



Seneca Nation of Indians Early Childhood Learning Center, Cattaraugus Indian Reservation  
 2016 Hënödeyëstä Drive, Suite 100, Irving, NY 14081  
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**PARENT/GUARDIAN CONTRACT FOR CHILDCARE SERVICES  
 2023-2024**

Hours of Operation: 7:30 a.m. – 5:00 p.m.

Parent Name		Date of Birth:		Phone #	
				Email Address:	
Parent Name		Date of Birth:		Phone #	
				Email Address:	
Child's Name		Date of Birth:		Classroom	
Child's Name		Date of Birth:		Classroom	
Child's Name		Date of Birth:		Classroom	
Child's Name		Date of Birth:		Classroom	

I am requesting that my child (ren) be enrolled at the S.N.I. Early Childhood Learning Center on the following terms:

*(Please check all that apply)*

- Infant \$100.00 (20.00 daily rate)
- Early Toddler \$90.00 (18.00 daily rate)
- Toddler \$90.00 (18.00 daily rate)
- Pre-K \$90.00 (18.00 daily rate)
- After School \$50.00 while school is in session, including school breaks  
\$90.00 during summer vacation only

**Total Childcare balance due each week will be: \$ \_\_\_\_\_**

★ **Please note:** Pre-K children need to apply for After School program services if childcare is needed for before and after elementary school is in session. Applications are available after January 1, 2023

## **PARENT RESPONSIBILITIES**

- **To read, sign and follow the Covid-19 Guideline throughout the year. This is very important that every parent/guardian follow these guidelines. If a parent has any questions, please feel free to ask any of our coordinating staff. Each parent will be given a copy of the current Covid -19 Guidelines at the Contract signing and as they change.**
1. It is absolutely essential that reliable phone numbers be provided and kept current. All changes in addresses and/or phone numbers for the parent and their emergency contacts must be reported in writing immediately to the center front desk to ensure that a parent or contact can be reached at all times.
    - **In emergency circumstances, in order for staff to release children, parents must notify the center when authorized persons other than themselves are picking up their child from the center.**
  2. *Parents are required to submit notification of employment changes immediately, proof of work every 3 months (Oct./Jan./April/July), such as a copy of a current pay stub or statement of employment on Business letter head, or a copy of their class schedule within 1 week of classes beginning each semester. **At the discretion of ECLC further employment verification may be requested.** Non-compliance may result in discontinued services. If proof is not submitted within five (5) business days, a letter from the Parent Involvement Coordinator will go out and then if proof is still not submitted, an exclusion letter will be sent out and finally, un-enrollment of your child.*
  3. While on ECLC grounds and in the building for the safety of everyone, parents are not to leave their child (ren) unattended at any given time. Children are never to be left unattended in the ECLC parking lot.
  4. After School parents are required to contact their child's school/transportation department for all bus changes related to starting the ECLC program and center closings. As a courtesy, parents should also contact the ECLC when their child will not be getting off the bus at the center.
  5. **Supplies-** It is the parent's responsibility to provide and label all needed supplies for their child. If a child needs supplies (such as but not limited: diapers, wipes, formula/breast milk if applicable, or two (2) changes of clothing) they will not be able to be left at the center until the needed supplies are provided. If child is already in attendance at the center and in need of supplies, the parent is responsible to provide needed supplies or pick child up from center within (1) hour of notification.

**Int:**

**PHOTOGRAPHY-** ECLC has permission from each child's parent/guardian to use flash, digital & video photography. These media works may appear in our center, on our center's Facebook pages, around SNI buildings and in SNI publications.

**Int:**

## **COURT ORDERS AFFECTING ENROLLED CHILDREN**

1. If a child is the subject of a court order (e.g., Custody Order, Order of Protection, etc), the ECLC must be provided with a signed & dated copy, with the courts seal, of the most recent order and all amendments. If conflicting orders are present, the most recently dated court order will be followed.
2. This order must be strictly followed by all employees of the ECLC until a new order or amendment has been issued by the court. The ECLC will report any violations of these orders to the appropriate authorities and the court when deemed necessary.  
  
