



Welcome to our Daycare Center

Dear Parents and Families,

Welcome to our creative daycare family! We are honored that you have chosen our program to be part of your child's early learning journey. At our center, we believe every child is unique, capable, and full of potential. Our goal is to provide a safe, nurturing, and engaging environment where children can learn, grow, explore, and thrive at their own pace.

We are committed to building strong relationships with both children and families through open communication, trust, respect, and collaboration. Together, we can create a positive foundation for lifelong learning and success.

Our Mission

Our mission is to provide high-quality childcare and early education that supports the social, emotional, physical, and cognitive development of every child through hands-on learning, creativity, independence, and meaningful experiences.

Our Montessori-Inspired Philosophy

Our program is Montessori-inspired, meaning we encourage children to become confident, independent learners through exploration, choice, and purposeful activities. We believe children learn best when they are actively involved in their environment and guided with patience, encouragement, and respect.

Our classrooms are thoughtfully prepared to promote:

- Independence and self-confidence
- Hands-on learning experiences
- Respect for self, others, and the environment
- Creativity and curiosity
- Problem-solving and critical thinking
- Social-emotional development

Teachers serve as guides and facilitators, encouraging children to discover, explore, and develop at their own individual pace.

Our Core Pillars

1. Safety & Nurturing Care

We provide a loving, secure, and welcoming environment where children feel safe, valued, and supported every day.

2. Independence & Confidence

Children are encouraged to make choices, complete age-appropriate tasks independently, and develop confidence in their abilities.

3. Respect & Kindness

We foster a culture of kindness, empathy, inclusion, and respect for others, ourselves, and our environment.

4. Hands-On Learning

Children learn through exploration, sensory experiences, play-based activities, and real-world discovery.

5. Creativity & Curiosity

We encourage imagination, creativity, and curiosity through art, music, movement, storytelling, and open-ended activities.

6. Family Partnership

We value strong partnerships with families and believe communication and collaboration are essential to a child's success.

7. Growth & Development

We support the whole child by promoting emotional, social, physical, and intellectual development through developmentally appropriate practices.

What Families Can Expect

At our center, families can expect:

- A clean, safe, and organized learning environment
- Caring and qualified educators
- Daily communication and updates

- Structured routines balanced with play and exploration
- Respect for each child's unique personality and learning style
- Positive guidance and encouragement
- Opportunities for family involvement and partnership

We are excited to watch your child learn, grow, and create wonderful memories with us. Thank you for trusting us with your child's care and education.

We look forward to a wonderful partnership with your family!

Warm regards,

Creative Play Childcare Center Wantagh, LLC
Dhanaive Nunez & Melissa Borger – Owners
Alexandra Gardner – Director
(516) 688-0168
CPCCwantagh@gmail.com

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
DAY CARE ENROLLMENT

PHOTO OF CHILD (Optional)	PROGRAM NAME:		ADDRESS:		PHONE NUMBER: () -		
	CHILD'S FULL NAME:				DATE OF BIRTH: / /		
	PREFERRED NAME/NICKNAME:				GENDER:		
	CHILD'S HOME ADDRESS:						
NAME OF PERSON ENROLLING CHILD:			RELATIONSHIP TO CHILD: <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Caretaker <input type="checkbox"/> Relative _____ <input type="checkbox"/> Other _____				
PHONE NUMBER(S) OF PERSON ENROLLING CHILD: () - <input type="checkbox"/> ok to text			ADDRESS OF PERSON ENROLLING CHILD (IF DIFFERENT THAN CHILD):				
EMAIL ADDRESS:							
EMERGENCY INFO	EMERGENCY CONTACT NAMES / ADDRESSES		Authorized to Pick Up Child	PRIMARY PHONE NUMBER		OTHER PHONE NUMBER / EMAIL	
	PRIMARY CONTACT:		<input type="checkbox"/> Yes <input type="checkbox"/> No	() - <input type="checkbox"/> ok to text		() - <input type="checkbox"/> ok to text	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	() - <input type="checkbox"/> ok to text		() - <input type="checkbox"/> ok to text	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	() - <input type="checkbox"/> ok to text		() - <input type="checkbox"/> ok to text	
FOR PROGRAM USE ONLY				FOR PROGRAM USE ONLY			
DATE OF ENROLLMENT: / /				DATE OF DISENROLLMENT: / /			

