



99 Todd Hill Rd., Poughkeepsie NY 12603
(845) 486-1080
countrygrove@gmail.com

Welcome to our Country Grove family! We are honored that you have chosen us to provide care for your family. It is our mission to provide high quality programs in a safe, nurturing and creative environment. Our loving and dedicated staff use positive guidance techniques to nurture a healthy self image and self esteem. We will encourage their natural curiosity by offering developmentally progressive programs, which allow exploration and growth of their own natural abilities. Country Grove strongly believes that each child should be allowed to grow and develop at their own pace! Special attention is given to social-emotional skills- with lots of love and encouragement from our caregivers!

A little bit about our center-

Hours of Operation: CGCC is open Monday-Friday, 6:30-6. We are closed Memorial Day, Independence Day, Labor Day and the Friday preceding, Thanksgiving Thursday & Friday, December 24-26, New Year's Eve & Day, President's Day, Juneteenth, the Monday following Easter Sunday and two days/year for professional development. A calendar will be provided to you each school year with all closures listed.

Program Offerings: At our center, we strive to provide flexible care options that meet the diverse needs of our families. We are pleased to offer both full-time and part-time enrollment, with scheduling available in either 6-hour or 10-hour daily blocks—you choose the timeframe that works best for your family!

Please note the following important guidelines:

- All children must be dropped off by 9:00 AM.
- A minimum enrollment of three days per week is required.
- Families must maintain a consistent weekly schedule. Changes to scheduled days are not permitted on a week-to-week or month-to-month basis.
- All program details and schedules will be outlined in your enrollment contract.

Arrival/Departure: CGCC is a secure facility, so parents will be required to ring the doorbell for entry. Parents will walk their children to their classroom(s) to be greeted by a caregiver. Please do not ever leave your child unattended in the building. The drop-off and pick-up times are great opportunities for your child to show off their work and to chat with the classroom teachers! Please, closely supervise your child(ren) when in the parking lot. As Arlington buses to & from school, please park only in the designated spots and not in front of the center. If your child is not picked up at the designated, contracted time, the office will attempt to call you. If there is no answer, we will contact the individuals provided on the emergency pick-up list. **We will contact the Dutchess County Sheriff's Office in the event we are unable to reach anyone by closing time.**

Your child's safety is of utmost importance- therefore **we cannot release to any person not listed on the emergency card without your express written consent and photo identification.** We are sympathetic to the occasional late pick up; however, please be aware that our staff are scheduled according to your contracts. Anyone arriving after 6 pm will be billed \$10/5 minutes per child.

Should a director suspect that the individual picking up your child is under the influence of alcohol &/or a substance, 911 will be called.

Tuition: CGCC understands that 1 payment schedule may not suit every family's needs. You may select weekly, biweekly or monthly payments. Invoices will be emailed or printed, as per your preference. Tuition payments are due the **1st** day of the billing cycle, and due **PRIOR** to any planned vacations or absences. Credit will not be given for any missed days due to illnesses, vacations, etc.. If your school age child is signed up for a full/half day of care due to ACSD closure you are still responsible for payment if your child ends up not attending. Annual tuition increases may/will begin in August. This increase is to offset the Department of Labor's minimum wage change as well as cost of living increases in NYS.

Should you choose to discontinue care, we require 4 weeks written notice to apply your security. The security will then be applied to the last weeks of service. Please understand that your security will **not be refunded** without prior written notice.

Summer Policy- Your school aged child may attend a minimum of 4 weeks over the course of the summer. These dates will be written on the contract (aka July 1-5, July 15-22). If specific DATES are NOT listed, you will be responsible for all days (i.e. Mon- Thurs).

Families choosing to keep their children home for the summer will be required to pay a 2 week deposit in May for the following September. This deposit will be applied to the first 2 weeks of September. **Beginning September 2025, Country Grove requires families to attend a minimum of 4 weeks over the summer. This can be 6 hours or full day care with a minimum of 3 days/week.**

Payments: We accept cash, check and ACH payments. For an additional service fee, we do offer Visa and Mastercard payments. All returned checks are subject to a \$25 bounced check fee.