➤ **In the absence of a court order on file with the ECLC, we can not limit the access of one parent by request of the other parent, regardless of the reason.**
3. In joint custody cases, where visitation is by “mutual agreement”, the custodial parent **must put in writing a schedule** for any mutually agreed upon days and times and give to the front desk. Unless this is on file, the ECLC will not allow pick- ups or visits by the non-custodial parent. For all other custody cases, where visitation is clearly stated, the center must follow the order as directed by the court.
4. The Early Childhood Learning Center will not be responsible for the supervision of visitation with any parent, guardian or family member of a child. Childcare staff are employed solely to supervise children, not adults who are required to be supervised while in the presence of their child (ren).
5. Other Court orders with extenuating circumstances will be reviewed and approved by the Director on a case by case basis.

**Int:**

## **ECLC MEAL SERVICE**

If a child will not be in attendance during a designated meal scheduled time, it is the parent’s responsibility to make sure their child (ren) is fed prior to drop off. **\*Infants eat per their own written meal schedule.** Our meal schedule is as follows below:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Snack</u>
Infant	8:30 a.m.	11:00 a.m.	2:00 p.m. - or per their schedule
Early Toddler	8:30 a.m.	11:00 a.m.	2:00 p.m.
Toddler	8:30 a.m.	11:00 a.m.	2:00 p.m.
PreK	9:00 a.m.	12:00 p.m.	2:30 p.m.
After School	9:00 a.m.	12:00 p.m.	3:00 p.m.

**Int:**

## **Milk Substitutions**

The ECLC is not required to offer milk substitutions but may accommodate a parent preference to the best of their ability. If a child is unable to tolerate cow’s milk or parent does not wish for their

child to consume milk for ethical reasons, Lactaid or Soy milk may be served as an alternative, at the request of the parent.

1. A medical note is not required for a milk substitution that has the same nutritional standards as cow's milk. (i.e., Lactaid or Soy milk) However, a written request must still be provided by the parent prior to the center serving a substitution.
2. A medical note must be provided for a milk substitution that does not have the same nutritional standards as cow's milk. (e.g., Almond milk)

**Int:**

## **NAPPING**

Appropriate sleep, rest and quiet periods which are responsive to individual and group needs are provided so that children can sit quietly, lie down to rest or begin and continue to sleep. We can not withhold sleep from a child. Children are allowed to sleep when tired. Children are not forced to rest for long periods of time. For children unable to nap, time and space is provided for quiet play.

**Int:**

## **VOLUNTEERING**

All proper volunteer registration forms must be completed prior to volunteering with children on a regular basis and submitted to Parent Involvement Coordinator.

- Volunteers must be at least 18 years of age.
- Volunteers on a regular basis must have a TB result & criminal history clearance on file to participate.

***\*Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will NOT be permitted to volunteer in the classroom, or on field trips. \*\****

**Int:**

## **FIELDTRIPS**

1. Parents Attending Fieldtrips- Each parent/guardian attending a fieldtrip MUST attend the parent workshop "Parent Guidelines for Fieldtrips" 1x per year in order to participate in fieldtrips. The ECLC is responsible for all children regardless if their parent is attending a fieldtrip with them or not. Parent attending with the classroom must stay with the child and with the group while attending the fieldtrip. Only a parent/guardian may sign a child out from the fieldtrip. **NO outside food or drinks are allowed on or during field trips due to allergy policy.**
2. **Advanced notice is given to all parents/guardians of fieldtrips.** Parents/Guardians must sign a permission form for their child to attend each field trip. If your child arrives late after the class has left for the field trip, your child will not be admitted for the day. You will be responsible for finding alternate care.

3. **Walking Fieldtrips-** Children are assigned to a staff member for supervision while out of the building. The child must remain with the staff member at all times. A child must be signed out of attendance by a parent if they leave the staff member while on a walking trip away from the center.

**Int:**

### **ATTENDANCE:**

**\*Drop off times will be between 7:30 am – 9:00 am and will be strictly enforced. This is to ensure the start of common area cleaning can begin. Please call ahead of time if you will be late to ensure screening procedure. Pick up time begins at 3:00 pm – 5:00 pm. Late fees start at 5:05 pm. Please call ahead if you will be picking up your child earlier than 3:00 pm**