CHILD'S FULL NAME:		DATE OF BIRTH: / /	
Check boxes below to indicate if your child has any special needs/services: <input type="checkbox"/> None			
<input type="checkbox"/> Early Intervention/Special Education		<input type="checkbox"/> Occupational Therapy	
<input type="checkbox"/> Allergies (Please list) _____		<input type="checkbox"/> Speech/Language	
<input type="checkbox"/> Other _____		<input type="checkbox"/> Physical Therapy	
Please provide information here AND discuss with your child care provider:			
CHILD'S PRIMARY CARE PHYSICIAN'S NAME/ GROUP:			PHONE NUMBER: () -
PREFERRED HOSPITAL:			PHONE NUMBER: () -
CHILD'S DENTAL CARE:			PHONE NUMBER: () -
Child health care information is available by calling toll-free 1-800-698-4543 or the NYS Health Marketplace website: https://nystateofhealth.ny.gov/			
AGREEMENTS			
● I consent to emergency medical treatment for my child.....			<input type="checkbox"/> Yes <input type="checkbox"/> No
● I consent for my child to take part in neighborhood trips (i.e., library, park and playground) away from the program under proper supervision.....			<input type="checkbox"/> Yes <input type="checkbox"/> No
● I understand the program may need additional permissions for situations such as transportation, medication, release of information, and field trips.....			<input type="checkbox"/> Yes <input type="checkbox"/> No
● I provided information on my child's special needs to the program to assist in caring for my child.....			<input type="checkbox"/> Yes <input type="checkbox"/> No
● I understand the program must give parents, at the time of enrollment of a child, a written policy statement as required by regulation.....			<input type="checkbox"/> Yes <input type="checkbox"/> No
● I agree to review and update this information whenever a change occurs and at least once every year.....			<input type="checkbox"/> Yes <input type="checkbox"/> No
SIGNATURE – PARENT OR PERSON(S) LEGALLY RESPONSIBLE:			DATE: / /

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CHILD IN CARE MEDICAL STATEMENT

To Be Completed By Licensed Physician, Physician Assistant or Nurse Practitioner

Name of Child:	Date of Birth: / /	Date of Examination: / /
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Immunizations required for entry into day care

Medical Exemption The physical condition of the named child is such that one or more of the immunizations would endanger life or health. Attach certification specifying the exempt immunization(s). Yes No

Diphtheria, Tetanus and Pertussis (DPT) Diphtheria and Tetanus and acellular Pertussis (DTaP)	1 st Date / /	2 nd Date / /	3 rd Date / /	4 th Date / /	5 th Date / /
Polio (IPV or OPV)	1 st Date / /	2 nd Date / /	3 rd Date / /	4 th Date / /	
Haemophilus influenzae type B (Hib)	1 st Date / /	2 nd Date / /	3 rd Date / /	4 th Date OR 1 st Date (if given on or after 15 months of age) / /	
Pneumococcal Conjugate (PCV) for those born on or after 1/1/08)	1 st Date / /	2 nd Date / /	3 rd Date / /	4 th Date / /	
Hepatitis B	1 st Date / /	2 nd Date / /	3 rd Date / /		
Measles, Mumps and Rubella (MMR)	1 st Date / /	2 nd Date / /			
Varicella (also known as Chicken Pox)	1 st Date / /	2 nd Date / /			

Other Immunizations may include the recommended vaccines of Rotavirus, Influenza and Hepatitis A

Type of Immunization:	Date: / /	Type of Immunization:	Date: / /
Type of Immunization:	Date: / /	Type of Immunization:	Date: / /
Type of Immunization:	Date: / /	Type of Immunization:	Date: / /

Tests

Tuberculin Test Date: / / Mantoux Results: Positive Negative _____ mm
 TB Tests are at the physician's discretion. Acceptable tests include Mantoux or other federally approved test.
 If positive, or if x-ray ordered, attach physician's statement documenting treatment and follow-up.

Lead Screening Date: / /
 Attach lead level statement
Lead Screening (Include All Dates and Results)

1 year / / Result: _____ mcg/dL Venous Capillary
 2 years / / Result: _____ mcg/dL Venous Capillary

Most recent date of lead screening (if different from above):
 / / Result: _____ mcg/dL Venous Capillary

Per NYS law, a blood lead test is required at 1 and 2 years of age and whenever risk of lead poisoning is likely.
 If the child has not been tested for lead, the day care provider may not exclude the child from child day care, but must give the parent information on lead poisoning and prevention, and refer the parent to their health care provider or the county health department for a lead blood screening test.