Legal Holiday Closings/Vacations: CGCC is open year-round! We follow a formal school program from September-June and then change to a fun summer camp for July & August! As listed above, we are closed Memorial Day, Juneteenth, Independence Day, Labor Day & the Friday preceding, Thanksgiving Thursday & Friday, Christmas Eve & Day & the day after, New Year's Eve & Day, and President's Day, the Monday following Easter as well as 2 professional development days/year. There may be an occasional variation of these days, but ample advance notice will be given. Credit &/or make-up days will not be given for these closings.

Professional Development Days: CGCC will plan staff professional development days during the school year to ensure our staff meets state requirements and are prepared to provide the very best care for your children. We will be closed the Friday preceding Labor Day and Friday in January. We will provide ample advance notice. Credit &/or make-up days will not be given for these closings.

Emergency Closings/Snow Policies: We strive to be open in all weather. However, extreme instances may necessitate closing or delayed openings. Emergency closings may also be required if we do not have enough staff to safely meet the OCFS ratios for our classrooms. Credits/refunds will not be issued. Families will be made aware of closings via Brightwheel.

Use of Recording Devices: We recognize how valuable your privacy & confidentiality are. CGCC has cameras in all classrooms as an added security feature. The footage is exclusively for viewing by the Directors and the Office of Children & Family Services. Parents can not record any non-related child or staff member at CGCC without their expressed consent as per OCFS confidentiality regulations.

Disenrollment: CGCC reserves the right to terminate care for due cause. Reasons may include failure to pay tuition (or delinquent) and/or a parent's refusal to abide by the center's policies. Any child exhibiting

behavior that is harmful to him/herself, other children and/or staff, or prevents the staff from properly supervising the class can be discharged from care. Failure to adhere to our illness policy constitutes grounds for disenrollment.

Changes in Registration Forms: Please notify us of any changes regarding address, phone, emergency contacts, health information or authorized persons to pick up. This information is vital to keep current, especially in an emergency. Emergency cards will be reviewed annually, and must be kept on file.

Health Information: The Office of Children and Family Services requires a current medical with immunizations be kept on file for all children enrolled. The OCFS approved form is included for your convenience. Please be aware that OCFS requires specific wording. We must have an annual update from a physician. As per New York state law, all children must be immunized to participate in the program.

We are mandated to report any suspected child abuse. If you suspect your child that your child is being abused or maltreated, please call the Child Abuse & Maltreatment hotline- (800) 342-3720.

Administration of Medication: We are pleased to be able to give medications. Any child requiring medicine must have the appropriate forms on file from OCFS (ocfs.ny.gov). A verbal permission (LDS-7003) form is acceptable for any medicine to be given for 1 day for children over the age of 6 months. Any medications (including as needed) require a written (LDS-7032) medication form to be filled out by your physician. The attached Anaphylaxis/Allergy Emergency Plan must be completed by your doctor for any physician diagnosed allergy. **All medications and paperwork must be handed in to the office to a Director. Please, do not give teachers any medications.**

Insurance: As required by New York state, Country Grove has a liability policy to cover major injuries and accidents. Minor injuries and accidents are to be covered by your child's insurance.

Absences/Illnesses: Please contact the center if your child(ren) will not be in attendance; we worry! Please report any instances of communicable disease so that we may take necessary steps to notify other families and disinfect classrooms. Confidentiality protocol requires us to post any communicable disease via a health alert bulletin outside the affected classrooms.

As per OCFS, your child may not attend if suffering from a fever, vomiting, diarrhea, eye or ear infections, conjunctivitis, pinworm, impetigo, head lice, etc. Your child must be fever and symptom free for 24 hours without fever reducing medication prior to returning to the program. Any child on antibiotics may return 24 hours after the beginning treatment. The center's illness policy includes but is not limited to:

- A temperature of **100.4 or higher** will result in your child being sent home.
 - A forehead thermometer will be used to assess your child's temperature. If a second screening is desired, an axillary (armpit) thermometer will be used.
 - Temperatures are taken several times over a period of time.
 - If a temperature check is needed after a nap, 20 minutes after wake-up will be given before your child's temperature will be assessed.
- Children with watery, loose bowel movements will be sent home following 2 bms if toilet trained or 3 bms if diapered.
- If your child is sent home, your child cannot return for 24 hours AND until fever free without fever reducing medication.
- If your child is absent from care for 3+ days due to illness a doctor's note is required to return to care.
- If over the weekend or after care, your child develops symptoms such as, but not limited to, fever, rash, severe coughing, vomiting or diarrhea then you are responsible for making the center aware.