1. Children **must** be in attendance at the center by 9:15 a.m. The center understands that not all work or school schedules are the same. If a child will not be in attendance before 9:00 a.m. on a regular basis, the parent agrees to notify the Parent Involvement Coordinator, Director or center front desk in writing of their work/school schedule.
2. Parents/Guardians will notify the front desk **by 8:45 a.m.** via phone or message when their child(ren) will be absent and/or late each day. (This is in order for our teaching staff to be able to plan accordingly to meet child/teacher ratios, meals, and field trips.) **You may receive a daily courtesy call from Parent Involvement or other ECLC staff if no call is received by parent prior to 9:00 a.m. If no call is made to the center front desk by 9:15 a.m., the child(ren) will not be admitted to the center. Extenuating circumstances may be permitted per discretion of Director.**
3. All children, parents/guardians or other authorized pick up person(s) & visitors **must** sign in and sign out at the front desk upon arrival and departure. This ensures proper records in the event of an emergency.
4. Each enrolled child must be signed in and out of attendance on their classroom attendance sheet on a daily basis by staff.
5. If a child is not in attendance for more than five (5) working days without notification, the child's slot will then be filled from the waiting list. The removed child will then be placed at the bottom of the waiting list. A letter will be sent to the parent/guardian to notify them of the child's termination and balance due. The parent/guardian will also be charged the full rate for the 5 days missed.

**Int:**

**LEAVES OF ABSENCE**- The following applies for **all** leaves of absence:

- *Submit written notice and requests to Parent Involvement Coordinator to utilize approved leave of absence.*
  - *Parents have the option to not be charged during approved leaves of absence by not having their child in attendance during the entire duration of leave time.*
  - *All childcare balances must be at a zero balance before a child may return from any leave of absence described below.*
1. **Unemployed** - E.C.L.C. will hold a child's slot for not more than thirty (30) working days for temporary lack of employment (i.e., lay-off, termination, reorganization, resignation). Parents cannot utilize the child's slot during this time. Parents must submit proof of employment efforts to the **Parent Involvement Coordinator each week** until employment is attained or by the end of the 30 working days. If no written notice, proof and/or no prior payment is submitted, services will be discontinued immediately. Child will be placed at bottom of waiting list for re-enrollment. Also, the parent agrees to pay in full, their childcare balance.
  2. **Maternity leave** –Leave will be granted for a child for no more than six (6) to eight (8) weeks. A written letter with specific dates of leave including a return date must be submitted to the center front desk before maternity leave can be granted. During this time, services will be provided for the child(ren) for two (2) weeks starting day of birth and then services will not be provided until the mother has been cleared to return to work. Childcare bill must be paid, and have a zero balance before the child(ren) can return.
  3. **Family Medical Leave Act** - Up to twelve (12) weeks (3 months) of leave will be provided to parents for certain family and medical reasons during any contract period. The parent should provide written advance notice and a physician's note. A specific return date must be included in the request. Any request over three months will be reviewed by the director on a case by case basis.

**Reasons for taking leave include:**

- Care for child after birth, or placement for adoption or foster care.
  - Care for spouse, child or parent who has a serious health condition.
  - A serious health condition that prevents a parent from performing their job.
4. **Seasonal Employment**- ECLC will hold a child's slot due to a parent not being employed during a certain period of the year (i.e. school teachers, construction, etc.). A written letter with specific dates of leave including a return date must be submitted before the leave can be granted. During this time, the parent has the option to bring the child in but must understand that their childcare balance must be paid in full prior to each week.
  5. **School Breaks** - Parent/guardians enrolled in school may have their child's slot held while on break due to breaks between semesters and holiday breaks. A written letter with specific dates of leave including a return date must be submitted before the leave can be granted (including proof of your school schedule every semester with the dates). During this time, the parent has the option to bring the child in but must understand that their childcare balance must be paid in full prior each week.

6. **Remedial- Academic School Programs:** Requests to hold slots for children enrolled in remedial-academic programs must be put in writing before leave can be granted. Specific dates and times the children will and will not be at the center must be given. The childcare rate will be \$50.00 per week during this time. You must submit proof of the academic recommendation needs from your child (ren)'s school to the Fiscal Coordinator/Parent Involvement Coordinator or to the front desk.

(Multiple child discounts will be followed for After School children for all other family members except for the child in the remedial-academic school program.)

***\*On fieldtrips days, parents must make alternate arrangements for their child's care.***

7. **Longhouse Leave** - Leave may be taken by children for the purpose of Longhouse Ceremonies up to eighty (80) hours per contract year. **Written notice must be submitted** before or immediately after the child returns from attending ceremonies.
8. **Bereavement Leave** - Leave may be taken by children for bereavement purposes up to twenty (20) days per contract year. Verbal notice at the onset of bereavement or written notice within one (1) day upon the child's return must be given to use bereavement leave.