(Continued on reverse side)



Early Childhood Development Intake Form

Creative Play Childcare Center Wantagh LLC

Child Development & Learning Profile

This form is designed to help our teachers and caregivers understand your child's developmental needs, learning style, routines, interests, and personality. The information provided will help us create a positive and supportive learning environment for your child.

Please complete all sections that apply to your child's age group.

Child Information

Child's Full Name: _____

Date of Birth: _____

Age: _____

Classroom/Program: _____

Start Date: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Phone Number: _____

Email Address: _____

1. Child Personality & Temperament

How would you describe your child's personality?

- Outgoing
- Shy
- Independent
- Energetic
- Calm
- Sensitive
- Curious
- Other: _____

What are your child's favorite activities/interests?

What helps comfort your child when upset?

What are your child's fears or anxieties?

2. Social & Emotional Development

How does your child interact with other children?

- Plays independently
- Plays alongside others
- Shares well
- Needs assistance with sharing
- Enjoys group activities
- Prefers one-on-one interaction

How does your child express emotions?

Has your child attended daycare/school before?

Yes

No

If yes, describe previous experience:

3. Communication & Language Development

Primary language spoken at home:

Does your child:

Skill	Yes	No
Use words to communicate needs	<input type="checkbox"/>	<input type="checkbox"/>
Speak in sentences	<input type="checkbox"/>	<input type="checkbox"/>
Follow simple directions	<input type="checkbox"/>	<input type="checkbox"/>
Understand routines	<input type="checkbox"/>	<input type="checkbox"/>
Use gestures/sign language	<input type="checkbox"/>	<input type="checkbox"/>

Any speech/language concerns?

4. Physical Development

Please check skills your child is able to do:

Infants/Toddlers

- Rolls over
- Crawls
- Walks independently
- Climbs
- Feeds self
- Drinks from cup

Preschool/School Age

- Runs well
- Uses scissors
- Holds pencil/crayon
- Dresses independently
- Uses bathroom independently

Any physical limitations or concerns?

5. Learning & Cognitive Development

How does your child learn best?

- Hands-on activities
- Visual learning
- Music/movement
- Repetition
- Small groups
- Independent exploration

Can your child:

Skill	Yes	No
Recognize colors	<input type="checkbox"/>	<input type="checkbox"/>
Recognize shapes	<input type="checkbox"/>	<input type="checkbox"/>
Count numbers	<input type="checkbox"/>	<input type="checkbox"/>
Identify letters	<input type="checkbox"/>	<input type="checkbox"/>
Follow routines	<input type="checkbox"/>	<input type="checkbox"/>

Any learning concerns or developmental evaluations?

6. Behavior & Guidance Information

Does your child have difficulty with:

- Transitions
- Separation from parent
- Following directions
- Aggressive behaviors
- Biting
- Tantrums
- Sharing
- None

What behavior guidance methods work best for your child?

7. Sensory & Special Accommodations

Is your child sensitive to:

- Loud noises
- Certain textures
- Bright lights
- Food textures
- Large groups
- Changes in routine

Any accommodations that help your child succeed?

8. Toilet Training Information

Is your child toilet trained?

- Yes
- No
- In Progress

Any toileting routines or assistance needed?

9. Sleep & Rest Information

Does your child nap/rest during the day?

- Yes
- No

Typical nap/rest time:

Comfort items used for sleep:

10. Eating & Nutrition Information

Does your child have food allergies?

- No
- Yes

If yes, please explain:

Any dietary restrictions?

- No
- Yes

If yes, please explain:

Eating Habits/Preferences:

11. Medical Information

Child's Pediatrician: _____

Phone Number: _____

Health Insurance Provider: _____

Policy Number: _____

Does your child have any of the following?

Condition	Yes	No
Allergies	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>
Seizures	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Special Needs	<input type="checkbox"/>	<input type="checkbox"/>
Dietary Restrictions	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please explain:

Is your child currently taking medication?

- No
- Yes

If yes, please explain:

Medication authorization forms are required.

12. Family Goals & Expectations

What are your goals for your child while attending our program?

Is there anything else you would like us to know about your child?

