

NYCNDA, LLC Client Contract

- This contract includes the parent/legal guardian's understanding and consent to information provided in our separate document titled "NYCNDA, LLC Philosophy, Goals and Format".
- This document, "NYCNDA, LLC Client Contract" contains information regarding regulations set by the NYC Dept. of Health/ Daycare Bureau, and our scheduling and fees guidelines.
- All children participating in weekday programs *must* be registered. (Playgroup, Daycare, Hiragana Practice)

"I", "You" = Parent/Guardian-caregiver

"Us", "We", "Our", "Provider" = NYCNDA, LLC

GUIDELINES

FOOD

1. We are a PEANUT FREE facility. Please do not pack any food that contains peanuts.
2. Japanese breakfast (8-9am):
 - Breakfast includes one protein (locally made organic natto, organic egg, organic tofu, or fish), Japanese cooked vegetable (marinated seaweed, lotus root, organic mushrooms) or fresh fruit (local or organic seasonal fruit), miso soup and rice.
 - We prepare all food to ensure no MSG and no preservatives are used and use low sodium soy sauce when cooking.
3. Morning snack (~10:30am): Rice crackers (no MSG)
4. Afternoon snack(~3:30pm): Fresh seasonal fruit, dried fruit, rice crackers or rice ball with seaweed
5. Beverages: Naturally caffeine-free barley tea and filtered water.

Please provide your child with lunch from home. *Please do not include any sugar snacks or sugar drinks. Fresh or dried fruit is okay.*

- Label all containers from home. Also include reusable bottle for outdoor activities.
- All lunches will be stored in the refrigerator. If you have alternate instructions for storage of lunch, please provide instructions in a signed statement.
- Lunches will be warmed as needed by microwave. If you have alternate instructions please provide instructions in a signed statement.
- Formula, or any other drinks WILL NOT be warmed by microwave. Infant bottles will be placed in a dish of warm water to warm.

Shared food: Please sign on Agreements form if you consent to food being shared with your child that is not provided by us (i.e. birthday celebration).

TOILETING

(Please read Life Skills section of "NYCNDA, LLC Philosophy, Goals and Format" for details on toilet training.)

1. Designated toileting times are:
 - At sign-in, sign-out
 - Before snack time (AM & PM)
 - Before and after lunch time
 - Before and after going outside
2. Any child who is toilet training or needs to go additional times during the day has our full support.
3. We provide: diaper wipes (hypo-allergenic) and plastic bags to dispose of diaper.
4. Please provide us with a full package of diapers in advance.
5. Please provide over-the-counter diaper cream if needed. (We cannot use prescription diaper cream.)

SAFETY & HEALTH

All NYCNDA, LLC Staff are "Mandated Reporters". This means if we observe signs of abuse of any child in our care, we are required by law to report our observations. We do not make assumptions but only report observations. As a guideline for safety and also health (mildly ill (low fever under 102F) children will be allowed to attend) we will be performing DAILY HEALTH CHECKS. This begins at sign-in. Your child must be awake. If we notice any bruises, scratches, cuts or other injuries that you (parent/caregiver) have not informed us of, we will contact you first. All observations whether or not explained will be recorded in the child's file. At time of drop off please inform us of any rash (diaper rash, allergy etc) or any other condition your child has.

If there is an incident/injury that occurs while in our care, we notify you (parent/caregiver) and also provide you with a copy of the incident report at time of pick-up. Any incidents that required medical attention will also be reported to the NYC Dept. of Health Bureau of Daycare (D.O.H.) within 48 hours. In the event that medical attention is needed, Staff will contact parent AFTER contacting 911 or after reaching emergency facility with the child. Release for daily outdoor activity must be signed.

- Before sign-in and sign-out, please keep your child with you at all times in the building lobby.
- Any incident that occurs before sign in or after sign out is not the responsibility of NYCNDA, LLC. or the building.
- Please no running, yelling or playing in the lobby, on the stairs, or in the elevator.
- Please be respectful of all times of our neighbors and do not loiter in the lobby.

HEALTH PLAN

Since we do not have a separate room, we may accept only well and mildly ill children (fever must be below 102F with no other symptoms).

- If your child has a fever combined with other symptoms, vomiting, diarrhea, or other symptoms, please keep them at home.
- If your child is on a short term medicine (i.e. antibiotic for 10 days) and your doctor has given written consent for your child to return to daycare, you must make plans to come to daycare throughout the day to give scheduled doses of medicine.
- We recommend having alternative care arranged for when your child is sick.
- You will have to bring a letter from the child's doctor stating that they are well and may return to daycare after serious illness.

VACCINATIONS

Our program requires the following vaccinations (delayed schedule is fine):

- MMR, Hib, DTap, and IPV (Polio)

If you do not want your child to attend where other kids are not vaccinated for Chicken Pox, Hepatitis B and H1N1, please find an alternative program.

DRESS CODE

All children are required to wear clothing that allows them to move, play and rest comfortably. All children must wear shoes that they can walk, run and climb in. Dressy shoes and flip-flops are NOT recommended for physical activities.

- Please provide NYCNDA, LLC with a spare set of clothing.
- Write your child's name in each item of spare clothing.
- We will go outside daily (weather permitting). Please make sure your child is dressed according to weather and comfort.