Qualifying family members consist of:

**Immediate family** –

**Spouse/Partner**

**Parents/Step-Parent**

**Siblings/Step-Siblings**

**Grandparents/Grandchildren**

**Uncle/Aunt (First degree)**

**Children**

**Father/Mother in-law**

**Brother/Sister in-law**

**Son/Daughter in-law**

**Nephew/Niece**

**Cousin (First degree)**

When a death occurs outside of the SN, required verification will need to be submitted along with the approved leave request from. (Example: copy of obituary)

**Int:**

### **EMERGENCY CLOSINGS** –

In the event that it becomes necessary to close the center as a result of an emergency, it is the parent/guardian's responsibility or their designated/authorized contacts to pick up their child within one (1) hour of notification. ECLC late fee will apply if all children are not picked up within the timeframe specified. (See Late Fee under Billing Section)

**Int:**

## **PROFESSIONAL DEVELOPMENT CLOSING SCHEDULE**

All ECLC employees must complete 15 hours of in-service training during each license period per NYS Office of Child and Family Services (OCFS). In addition to this requirement, professional development for the staff that care for children will educate and improve the quality of service they are providing. Our staff work several evenings and weekends to complete professional development. In addition to these hours, the ECLC will also close for full day workshops as follows:

**December 18<sup>th</sup>, 2023    March 18<sup>th</sup>, 2024    June 17<sup>th</sup>, 2024**

*\*The ECLC will provide a curtesy notice reminder before each closing date to parents/guardians.*

**Int:**

**Please be advised that the following dates will be recognized as Holidays (full day) for the contract year 2023-2024.**

Monday October 9, 2023	Indigenous day
Tuesday November 7, 2023	Election Day
Friday November 10, 2023	Veterans Day (Observed)
Thursday November 23, 2023	Thanksgiving Day
Monday December 4, 2023	Seneca Nation Birthday
Monday December 25, 2023	Christmas Day
Monday January 1, 2024	New Year's Day
Friday March 29, 2024	Unity Day
Friday May 17, 2024	Onondowa'ga' Day (State)
Monday May 27, 2024	Memorial Day
Friday June 14, 2024	President's Day (Observed)
Thursday July 4, 2024	Sovereignty Day
Monday September 2, 2024	Labor Day Monday
Friday September 20, 2024	Ogwe'o:weh Day (Observed)

**Int:**

## **LATE PICK-UP**

***It is the parent or guardian's responsibility to see that his or her child is picked up from the Early Childhood Learning Center on time. The consequences of children left late include: their own feeling of being forgotten and the teacher's inability to complete scheduled tasks and to leave on time.***

### **Late Pick-Up Policy and Procedure:**

- Children still at the center at 4:55 pm will be brought up to the front receptionist area for pick up. The door in the back will be locked at this time.
- Beginning at 5:05 pm staff will call parents, if no contact is made they will begin to use the emergency contact listing.
- Using the emergency contact listings:



- Every attempt will be made to contact the parent/guardian.
  - If the parent/ guardian cannot be reached, emergency contacts will be contacted to pick up the child.
  - If the parents/guardians and emergency contacts do not pick up the child by 5:30 p.m., the Seneca Nation Marshals Department will be called to take the child into their custody and will then follow their internal policies and procedures.
- If a child is picked up late three (3) times or more in a 30-day timeframe, childcare services will be suspended that following week for up to 5 days, until parent(s) meet with Director to discuss pick-up arrangements. If no meeting occurs, childcare services will be discontinued and child placed on bottom of waiting list.
  - *See Late Fee under Billing Section*

**Int:**

## **BILLING**

**The Seneca Nation Early Childhood Learning Center follows the guaranteed rate system. This simply means that parents are charged every day regardless of actual attendance. The exception is medical issues, utilizing excused or vacation days, granted leaves of absence & SNI/ECLC Closings which are all explained in the contract.**

