

Happy Hearts on the Hudson

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Welcome to Happy Hearts *on the Hudson* "Our Philosophy"

The philosophy of Happy Hearts is to establish an environment rich in self-expression and self-confidence. Where ever child learns the importance of responsibility, decision making, and respect for others. Some things that we teach is not always apparent to the casual observer.

The children learn through play and are exposed to a broad-based curriculum.

Our goal is to maintain an atmosphere of freedom, friendliness, and creativity, which is carried out through positive reinforcement techniques.

Our Teachers strive to develop the children's skills by engaging their hearts as well as their minds.

While we are academically structured, and goal oriented, the program that we pursue is geared towards helping each individual child develop habits of observation, questioning, and listening. At Happy Hearts we believe in "collaborative care", where teachers and parents work together.

Join Us For Fun, Love, & Laughter

Tara & Desiree

Program Description

At Happy Hearts on the Hudson we “learn through play”. Research has shown, this to be one of most effective ways to learn. Play enhances social interaction and the development of social skills such as learning to share, interacting with others and taking turns. Play promotes physical development and coordination. Finally, play enhances and promotes development in the cognitive, emotional, and psychomotor areas. It helps the children acquire information and make decisions based on their findings. Developmentally appropriate curriculum is designed to promote learning through play in each of our age appropriate programs.

Infant

Glow Worms 6 weeks - mobile & Inch Worms mobile-18 months

Teachers facilitate various activities throughout the day based on individual development and needs. Babies enjoy a language rich environment, walks, and enrichment activities with teachers and other children.

Ratio 1:4

Parents must provide formula, wipes, diapers, lotions, weekly bedding, blankets, bibs, pacifiers, teething toys, infant cereal & food w/ utensils. This supply must be replenished as needed. Everything must be labeled.

Toddler

Grasshoppers 18 months-2 ½ & Froghoppers 2yrs.- 3yrs.

Toddlers are encouraged to participate in group activities created to develop motor skills and promote cognitive, emotional, and social development.

Our Toddler Room is for children between eighteen months and thirty six months old. The children will be involved in a variety of stimulating experiences to encourage socialization and independence.

Their day will be comprised of “Look What I Can Do” through sensory play, imaginative play, puzzles, books, music, art, blocks, manipulative activities climbing(gross motor), and free play activities.

Teachers in the class room will introduce and work with children that are ready to be potty-trained. Ratio 1:5

Parents must provide all diapers, wipes, lotions, weekly bedding, blankets.

ALL BEDDING MUST BE TAKEN HOME FOR LAUNDERING WEEKLY.

Pre-school

Beeflies 3 yrs., Dragonflies 4yrs., Fireflies 5yrs.

Daily schedules are based on a thematic curriculum designed to engage children in activities that foster learning through play. The preschool program focuses on socialization & self help skills as well as an introduction to math, reading, writing, & science. The preschool programs are accredited through the New York State Board of Education.

The pre-school program will consist of exploration through different educational centers such as:

Art, Listening, Writing, Dramatic Play, Reading, & Science

Outdoor Curriculum

Children vary in their levels of development. In terms of outdoor play, this means that children will have different strengths when it comes to climbing, running, balancing, coordination and strength.

Happy Hearts will use Vassallo and Dobbs Park for outdoor play.

Our teachers constantly think of ways to make the curriculum in the “outdoor classroom” as enjoyable as the indoors

We will engage the children in games with rules such as soccer, kickball, hopscotch, ect.

Happy Hearts will also take the children on walk in the town and for ice cream at the local ice cream shop!

Outdoor play is limited by the severity of weather conditions as recommended by the Executive Directors. Each child must arrive @ school wearing sun screen. We can reapply if necessary.

Nutrition

Happy Hearts on the Hudson, parents have the option of preparing their child’s lunch packed in an ICE PACKED lunchbox. Healthy favorites include sandwiches, fruits, muffins, veggies, yogurt, soups, stews, or leftovers served in a hot/cold thermos.

OR

A healthy homemade lunch catered by our friends at *La Monica’s Salumeria, 358 S. Riverside Ave. Croton on Hudson, NY* will be provide for an additional charge of \$6.50 for breakfast & lunch or \$4.50 just for lunch.

Happy Hearts serves a healthy morning and afternoon snack.

Happy Hearts Staff

Our faculty consists of dedicated & devoted teachers who possess an ongoing commitment to the children and the programs excellence.

Staff Procedures: All staff must complete the following to be employed by Happy Hearts on the Hudson Inc; Employment Application, including a Resume & Past Employment History, Three References (two Work Related, one Personal), must be Fingerprinted, Sign a Crime Statement, must fill out a SCR Clearance Form, and a Medical Statement with a TB Test Screening. Staff will be evaluated every six months on job performance and all staff will be required to take thirty hours of training relevant to the childcare.

Enrollment

Registration for enrollment is ongoing throughout the year on a “first come/first served basis”.

Two fees are due at time of registration to secure your child’s spot;
Registration Fee & One Month Security Deposit.

THESE FEES ARE NON REFUNDABLE UNDER ANY CIRCUMSTANCES. The Non Refundable Security Deposit will be used for the last month’s tuition ONLY if written notice is given one month prior to dis-enrollment date. Waiting Lists are maintained for each program.

The following forms must be completed for ALL CHILDREN upon start date at Happy Hearts on the Hudson, Registration Form, Physical Exam/Immunization Record, and Emergency Card.