- All communicable diseases, such as but not limited to, RSV, Coxsackie, Fifth's and Strep, require a doctor's note from your medical provider **including a return date and diagnosis.**
- Country Grove is not permitted to care for children requiring specialized medical care. We are only authorized to administer medications.
- If your child is too ill to participate in the daily activities and routine of the center then they are too ill to be in attendance at the center- including outdoor play.

If your child is sent home, you must pick up within an hour. **A late fee of \$10 for every 5 minutes after that hour will be issued. A return to school note (with return date) is required for all communicable diseases.**

OCFS requires us to send any child home that exhibits any sign of illness, including lethargy.

Accidents/Serious Incidents and Injuries: In the event your child is injured at the center, we will notify you via Brightwheel or phone. An incident report will be written & require your signature as acknowledgment. If your child requires medical attention, we will call you to immediately pick-up. As per OCFS, if your child suffers a serious injury including but not limited to a broken bone or dislocation, **the center is required to call an ambulance.** If you cannot make it here in time and a director/teacher can safely do so, someone will accompany your child in the ambulance.

Behavior Management: CGCC staff understand that each child is an individual, and therefore will respond to each situation accordingly. We are proud to emphasize the need for emotional growth and regulation by teaching our children the social skills needed. Social skills are being taught even with our youngest friends via sharing and "nice" touch! As the children grow, emphasis is placed on using language to resolve conflict. It is our mission to facilitate cooperative play in both small and large groups with minimal adult intervention. Praise is given to reinforce ALL positive behavior, however small. We feel that empathy and respect are vital pieces of emotional development and will never make a child feel humiliated, ridiculed or threatened. However, The New York State Child Day Care Regulations, Part 418-1, state that children who cannot follow day-to-day routines may not be fit for care. A copy of our biting policy and behavior management policy are available in the lobby.

Our daycare is committed to providing a safe, nurturing, and structured environment for all children. To ensure the well-being and development of every child, it is important that each child can participate in the scheduled activities and follow the routines of the center. The center's approach includes structured group activities and adherence to staff-child ratios, which are critical for maintaining a balanced and effective program for all children. Children on the autism spectrum or those with other behavioral challenges may require additional support to participate in activities or to manage their behaviors within the group setting. While we aim to accommodate children with diverse needs, we have certain guidelines to ensure that every child's safety and the safety of others are prioritized.

1. **Participation in Routine and Activities:** All children are expected to participate in the center's routine and activities to the best of their ability. If a child consistently cannot engage in scheduled activities or follows a significantly different routine that disrupts the functioning of the group, we may need to reassess the child's ability to benefit from the center's program.
2. **One-on-One Care:** Our staffing ratios are designed to ensure that all children receive the appropriate level of attention and support. If a child requires one-on-one care to the extent that it exceeds the classroom's ratio of staff to children, it may indicate that the current environment is not suitable for the child. In such cases, we will discuss alternative care options with the family.
3. **Behavioral Expectations:** We expect all children to adhere to our behavior guidelines, which are designed to foster respect, safety, and inclusion. If a child consistently exhibits behaviors that compromise their own safety, the safety of others, or disrupt the educational experience, we will

work with parents to find appropriate solutions, which may include seeking additional support or finding alternative care arrangements.

4. **Reasonable Accommodations:** We recognize that each child is unique and that children on the spectrum may have specific needs that require flexibility. We are open to discussing reasonable accommodations that could support a child's success within our program, including adjustments to routines or sensory-friendly spaces. However, these accommodations must be manageable within the context of our staffing ratios and group setting.