1. A weekly payment is required on the 1<sup>st</sup> day of service for newly enrolled children.
2. The Parent/Guardian agrees to pay the weekly amount calculated from the attached parent fee schedule which is **due every Friday**. If the center is closed on a Friday due to a SNI/ECLC closing; the bill is due the next day that the center is open for business.
3. Parent/guardian will receive a written request for payment when a bill reaches \$400.00. A final notice (third notice) will result in loss of services if payment and/or payment arrangements are not made by given deadline. All unpaid balances will be sent to the accounting office in which monies will be taken out of annuity payments. **BILLS MUST BE PAID IN FULL.**
4. Balance must be paid in full before ECLC can enroll another child from family. Example; new baby or child from waiting list. No payment plan will be accepted.
5. The ECLC reserves the right to ask parents/guardians to make alternate payment arrangements when payment history shows a lack of timely payments. Balance must be paid in full by new fiscal year, one (1) week before contract signing.
6. The ECLC allows ten (10) days per year as excused absence days. **It is the parent's responsibility to write on the attendance sheet if an excused day will be utilized, in order to not be charged for that day.** If you are using an excused day on a **Friday only**, you must call or email the fiscal coordinator to notify her/him of the child's absence.

i. *Notifying the classroom that your child is not going to be in attendance for any given day is not considered using an excused absence and you will be charged that day unless you write on the attendance sheet "excused absence."*

7. The center does not allow for any unexcused absences and if a child (ren) is not in attendance for more than five (5) consecutive working days without notification, the following will occur: The child (ren) will be removed from enrollment. The parent/guardian will be notified of their termination of services and the balance due including the full rate for the five (5) missed days.
8. The center allows ten (10) days per year for **vacation time**. A **one (1) week written notice provided to the center front desk** must be submitted in order to not be charged during this time; with the exception of Block Grant and DSS co-pays when applicable.
9. If an enrolled child is sent home for health-related reasons, the parent/guardian will not be charged for that full day, depending on the time the child was sent home. Children in attendance for less than four (4) hours will be charged a half-day rate. If they must be excluded for an additional 24-hour period for health reasons, no charge for that time will be accrued.
10. If a child cannot attend ECLC for health reasons, under a doctor's care, a medical provider's written notice of exclusion may be turned in to the Health Coordinator RN/LPN. The RN/LPN will notify Block Grant Coordinator/fiscal coordinator to not be charged for that time period. No other reason will be shared. If no note is provided, you will be charged.
11. In the case of emergency closings during the work/school day for ECLC or a parent/guardian's place of business/school, all childcare bills for that time period will be based on the time of closure. Any time before the fourth hour of operation would be prorated as a half-day. Any time of closure after the fourth hour of operation would be a full day.
12. A minimum of two (2) weeks' notice in writing to the center front desk is required for withdrawal from enrollment. If proper notice is not given, the parent/guardian is responsible for payment of the two (2) weeks following the last day of attendance.
13. Requests to review billing questions and/or revise errors must be made within 2 weeks of the date on the childcare bill in question. All other requests will be denied.
14. It is the parent's responsibility to be truthful when signing out their child upon a late pickup. *Staff will be signing children in and out until further notice.*

**Int:**

15. **Returned Checks**

- The ECLC will follow the SNI Accounting Department's policy in regard to the fee for returned checks and for the repeat acceptance of personal checks when more than one check is returned for non-sufficient funds. The parent/guardian responsible for the returned check will be responsible to pay for the amount of the check returned and any fees by the bank & SNI.

- When the amount of the check and non-sufficient fees are not paid by the date of notice, the child (ren) will no longer be enrolled in the center and their name will be put at the bottom of the waiting list.
16. **Late Pick Up Fee** –The ECLC closes promptly at 5:00 p.m. each day. The late fee is \$20.00 per child for every five (5) minutes late, starting at 5:05 PM.
  17. A yearly end of the year statement will be issued showing total childcare payments paid during the calendar year for income tax purposes.
  18. The end of the year statement will be issued to the parent whose name is written on their receipts or wage deduction unless written documentation states otherwise. Written documentation must be signed by both parents/guardians or be court ordered.
  19. **New Enrolled Children** - Families who have children on the center’s waiting lists must have a **zero (0) balance** on their current childcare bill before any new children from their family can start the enrollment process.