- If your child is enrolled between June-August, please include swim clothes, towel and water shoes for playing in the sprinklers.

VISITORS

All visitors must sign in and out. Some visitors include teachers who will join the daycare for part of the day to teach yoga, art, music or lead our playgroup activities (Tuesday and Thursday). NYCNDA, LLC Daycare staff will remain with children at all times, visitors will never be left alone with the children.

EVACUATION PLAN

In the event of an emergency that requires evacuation, we have 2 evacuation routes- one is to exit through the main building doors via the apartment door and hallway. The second route is to use a 2-step step stool to exit through the window in the main room. This window exits directly onto the sidewalk. Monthly fire drills will be performed at random times. Daycare will practice exiting through main route (front door of building). Daycare will review the steps to evacuate through alternate route (window) but WILL NOT actually practice exiting through the window.

Immediately after evacuation:

- Staff and children will assemble in front of Soba Koh Restaurant (309 E.5th St.), or directly across the street, to take attendance.
- Afterwards we will relocate to: Police Precinct #9 (521 E.5th St.) or at Moonstruck Diner (NE corner of E.5th St. and 2nd Ave.)

Parents will be contacted AFTER Staff and children have safely relocated.

NAP TIME

Nap time will be provided from 12:30pm-2:30/3pm. We provide napping mats that are disinfected daily after use and blankets which will be designated to individual children and washed weekly.

(Quiet time activities for non-napping children are listed in "NYCNDA, LLC Philosophy, Goals and Format")

SPECIAL NEEDS

NYCNDA, LLC does not discriminate against children with special needs. If we are unable to meet care needs of a child we may not be able to accommodate the child in our program.

It is the responsibility of the parent/caregiver to inform NYCNDA, LLC Daycare staff of any special need that requires or will benefit from additional staff training in order for the child to receive the best possible care.

DISCIPLINE POLICY

No form of physical force or mental abuse will be used to discipline the children. Food/water will not be withheld as punishment or given as a reward. A child will never be left alone during a "time-out". The time-out location is next to the gate to the main room.

Time-outs are reserved for children who are old enough to understand warnings regarding unacceptable behavior. Once 2 warnings are given, a time-out will be used so the child can think about their behavior. A child will be given 1 minute for each year of their age, with a maximum time-out of 5 minutes (i.e. a 2 ½ year old will receive a 2 minute time-out). Unacceptable behavior is considered behavior that is dangerous to the child, other children and/or Staff. It may also include repetitive, extremely disruptive behavior.

All warnings and time-outs are paired with one-on-one talking with Staff member to help the child identify the behavior that is unacceptable, understand why they are behaving in this way and also discuss alternative behaviors that are acceptable. Often times a child is tired, feeling left out, needs to use the bathroom or other simple need that can easily be remedied once it is identified. This process helps children learn to use words to express needs and feelings. Over time this will also teach the child how to problem solve with other children before a dispute (i.e. sharing) arises.

SCHEDULING & FEES

Please refer to "NYCNDA, LLC Philosophy, Goals and Format" for details on all program activities.

FEES

All children are eligible for a trial session for any of our programs. The trial for potential daycare children will be provided during our Playgroup sessions. The fee from this trial (\$15) will be applied to the registration fee.

1. Late pick up fee:
 - I understand I will be charged \$1/minute when I arrive late to pick up my child.
 - If there is availability on that day, I may arrange in advance for late pick-up at a rate of \$12/hour
2. Registration fee: \$40 non-refundable fee. This is a one-time fee that does not require renewal at any point.
3. Karate fee: \$25 payable by check to: Honma Dojo. This fee is for the cost of the dogi (karate clothes). This is required for all children who attend Thursday afternoons.
 - Additional fee applies when child is invited to take competency examination for next level in karate.
4. First month daycare fee: The full month is due before child begins the 2 week probationary period. If the child does not continue with the program then 50% will be refunded. There are no exceptions to this policy. If a child does not complete probationary period, 50% of monthly rate is still charged.
5. Ongoing fees: Monthly fees for daycare are due by the end of the 3rd week the month before each month of registration.

SCHEDULING

Daycare Probation Period: This time is the first 2 weeks of attending the daycare program. This is to ensure that this program is the best fit for the child. During the probation time, it is recommended that an alternative program is being researched by parent/caregiver in the event that the child does not continue with NYCNDA, LLC.

- Halfway through my child's probation, I will meet with NYCNDA, LLC staff to discuss whether or not to continue with the daycare program.
- Once accepted into the program, each child will have a parent/staff follow up every 8-12 weeks.
- If at any point NYCNDA Staff or Parents feel our program is no longer a good match, registration may be terminated after 30 days notice

Playgroup scheduling with daycare (weekdays):

At any one time we may have 10 children in our care. This means that PLAYGROUP clients will have to begin reserving spaces. Many of you come on the same day each week. We will make it official and save that space for you. If you cannot come please let us know (same day is fine). Anyone who arrives over the 10 child limit will be turned away.

We realize this is a huge change and possibly an inconvenience to some of you. We apologize in advance and hope that you will continue to join us.

Saturday Playgroup: Programs less than 3 hours do not require daycare registration (as do all programs Monday-Friday). **Reservations and/or cancellations for daycare time slots will NOT be accepted during our Saturday morning playgroup.**