We always strive to be understanding and work with families to provide the best possible care. However, if a child's needs consistently exceed what we can provide within the established ratios or significantly disrupt the program, we may need to reassess whether the daycare setting is the most appropriate placement.

Emergency Evacuation Procedures: As per OCFS, we will engage in regular fire and emergency drills along with shelters in place. These drills may include various exits and holds in place to familiarize the children with the procedures to assuage their fear in the event of an actual emergency. Emergency services have access to all of our drill locations. In the event of a real emergency, parents will be notified via Brightwheel and/or Facebook. Staff may use their personal phones to contact you as well.

In the event we must evacuate because it would be unsafe to return, our primary relocation site is LaGrange Middle School (845-486-4880) and the secondary site is LaGrange Town Hall (845-452-1830). Both are located around the corner on Stringham Rd. Children will be walked to these sites, with infants transported in evacuation cribs.

Parents will be notified ahead of time when a shelter in place drill is being conducted.

Transportation: Country Grove does not provide transportation. We rely on parent drivers for any off site field trips. Permission slips will be sent home in advance of any field trip.

Announcements: All notices and announcements will be posted on the front door and parent board in the vestibule. Electronic announcements will go out through Brightwheel. Please take a moment to review daily.

Meals: CGCC will provide a morning and afternoon snack for toddlers through school age. These snacks will consist of fruit/vegetable/dairy with a grain. All meals are to be provided by the parents. Please label all dishes with your child's first & last name; please do not send glass containers as they break easily. We are happy to heat meals! **Please be aware of choking hazard foods for children 3 and younger.** A list of foods that are not allowed to be served at the center is available in the lobby. The following foods can not be sent to school: fish with bones, hot dogs, sausage, pork, pot roast, beef other than ground beef, white bread or potato bread, popcorn, chips, pretzels, any type of candy, marshmallows, fruit snacks, fruits with seeds, fruits with skin (including grapes even when cut in halves), raw vegetables including carrots and celery, peanut butter when served in spoonfuls or on white bread, any foods that clump, are sticky or slippery.

Outdoor Play: We are required to take the children outside daily unless there is inclement weather. Please send weather appropriate clothing, especially in the winter months! Play is a vital part of our development!

Napping: At Country Grove, we understand the importance of rest for children's growth and development. To ensure a safe and comfortable environment during nap time, we follow the guidelines set by the Office of Children and Family Services (OCFS). Below are the specific nap policies for each classroom:

- **Waddler, Toddler, and 3s Classrooms:**

Children in the Waddler, Toddler, and 3s classrooms will nap from **1:00 PM to 3:00 PM**.

- **Waddler Room:** Children will sleep in cribs, and parents are required to provide a crib sheet for the crib mattress. A blanket may also be provided by the parent for extra comfort.
- **Toddler and 3s Rooms:** Children will nap on cots. Parents are required to provide a crib sheet to place on the cot. A blanket may also be provided by the parent, but it must meet safety guidelines.
- **Infant Room:**
 Infants will sleep in their designated cribs, which will be labeled with their name. As per OCFS regulations:
 - **Crib Sheets:** A crib sheet must be provided by the parent for the crib mattress.
 - **Safe Sleep Requirements:** Infants must sleep on their backs until they are able to roll over on their own. Infants should not have anything in the crib other than a pacifier. **No blankets, stuffed animals, or pillows** are permitted in the crib.
 - **Sleep Sacks:** Parents may provide a sleep sack for their child, which is a safe and secure alternative to blankets.
 - **Infant Sleep Area:** Infants under 6 months will sleep in cribs in the front area of the Infant Room, while infants older than 6 months will sleep in a separate crib room for safety and comfort.

Special Days: We LOVE to celebrate all occasions! Please speak with your child's teacher ahead of time if you would like to bring in a special treat so that we can give you a head count. All invitations should be given to your child's teacher to pass out. If you opt to not invite the whole class, please ask your child not to discuss his/her party at school. Hurt feelings make all of us sad!