Parent Acknowledgment

I understand that the information provided will be used to support my child's care, learning, and development while enrolled at Creative Play Childcare Center Wantagh LLC.

I certify that the information provided is accurate to the best of my knowledge.

Parent/Guardian Name: _____

Signature: _____ + _____

Date: _____

Staff Use Only

Date Received: _____

Teacher/Classroom: _____

Staff Initials: _____



Tuition Rates & Policy

Creative Play Childcare Center Wantagh LLC

Our tuition rates are designed to provide high-quality childcare, educational programming, nutritious care, and a safe learning environment for all enrolled children.

Tuition Rates

Infant Class (6 Weeks – 18 Months)

Schedule	Tuition Rate	with Extended Care
Daily Rate	\$90 Daily	\$100 Daily
Weekly Rate	\$450 Weekly	\$500 Weekly
2 Full Days	\$780 Monthly	\$880 Monthly
3 Full Days	\$1,170 Monthly	\$1,320 Monthly
4 Full Days	\$1,560 Monthly	\$1,760 Monthly
5 Full Days	\$1,950 Monthly	\$2,200 Monthly

Toddler Class (18 Months – 36 Months)

Schedule	Tuition Rate	with Extended Care
Daily Rate	\$85 Daily	\$95 Daily
Weekly Rate	\$425 Weekly	\$475 Weekly
2 Full Days	\$736 Monthly	\$836 Monthly
3 Full Days	\$1,105 Monthly	\$1,255 Monthly
4 Full Days	\$1,474 Monthly	\$1,674 Monthly
5 Full Days	\$1,841 Monthly	\$2,091 Monthly

Preschool & Pre-K Class (3 – 5 Years)

Schedule	Tuition Rate	with Extended Care
Daily Rate	\$82 Daily	\$92 Daily
Weekly Rate	\$410 Weekly	\$460 Weekly
2 Full Days	\$710 Monthly	\$810 Monthly
3 Full Days	\$1,066 Monthly	\$1,166 Monthly
4 Full Days	\$1,422 Monthly	\$1,622 Monthly
5 Full Days	\$1,777 Monthly	\$2,027 Monthly

Regular & Extended Hours Program

Regular Hours (9:00 AM – 4:00 PM)

Morning Extended Care (7:00 AM – 9:00 AM)

Afternoon Extended Care (4:00 PM – 6:00 PM)

Full Extended Care (7:00 AM – 9:00 AM & 4:00 PM – 6:00 PM)

Tuition Policy

1. Tuition Due Date

- Tuition payments are due on the **1st of each month**.
 - Payments not received by the due date may incur a late payment fee.
 - Continued non-payment may result in temporary suspension of attendance until the account balance is paid in full.
-

2. Registration & Enrollment Fees

- A **non-refundable registration fee of \$100 per child** is required to secure enrollment.
- Additional annual supply or materials fees may apply.

Enrollment is not guaranteed until all required forms and fees are received.

3. Year-Round Program Schedule

Creative Play Childcare Center Wantagh LLC operates on a **12-month, year-round schedule**.

Tuition remains consistent regardless of:

- Holidays
- Shortened months
- Scheduled center closures
- Child absences
- Vacations

The center will provide families with an annual holiday and closure calendar.

4. Refund & Credit Policy

All tuition payments and registration fees are non-refundable.

No credits or refunds will be provided for:

- Illness
 - Family vacations
 - Weather-related closures
 - Family emergencies
 - Partial attendance
 - Unused scheduled days
-

5. Sibling Discount

Families with multiple enrolled children may receive:

- **10% sibling discount applied to the oldest child's tuition**

Sibling discounts cannot be combined with other promotional discounts unless approved by administration.

6. Late Pick-Up Fees

Children must be picked up before closing time.

- A late pick-up fee of **\$5 per minute per child** will be charged after closing.
 - Repeated late pick-ups may result in additional disciplinary action or termination of services.
-

7. Withdrawal Policy

- A **30-day written notice** is required before withdrawing a child from the program.
- Tuition remains due during the notice period whether the child attends.

Failure to provide notice may result in additional tuition charges.

8. Annual Tuition Adjustments

Tuition rates may be reviewed and adjusted annually to reflect:

- Operational expenses
- Staffing costs
- Program improvements
- Inflation and regulatory requirements

Families will receive advance written notice of any tuition changes.