Arrival & Departure

Happy Hearts on the Hudson opens at 6:30am. Entry into the building prior to that time is prohibited. Happy Hearts on the Hudson closes at 7:00pm. Pick Up Time is 6:45pm to provide time to gather belongings. There will be a fee for early drop off’s or late pick ups outside your contracted schedule.

Parents MUST sign children in and out on a daily basis.

Children ARE NOT ALLOWED to TOUCH or PLAY WITH the sign in “TOUCH SCREEN.”

A Child will not be released to anyone other than their parent, unless accompanied by a note from the parent. A photo ID is required to be shown at time of pick up.

Please check the touch screen and classroom bulletin boards for messages concerning upcoming events, changes in procedures, and holidays.

Tuition

Tuition is due whether the child/children attend the center or not.

There are **NO** “make up days”.

Monthly tuition is based on the amount of hours chosen in the contracted schedule. Tuition is due the last Friday of every month, for the upcoming month. If payment is NOT received on FRIDAY, the tuition **MUST** be paid on Monday in CASH. If payment is not received on Monday **the child/children cannot attend the center until payment is made in full and must be paid in cash.** Any payment concerns should be discussed with Desiree.

Additional Charges

Attendance at time other than those scheduled will result in additional charges. This includes early clock in, late clock out, and attendance on days your child is not regularly scheduled.

Vacation Policy: Full Tuition Payment is still required when a child is on vacation. Vacation days cannot be substituted for other days.

Sick Policy: Payment is still required when a child is absent due to illness. Sick days cannot be substituted for other days.

Holiday Policy: Holidays are **paid** days to the center. See “Calendar” Page.

Closing of Center Policy: Payment is still required if for any reason Happy Hearts should have to close for the day (s), example bad weather. This includes early closing and late opening. In this event, parents should have a “back up plan” (alternative supervision) in place with a friend or family member.

Withdrawal

The Center **must be notified in writing (not email) and given to Tara or Desiree one month in advance** if you wish to dis enroll your child from the center. **The non refundable security deposit will be used for the last month’s tuition ONLY if written notice is given one month prior.** Happy Hearts holds the right to dis enroll a child with one month notice.

Calendar

Happy Hearts operates fifty one weeks of the year in order to accommodate the varying work schedules of parents. When Happy Hearts is closed for holidays and vacation, payment in full is still required.

The Center closing dates will vary based on the calendar year. The center will be closed on the following days:

New Year's Eve, New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, and Christmas Day. When a holiday falls on a weekend, it will be observed on the following Monday.

Happy Hearts will **Always** be closed the last week in August.

In order to do repairs and paint to get the Center ready for the new school year!!

In the event of **snow** or other **weather emergencies**: Happy Hearts will be following the **Croton Harmon School District Closing & Delays**.

If we are forced to close early for any reason, all parents of children in attendance will be called two hours prior to closing time.

Emergency first aid

Happy Hearts staff will administer first aid to children who experience minor injury. The parents are informed of this when they pick up their child.

An incident report will be made and recorded in the child's record.

Discipline

Disruptive behavior will be addressed with a "quiet time" in a supervised area. No hitting, biting or foul language is accepted. Should this occur the parents/guardians will be notified, and will be given the opportunity to resolve the situation with their child. If the behavior persists, the child will no longer be able to participate in the day care program. All day care providers are mandated reporters. It is our obligation to report child abuse or maltreatment of a child. **All Happy Hearts Personnel** are mandated Child Abuse and Maltreatment reporters.

Additional Information

Orientation: Your child will require time to adjust or “transition” to the new environment at Happy Hearts. We encourage you and your child to visit ahead of time to become familiar with his or her teachers and peers. We are here to lend support and to assist you in developing a schedule that meets your child’s needs.

Attendance: If your child is going to be absent we would appreciate notification the day before, or the morning of the absence by 10:00 a.m. Please call the office at 914-271-0021 and speak to Tara or Desiree.

Food Allergies: Happy Hearts is a **“PEANUT & LAYTEX FREE” FACILITY**. If your child is allergic to any foods or other items, be sure to list them in the medical report so that we can be aware of them. Also, please **Verbally Report** this to your child’s teacher.

Mailboxes: Each child will have a mailbox labeled with his/her name. All art projects made by your child, as well as other parent information will be placed in that mailbox. Please check boxes **daily** to make sure nothing is left behind.

Dress Code: Your child should come to the center dressed for PLAY EVERYDAY! At times, he/she will be using paints and other messy materials. He/she should not be dressed in any way that restricts this activity. Please send your child in shoes with rubber soles, they are best for outdoor play! Please send your child in climate appropriate clothing.

Extra Clothing: Your child must have an extra set of clothing at **all times**. All clothing **must be labeled** with your child’s name. All blankets must be taken home as needed for washing.

Indoor Shoes: Indoor shoes will be worn @ ALL TIMES. **PLEASE** make sure they are something that your child likes, and is comfortable. Please replace them with bigger sizes as your child grows.

Toys from Home: Children may bring a stuffed animal, toy, or special blanket to be used at **nap time**. At all other times (except “Show and Tell Friday’s”) the toy or blanket will be left in the child’s bag.

Birthdays: We encourage the celebration of each child’s birthday in the classroom during afternoon snack time. Birthday “treats” will be provided by the parents. Please inform the classroom teacher if and when you will be bringing in their “special treat”!

I HAVE READ THIS PARENT PACKET CAREFULLY
AND WITH FULL UNDERSTANDING OF THE
POLICIES OF HAPPY HEARTS ON THE HUDSON, INC.
I AM IN FULL AGREEMENT.

PROVIDERS SIGNATURE:

DATE:

PARENTS/GUARDIAN’S SIGNATURE:

DATE: