Baby Rays

- A child who has been excluded due to illness from the Center may return when he or she is free of fever (without medication), vomiting, and diarrhea for a full 24 hours.
- When he or she has been treated with an antibiotic for a full 24 hours (unless otherwise specified)
- When he or she is able to participate comfortably in usual program activities, including outdoor time.

The child should be free of open, oozing skin conditions and drooling (not related to teething) unless

- A health care provider signs a note stating that the child's condition is not contagious
- The involved areas can be covered by a bandage without seepage of drainage through the bandage

If a child is excluded because of a reportable communicable disease, Baby Rays may require a doctor's note stating that the child is no longer contagious.

Administration of Medications

A Medication Authorization form must be completed and signed by a parent/guardian prior to the dispensing of any medication while at school.

No medication (prescription or over-the-counter) may be given by the school Nurse without the signed permission of a parent or guardian. If the Nurse is not on campus the director will administer medication.

All medications must be brought to the Health Clinic by the parent or guardian in the original current container or prescription bottle. By Florida School Regulations, we must dispose of any medications that are received in anything other than the original, current container or prescription bottle. (Pharmacists are usually more than willing to divide a prescription between two bottles.)

EMERGENCY PROCEDURES

Emergency plans are posted on site in accordance with licensing regulations. Fire drills are held on a monthly basis and are documented on a fire drill record chart. In the event of an extreme emergency, the staff and children will be relocated to a safety zone (a pre-designated spot on the school campus). For questions about our school's safety zone, please see the Director.

Parents/guardians may be required to pick their children up due to extreme situations. For bumps, bruises, or scrapes the proper first aid will be administered following state regulations. A staff member must fill out accident reports at the time of first aid. Parents/guardians are required to sign this form. This form is to stay on site, but parents may request a copy for their records. If a major accident occurs, parents/guardians will be notified immediately and emergency care initiated.

PROTECTIVE SERVICES

SEACREST staff members are required by law to report any abuse/suspected abuse to the proper authorities. As employees of a child care center, all staff members are mandated reporters. Should an employee see signs of abuse or neglect, that employee must confidentially make a report. This applies to suspect parents, caregivers, or other adults who have a relationship with the child.

ABUSIVE HEAD TRAUMA (SHAKEN BABY SYNDROME) POLICY

All Baby Rays staff have documented training in DCF's Safe Sleep Practices, Child Growth and Development, and safety measures

This policy is designed to prevent the possibility of abusive head trauma during care. Abusive head trauma(also referred to as Shaken Baby Syndrome) occurs in infants and young children, whose neck muscles are not well-developed and whose heads are larger

relative to their bodies. As a result, they are especially susceptible to head trauma caused by any type of forceful or sudden shaking, with or without blunt impact. Damage can occur in as little as 5 seconds.

Abusive head trauma can occur in children up to 5 years of age; however, infants less than one year are at greater risk of injury. Shaken baby syndrome can lead to serious conditions including:

- Brain damage, problems with memory and attention, cerebral palsy;
- Blindness or hearing loss;
- Intellectual, speech or learning disabilities; and
- Developmental delays.

Signs and Symptoms

The signs and symptoms of shaken baby syndrome or head trauma include:

- Seizures;
- Bruises;
- Lack of appetite, vomiting, or difficulty sucking or swallowing;
- Lack of smiling or vocalizing;
- Rigidity, inability to lift the head;
- Difficulty staying awake, altered consciousness;
- Difficulty breathing, blue color due to lack of oxygen;
- Unequal pupil size, inability to focus the eyes or track movement; or
- Irritability.

Injury Prevention

Infant crying is normal behavior, which improves as a child ages. Caregivers should develop proactive strategies to manage stress levels and appropriate responses to a crying child. This includes being self-aware and noticing when the caregiver may become frustrated or angry. Parents/guardians, caregivers and coworkers should discuss what calming strategies are successful with a particular child at home or in the center.

Emergency Response

If a child presents any of the above symptoms or you suspect a baby has suffered abusive head trauma:

- Call 911, call the parent/guardian and inform your director and regional manager.
- Report to the appropriate child protective services agency (or law enforcement, if applicable) within 24 hours or less as required by law. See Child Abuse/Neglect and Mandated Reporting Policy and Procedure for further information.
- See Medical Emergencies-Calling 911 for additional information.

Strategies for Caregivers and Parents

A child is usually shaken out of frustration, often when the child is persistently crying or irritable. The following strategies may work some of the time; but sometimes nothing will comfort a crying child. A teacher should seek support from a coworker or center management. If a child is inconsolable on a regular basis, the director and regional manager should be notified and determine if the right supports are in place for the child and for staff.

Do:

- Hand the child to another caregiver.
- Place the child somewhere safe in the classroom (or home) and call the office (or a neighbor) for support; take deep breaths and count to 10.
- Check to see if the baby's diaper needs changing.
- Give the baby a bottle. If the baby readily takes a bottle, feed slowly, stopping to burp often. Do not force the baby to eat.
- Check for signs of illness and call the parent if you suspect the child is sick.
- Give the baby a pacifier.
- Hold the baby close against your body and breathe calmly and slowly.
- Gently rock the baby using slow, rhythmic movements.
- Sing to the baby or play soft, soothing music.
- Use "white noise" or rhythmic sounds that mimic the constant whir of noise in the womb
- Hold the baby on its side or stomach position to help with digestion. Babies should always be placed on their backs to sleep.
- Take the baby for a walk indoors or outside for a ride in the stroller.
- Be patient: let the baby cry it out if necessary.

Never:

- Shake a child.
- Drop a child.
- Throw a child into the air or into a crib, chair, or car seat.
- Push a child into any object including walls, doors, and furniture.
- Strike a child's head, directly or indirectly.

Taken From:

<https://enroll.bright Horizons.com/-/media/bh/enroll/shaken-baby-syndrome-and-prevention-policy.ashx>