9. Accepted Payment Methods

The center may accept:

- ACH/Automatic Bank Draft
- Debit/Credit Cards
- Checks
- Online Payments
- Brightwheel Payments

Returned Payments

- Returned checks or declined payments may incur additional processing fees.
-

10. Part-Time Schedule Policies

- Part-time schedules must be selected and approved in advance.
 - Schedule changes are subject to classroom availability and administrative approval.
 - Switching between part-time and full-time enrollment may require advance notice.
-

Parent Acknowledgment

I acknowledge that I have read and understand the tuition rates and financial policies of Creative Play Childcare Center Wantagh LLC. I agree to comply with all tuition payment policies and procedures.

Parent/Guardian Name: _____

Child's Name: _____

Signature: _____

Date: _____



Childcare Schedule Selection Form

Creative Play Childcare Center Wantagh LLC

Registration Package — Schedule Options

Please complete this form to select your child’s attendance schedule and any additional extended care services needed.

Child Information

Child’s Full Name: _____

Date of Birth: _____

Classroom: _____

Start Date: _____

Program Hours

Regular Program Hours

9:00 AM – 4:00 PM

Early Drop-Off Hours

7:00 AM – 9:00 AM

Late Pick-Up Hours

4:00 PM – 6:00 PM

Child Attendance Schedule

Which Schedule Will Your Child Be Attending?

Please select one:

- Full-Time (5 Days Per Week)
 - Part-Time 2 Days
 - Part-Time 3 Days
 - Part-Time 4 Days
-

Days Child Will Attend

Please check all days your child will attend:

- Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
-

Regular Program Hours

- Regular Hours Only
(9:00 AM – 4:00 PM)
-

Early Drop-Off Option

- No Early Drop-Off Needed
- Early Drop-Off Requested
(7:00 AM – 9:00 AM)

Days Needed:

- Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
-

Late Pick-Up Option

- No Late Pick-Up Needed

- Late Pick-Up Requested
(4:00 PM – 6:00 PM)

Days Needed:

- Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
-

Full Extended Care Option

- Morning & Afternoon Extended Care Requested
(7:00 AM – 9:00 AM AND 4:00 PM – 6:00 PM)

Days Needed:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Daily Attendance Hours

Expected Drop-Off Time:

Expected Pick-Up Time:

Parent Schedule Acknowledgment

I understand that:

- My child's schedule is reserved based on the days selected above.
 - Schedule changes are subject to availability and administrative approval.
 - Tuition charges apply according to the selected schedule and extended care options.
 - Advance notice may be required for permanent schedule changes.
-

Parent/Guardian Signature

Parent/Guardian Name: _____

Signature: _____

Date: _____

Staff Use Only

Classroom Assigned: _____

Schedule Approved: _____

Tuition Plan: _____

Staff Initials: _____



Holiday & Closings Policy Form

Creative Play Childcare Center Wantagh LLC

At Creative Play Childcare Center Wantagh LLC, we value family time, staff wellness, and professional development. The center will be closed on the following holidays and scheduled closure days each year.

Major Holidays Observed

The daycare center will be closed on the following holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

If a holiday falls on a weekend, the center may observe the holiday on the nearest weekday.

Early Closing Days

The daycare center may close early at 3:00 PM on the following days:

- Martin Luther King Jr. Day
- Good Friday
- Juneteenth
- Columbus Day
- Veterans Day
- Day After Thanksgiving
- Christmas Eve
- New Year's Eve

Parents will be notified in advance regarding all early closings.

Staff Development & Professional Training Days

To maintain high-quality childcare standards and comply with New York State training requirements, the center may close periodically for:

- Staff Development Days
- Professional Training Days
- Emergency Preparedness Training
- Facility Maintenance and Deep Cleaning

Families will receive advance notice of all scheduled closure dates whenever possible.

Emergency Closures

The daycare center may close unexpectedly due to:

- Severe weather conditions
- Power outages
- Unsafe building conditions
- Public health emergencies
- Other emergencies beyond the center's control

Parents will be notified as soon as possible through phone calls, text message, email, or parent communication app.

Tuition During Closures

Tuition remains due during:

- Holidays
- Scheduled center closures
- Professional development days
- Emergency closures
- Child absences or vacations

These closures are already considered in the annual tuition rates.