**Int:**

**HEALTH AND SAFETY- Please follow Covid-19 Guidelines until further notice.**

**Enrollment Requirements** – As required by NYS Office of Child & Family Services-Daycare licensing, all children are required to have well child visits and up-to-date immunization records on file at the Early Childhood Learning Center. All children are required to have well child visits at 2, 4, 6, 9, 12, 15, 18 and 24 months and then annually after two (2) years of age. Please submit documentation of these visits, along with the updated immunization record, as your child completes them. **All visits must be turned in on the ECLC Physical Form which is available in the nurse’s office or at the center front desk.**

**Illness Policies** - The Early Childhood Learning Center follows all health policies as outlined in the ECLC Health Plan. This health plan is approved by the Head Start Health Advisory Committee, the Head Start Policy Council and Office of Child and Family Services.

**If a child exhibits ANY COVID-19 symptoms, see Covid-19 Guidelines for procedures of exclusions and remittance.**

**Please be considerate of the other children that attend ECLC and DO NOT send your child to school when they are sick.** Below is a list of the most common reasons for exclusion. If you would like a copy of the **complete** Exclusion/Re-Admission Policy, stop by the Health Office. Children will not be allowed to attend if they are having any of the following symptoms:

- 1) **Fever** - a temperature that is 100.4°F or higher AND accompanied by behavior changes or other signs and symptoms.
- 2) **Diarrhea** – two (2) episodes “watery” stools that cannot be contained in a diaper or for toilet trained children if the diarrhea is causing soiled pants or clothing. Or any stool containing blood or mucous.
- 3) **Vomiting** two (2) or more times within a 24-hour period.

- 4) If a child is excluded from the center due to a communicable (**contagious**) disease, (for example **Respiratory Syncytial Virus- RSV, Coxsackie virus- Hand foot and mouth, Strep Throat, Impetigo, Scabies**, etc.) a medical note is required when your child returns. Also, please notify the Nurse, Parent Involvement Coordinator or Director AS SOON AS POSSIBLE. We must notify center parents of communicable diseases that may be present within the ECLC. Student names will remain confidential.
  - 5) Purulent conjunctivitis (“Pink eye” pink or red conjunctivitis with white or yellow eye discharge) until examined by child’s healthcare provider and approved for readmission, with treatment with a note and upon receiving 24-hour antibiotic treatment.
  - 6) Open, oozing sores which cannot be covered (until healed, covered or MD note).
  - 7) **Rash with fever/change in behavior**- until a healthcare provider determines that symptoms do not indicate a communicable disease.
  - 8) The child has **any of the following** conditions: sluggishness, uncontrolled coughing, irritability, persistent crying, difficulty breathing, or other indications of possible severe illness.
  - 9) Illness that results in a **greater need for care** than the staff can provide without compromising the health and safety of other children.
- **Once any of the above conditions have been identified, the parent will be notified and must pick up their child or arrange for pickup within 45 minutes.** A late fee may be assessed-\$20 every five (5) Minutes. Reference Covid Guidelines for testing option.

**▶▶▶▶ CHILDREN MAY RETURN TO CENTER CLASSROOM with doctors note stating the date of return and stating free of communicable /contagious disease.**

- 24 hours after their fever resolves (without using fever-reducing medication)
- 24 hours after their last episode of diarrhea or vomiting,
- 24 hours after they begin taking their antibiotic, or

**Medication**-In the event that your child needs medication administered during childcare, the following items are required to comply with NYS Daycare Regulations:

- Have your child’s healthcare provider complete a Medication Consent Form for each medication. Parents complete Parent Section (#19-#23) and sign. **CONSENT FORMS MUST ACCOMPANY THE PRESCRIBED MEDICATION WHEN SUBMITTED TO THE ECLC HEALTH NURSE.** Individualized Health care plans must be submitted for chronic condition or allergies.
- All prescribed medication must be transported to the center by the Parent/Guardian and given to the ECLC nurse in its original, labeled container prepared by the pharmacy. Label should include: Child’s name, name of medication, dosage and directions for administering, expiration date and list of possible side effects. All instructions must match the medication consent form.

- Over-the-counter medications (Tylenol, Motrin, Benadryl, anti-itch cream, Neosporin, etc.) require a medication consent form signed by the doctor and the parent/guardian or a verbal order can be taken by nurse in certain circumstances.
- Diaper rash ointment (over-the-counter), Sunscreen and Insect Repellent non-medicated or topical ointment CAN be applied with Non-Medication Consent Form signed by only the parent. A doctor does NOT need to sign this form.
- Only staff certified in Medication Administration training may dispense medication to center children.

*\*Please see the ECLC nurse for the Medication Consent Form and any health questions you may have.*

**Incident/Accident Reports** – Should your child be involved in an accident/incident while at ECLC, a report will be completed that same day.