Open Door/Visitor Policy: As parents ourselves, we understand the value of being involved in our children's days. You are welcome to visit at any time! We kindly ask you to bear in mind your child's feelings concerning your visit first; saying goodbye a second time can be confusing. We welcome service providers to work with our children. Their needs are of utmost importance to us, and we are dedicated to helping in any way we can!

All visitors must sign in & out of the center with proper identification.

Personal Items: **OCFS requires all personal items be labeled with first and last names.** All children should have a complete change of weather appropriate clothes (shirt, pants, socks & 1-2 pairs of underwear) Please leave toys at home. It makes us sad when these are lost or broken.

Donated Items: We gladly accept donations of gently used items from home, such as blocks, puzzles, books, and other materials that can be easily cleaned and sanitized. However, for safety and hygiene reasons, we are unable to accept the following: Pillows, blankets, or plush toys, toys that require charging.

Our Classrooms!

Special instruction packets will be provided by each classroom teacher

Infants and toddlers do not intermingle with other classrooms at any time

Infant/Waddler: We are pleased to offer 2 infant classrooms- the infant room is for our littlest ones, while our waddlers are our walkers! Each room offers developmentally appropriate stimulation with LOTS of social interaction! We understand the importance of consistency and routine therefore we follow YOUR routines at home. Outdoor play is offered twice daily in the waddler room.

Toddlers: Toddlers are busy bees! They are so excited and interested in the world around them. It is our mission to provide a stimulating environment to encourage their learning in all areas. Special attention is

given to their emotional development because it is a blend of dependent and independent skills coming together.

Preschool 3s: Our 3s continue to build upon skills introduced in the toddler room. It is a healthy blend of school curriculum and free play. Circle time is expanded to include the calendar and weather. The use of centers during the activity period is introduced to familiarize us with kindergarten routines. Free play is the perfect opportunity to explore with pretend play (imagination helps our brains grow!) and to socialize with our friends

Pre-k 4s: The 4s are really focused on all of the necessary pre-kindergarten skills. Their day is more structured and academic based to familiarize our “big” kids with the school routine. Much emphasis is placed on pre-literacy and early math, sprinkled with science and social studies! Our objective is to make learning fun-not stressful! The 4s are encouraged to take charge of their day, including facilitating circle time with a teacher’s guidance. Our kids really blossom when involved with the process of learning!

Educational Philosophy: Nothing is more exciting than watching children discover the world around them. Our curriculums are tailored to the interests of each class, carefully designed to strengthen their weaknesses and strengths! We believe that being hands-on only increases their natural curiosity.

Creative teaching: creative learning and this is accomplished through use of fine & gross motor activities, stories, songs and movement!

Room Transitions: At Country Grove, we follow a structured and thoughtful approach to classroom transitions to ensure the developmental needs of each child are met. Our transition policy is as follows:

- **Infants to Waddlers:** Infants will transition to the Waddler Room once they are able to walk or are close to walking. This ensures that children are developmentally ready for the next stage in their care.
- **Waddlers to Toddlers:** Waddlers may move into the Toddler Room once they reach 18 months of age. Children will not transition to the Toddler Room before this age as per OCFS regulations.
- **Toddlers to Preschool:** Children in the Toddler Room (18 months – 36 months) or the 3s classroom may transition to the next classroom once they are within 3 months of their next birthday. This transition will occur **only if space is available** in the next classroom, as classroom capacities are determined by fire department regulations.
- **Notification and Information:** Parents will be notified in advance of any upcoming classroom transitions. Along with the notification, parents will receive an information packet for the new classroom, which will include details about the classroom environment, routines, and any other pertinent information.
- **Rate Changes:** If there are rate changes associated with the next classroom, parents will be informed ahead of time. A new contract will need to be signed to reflect the updated rate, and a copy of the updated contract will be provided.

Thank you for choosing us to care for your family! Please be assured that we are dedicated to your child(ren)’s happiness and safety, always!

Country Grove Children’s Center is licensed by the Office of Children & Family Services Westchester Regional Office (845) 708-2400 Child Care Complaint Hotline (800) 732-5207 Child Care Regulations available in the lobby or at ocfs.ny.gov/programs/childcare/regulations/418.1