Parent Notification

Parents will receive:

- An annual holiday calendar for enrollment
- Advance notice of planned closures and early dismissals
- Immediate notification of emergency closures whenever possible

We appreciate your understanding and cooperation as we work to provide a safe, nurturing, and high-quality learning environment for all children.

Parent Acknowledgment

I acknowledge that I have received and reviewed the Parent Handbook for Creative Play Childcare Center Wantagh LLC and agree to comply with all policies and procedures.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Child's Name: _____



Parent Permission & Authorization Form

Creative Play Childcare Center Wantagh LLC

This form provides parental permission for the use of photographs, diaper cream, ointment, sunscreen, and related care items while your child is enrolled at the center.

Please complete all sections below.

Child Information

Child's Full Name: _____

Date of Birth: _____

Classroom: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Phone Number: _____

1. Photograph & Video Permission

I give permission for my child to be:

Please check all that apply:

- Photographed during classroom activities
- Included in classroom displays/projects
- Included in parent communication apps (ex: Brightwheel)
- Included in center social media pages
- Included in marketing/promotional materials
- Video recorded for classroom/documentation purposes

I DO NOT give permission for:

Parent Initials: _____

2. Diaper Cream/Ointment Authorization

I authorize daycare staff to apply the following diaper cream/ointment to my child as needed.
Parent provided.

Product Information

Product Name/Brand: _____

Application Instructions

Allergies/Skin Sensitivities

Parent Initials: _____

3. Sunscreen Authorization

I authorize daycare staff to apply sunscreen to my child before outdoor activities.

Sunscreen Information

Brand/SPF: _____

- Parent Provided
- Center Provided (if applicable)

Application Instructions

Known Skin Allergies/Sensitivities

Parent Initials: _____

4. Topical Cream/Ointment Authorization

I authorize daycare staff to apply the following non-prescription topical products as needed:

Please check all that apply:

- Petroleum Jelly
- Baby Lotion
- Lip Balm
- Anti-Itch Cream
- First Aid Ointment
- Other: _____

Product Instructions

Parent Initials: _____

Important Notice

- All products must be in original labeled containers.
- Prescription medication requires separate medication authorization forms.
- Parents must notify the center immediately of any allergies or changes.
- Staff may refuse to apply products without proper authorization or labeling.

Parent Authorization & Signature

I certify that the information provided on this form is accurate and complete. I authorize Creative Play Childcare Center Wantagh LLC staff to provide care according to the permissions granted above.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Staff Use Only

Date Received: _____

Reviewed By: _____

Staff Initials: _____

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
CHILD DAY CARE CENTER
SLEEPING AND NAPPING AGREEMENT

This form may be used to meet the regulatory requirement that, other than for school-age children, sleeping and napping arrangements must be made in writing between the parent and the program.

Name of Child in Care:	Date of Birth / /
-------------------------------	-----------------------------

Name of Parent/Guardian:

Name of Program:	Facility ID#
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Area of program where child will nap or sleep:
--

Napping or sleeping surface (Check all that apply): <input type="checkbox"/> Mat <input type="checkbox"/> Cot <input type="checkbox"/> Bed <input type="checkbox"/> Crib
--

How will the child be supervised?

All applicable regulations must be followed, including, but not limited to, those listed below. Contact your regulator with any questions.

- In a child day care center, children may not sleep or nap in car seats, baby swings, strollers, infant seats, or bouncy seats, unless otherwise prescribed by a health care provider. Should a child fall asleep in one of these devices, they must be moved to an approved sleeping surface.
- Sleeping arrangements for infants through 12 months of age require that the infant be placed flat on their back to sleep, unless medical information from the child’s health care provider is presented to the program by the parent that shows that arrangement is inappropriate for that child.
- Cribs, bassinets, and other sleeping areas for infants through 12 months of age must include an appropriately sized fitted sheet and must not have bumper pads, toys, stuffed animals, blankets, pillows, wedges, or infant positioners. Wedges or infant positioners will be permitted with medical documentation from the child’s health care provider.
- The resting/napping places must be located in approved day care space; be located in safe areas of the program; be located in a draft-free area; be where children will not be stepped on; be in a location where safe egress is not blocked; allow a person to move freely and safely within the napping area in order to check on or meet the needs of children; and be at least two feet apart from each other.
- Children unable to sleep during nap time shall not be confined to a sleeping surface (cot, crib, etc.) but instead must be offered a supervised place for quiet play.
- A copy of this agreement must be kept on file at the program and accessible for review.