- Parents will be notified of serious incident as within 1 hour. The report should be ready for your signature at the end of the day. It will then be reviewed and signed by the Director you will receive a copy. (If requested)
- **If your child is injured while at the ECLC and you seek emergency care after they have returned home, you must notify the center nurse/director that care was sought outside of the center for the injury and provide copy of Doctor note/Emergency room report. We must report this information to the Office of Child and Family Services.**
- Incidents of Biting: Biting is a very common developmental stage for young children. ECLC has a biting & physical harm policy that is followed when regular incidences occur. Parents may obtain a copy of the policies upon request.

Int:

### **Severe Allergies**

For children with severe allergies, including food allergies, parents must provide a note from your healthcare provider stating the allergy and any limitations that it may imply include the individual Health care Plan. If your child must be treated with medication for allergic reactions, you must also follow our medication administration policy, explained above.

Int:

**Head Lice** – **If a child is distracted due to frequent itching of their scalp, they will be brought to the nurse's office where a head check will be done discreetly.** If a child is found to have an active case of head lice (Live louse seen or nits less than ¼" from the scalp), the parent will be notified to pick up child within 45 minutes. After they have been treated and viable nits have been removed, the child needs to be brought to the *Health Office* to be rechecked and cleared to return to class. A child with head lice or nits, three times or more in a one-month period will be referred to the Parent Involvement/Social Services Coordinator for family assistance.

Int:

## **Health & Disabilities/Mental Health**

To best support children as they develop, children enrolled in the center may be observed by their teachers and/or the Health & Disabilities Coordinator, and/or the center's Mental Health Consultant, to implement behavior support and classroom management interventions that are in line with our OCFS approved Behavior Management Plan.

I have received a copy of the SNI ECLC Behavioral Incident Policy.

**Int:**

## **OTHER**

The following documentation must be submitted and/or signed when requested. Non-compliance or proper notification from parent(s) will result in suspension of childcare services until documentation is received.

- All required health forms – physicals, updated immunizations, Emergency Consent form
- Required Nutrition forms – CACFP & Nutrition Assessment Forms
- Childcare Contract
- Proof of Work 32 hr. or more or school attendance/schedule
- After School Unacceptable Behavior Parent Notification forms –
- Health and Disabilities Release of Information
- Current childcare bill up to date with zero balance
- One week's payment is due in advance.

***\*All recipients of the Developmental Block Grant or county services: You must follow their guidelines as well as the ECLC Childcare Contract.***

**Int:**

## **PERSONS APPEARING TO BE UNDER THE INFLUENCE OF DRUGS/ALCOHOL**

**We are an Alcohol and Drug Free Facility.** The staff of the Early Childhood Learning Center will contact the SNI Marshals, local police and/or the other custodial parent should a parent appear to the staff to be under the influence of drugs and/or alcohol.

**Any person who attempts to pick-up or has transported a child and appears to be under the influence of drugs and/or alcohol, will require staff to contact local authorities. Staff will also contact Child Protective Services as mandated reporters of the suspected attempt to transport a child under suspected influence of drugs, including Cannabis or alcohol.**

I understand the above ECLC Policy on Parents Suspected of Being under the Influence.

**Int:**

## **PARENT CODE OF CONDUCT**

The Early Childhood Learning Center requires the parents of enrolled children at all times, to conduct themselves in a manner consistent with decency, dignity, courtesy, and respect. One of our goals is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of the ECLC but, is the responsibility of each and every parent or adult who enters the center. Parents and authorized adults are required to act in a manner that fosters this ideal environment. **On a case by case basis parents who violate the Parent Code of Conduct will NOT be permitted on agency property for ninety (90) days. Parents will be given a written warning or notice of exclusion by the Director.**

- Swearing or cursing or yelling is not permitted on ECLC property or on fieldtrips at any time, whether in the presence of a child or not. At NO time is it appropriate to direct inappropriate language towards members of the staff. Although we may not always agree, it is important to model calm & respectful behavior for our children.
- Derogatory statements or threats of any kind towards other parents, children or staff will NOT be tolerated and will be an automatic violation of Parent Code of Conduct. Threats of any kind will result in being reported to appropriate authorities.
- The ECLC does not support or condone corporal punishment of children, and such acts are NOT permitted in the child care facility or its grounds. We encourage parents to learn discipline tactics appropriate to their child's age & we can assist you with this learning.
- Inappropriate comments on social media directed towards ECLC, staff, or children are not permitted. Please fill out a concern form or put a suggestion into the suggestion box.
- Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. They are also not to seek out another parent to discuss their child's behavior. Please take all concerns to the classroom teacher and/or the appropriate coordinator or director.
- **SMOKING or Vaping of any kind is NOT allowed anywhere on ECLC grounds.** This includes INSIDE the building, outside of the building and in the parking lots.
- Parents as well as staff must recognize the Confidentiality Policy at ECLC. Any parent who shares any confidential information, pressures staff or other parents for information that is not necessary for them to know is in violation of the Confidentiality Policy and the Parent Code of Conduct.

**I understand the above regarding the ECLC Parent Code of Conduct and will inform the authorized people on my emergency contact and pick-up lists of these codes.**

**Int:**

**NEW YORK STATE DAYCARE**

**REGULATIONS**

1. I understand that the Seneca Nation Early Childhood Learning Center is a licensed daycare provider and, as such, complies with New York State Department of Social Services Law:

**PART 413 CHILD DAYCARE DEFINITIONS, ENFORCEMENT AND HEARINGS**

413.1	Scope
413.2	Definitions
413.3	Enforcement of Regulations
413.4	Criminal History Review
413.5	Hearings
413.6	Waivers

**PART 418 CHILD DAYCARE CENTERS**

418-1.1	Definitions, Enforcement and Hearings
418-1.2	Procedures for Applying for Renewing a License
418-1.3	Building and Equipment
418-1.4	Fire Protection
418-1.5	Safety
418-1.6	Transportation
418-1.7	Program Requirements
418-1.8	Supervision of Children
418-1.9	Discipline
418-1.10	Child Abuse and Maltreatment
418-1.11	Health and Infection Control
418-1.12	Nutrition
418-1.13	Staff Qualifications
418-1.14	Training
418-1.15	Management and Administration

2. I understand that as a licensed daycare provider, center employees are mandated under NYS Department of Social Services Law, Part 413 and Part 418 to report any suspected incidents of child abuse or maltreatment/neglect concerning a child to the State Central Register of Child Abuse and Maltreatment; or cause a report to be made when workers have reasonable cause to suspect that a child coming before them in their professional capacity is an abused or maltreated/neglected child.

For a detailed explanation of the regulations, go to:

[www.ocfs.state.ny.us/main/childcare/regs/418-1\\_CDCC\\_regs.asp](http://www.ocfs.state.ny.us/main/childcare/regs/418-1_CDCC_regs.asp)

To contact the Office of Child and Family Services-Buffalo Regional Office for complaints against this licensed center for violations of statutory & regulatory requirements, call (716) 847-3145.

A listing of all child care center violations can be viewed at <http://ocfs.state.ny.us/>

**Int:**



**SENECA NATION**  
**EARLY CHILDHOOD LEARNING CENTER**

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE FULL CONTENTS OF THIS CONTRACT AND AGREE TO ABIDE WITH THE SAME. FURTHERMORE, BY INITIALING THE BOXES NEXT TO EACH SECTION, I AGREE AND FULLY UNDERSTAND THE CONTENTS OF THAT SECTION.

I ALSO UNDERSTAND THIS CONTRACT IS VALID FOR THE OCTOBER 10, 2023 TO OCTOBER 4, 2024 FISCAL YEAR.

IF PARENT/GUARDIAN FAILS TO INITIAL ANY PARTS OF THIS CONTRACT; THE CONTRACT WILL BE CONSIDERED INCOMPLETE AND ENROLLMENT WILL NOT BE PROCESSED. **THE SIGNERS OF THIS CONTRACT UNDERSTAND THAT THEY ARE FINANCIALLY RESPONSIBLE FOR THE CHILDCARE BALANCE UNLESS OTHERWISE STATED IN A COURT ORDER.**

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

- ❖ A thirty (30) day notice of any changes including fee rates, to the Parent/Guardian Contract for Childcare Services, will be given in writing during the contract year if applicable.
- ❖ Both parents must sign the contract, if applicable.

***\*\*By initialing in box, you have waived the right to have this contract reviewed with you by a member of the ECLC staff. You understand you will be held responsible to abide by all contents of the contract.***

**Int:**