Signature of Parent/Guardian
/ /
Date

Signature of Program Staff
/ /
Date



Parent Handbook

Creative Play Childcare Center Wantagh LLC

Welcome

Welcome to Creative Play Childcare Center Wantagh LLC. We are honored to partner with your family in providing a safe, nurturing, and educational environment for your child. Our goal is to support each child's social, emotional, physical, and cognitive development through positive learning experiences and caring relationships.

This handbook contains important policies and procedures for all enrolled families. Please read carefully and keep for future reference.

Mission Statement

Our mission is to provide high-quality childcare in a safe, loving, educational, and developmentally appropriate environment where children are encouraged to learn, grow, and thrive. At Creative Play Childcare Center Wantagh LLC, our Montessori-inspired philosophy encourages children to become confident, compassionate, curious, and independent learners in a safe and nurturing environment where every child is respected and supported.

Hours of Operation

- Monday through Friday
- Operating Hours: 7:00 AM – 6:00 PM
- Extended hours 7:00 am – 9:00 AM and 4:00 pm – 6:00 PM

Programs may include:

- Full-Time Care
 - Part-Time Care
 - Early Drop-Off
 - Late Pick-Up
-

Arrival & Drop-Off Policy

Daily Sign-In

Parents or authorized adults must sign up for children daily upon arrival.

Drop-Off Time

To minimize classroom disruptions and maintain consistency in programming:

- Children must arrive before 10:00 AM unless prior approval has been given by management.
- Children arriving after 10:00 AM without notice or approval may not be accepted for care that day.

Parents should notify the center in advance if a child will be late due to appointments or emergencies.

Pick-Up Procedures

- Children may only be released to authorized individuals listed on enrollment forms.
 - Photo identification may be requested.
 - Parents or authorized adults must sign children out daily.
-

Late Pick-Up Policy

Children must be picked up no later than closing time.

A late fee of **\$5.00 per minute per child** will be charged after scheduled pick-up or center closing time.

Late fees are payable immediately or may be added to the family account.

Repeated late pick-ups may result in:

- Additional penalties
 - Suspension of services
 - Termination of enrollment
-

Enrollment Requirements

Prior to enrollment, the following must be completed:

- Enrollment Application
- Emergency Contact Form
- Child Medical Form
- Immunization Records
- OCFS Required Forms
- Tuition Agreement
- Registration Fee
- Any additional required documentation

Parents are responsible for updating all emergency and contact information.

Attendance & Absence Policy

- Parents must notify the center if a child will be absent.
 - Regular attendance is encouraged for consistency and successful adjustment.
-

Health & Illness Policy

The health and safety of all children and staff are extremely important.

Children may NOT attend daycare if they have:

- Fever of 100.0°F or higher
- Vomiting
- Diarrhea
- Severe cough
- Difficulty breathing
- Contagious illness
- Unexplained rash
- Pink eye with discharge
- Lice
- Any illness preventing participation in daily activities

If a child becomes ill during the day:

- Parents will be contacted immediately.
- The child must be picked up promptly.

Sick Child Return Policy

Children may return to daycare only when:

- Fever-free for at least 24 hours without fever-reducing medication
- No vomiting for at least 24 hours
- No diarrhea for at least 24 hours
- Symptoms have improved
- Able to fully participate in classroom activities
- Any contagious illness is no longer contagious
- If prescribed antibiotics, the child has been on medication for at least 24 hours when applicable

The center reserves the right to:

- Request a doctor's note
- Refuse admission if a child appears ill
- Require medical clearance before returning

Parents must notify the center if a child is diagnosed with a contagious illness.

Medication Administration Policy

Medication will only be administered when:

- A medication authorization form is completed
- Medication is in the original labeled container
- Prescription medication includes physician instructions

Medical Forms & Immunization Requirements

All children must maintain a complete medical form and current immunization records according to New York State requirements and to be updated as needed.

Nutrition & Meals

The center promotes healthy eating habits.

- Nutritious snacks may be provided. Parents are responsible for sending daily lunch.
 - Parents must notify the center of allergies or dietary restrictions.
 - Some food may be limited due to allergy concerns.
-

Nap & Rest Time

Children attending full-day programs will participate in scheduled rest periods.

Parents may be asked to provide:

- Crib sheets
- Blankets
- Nap comfort items

All items must be labeled with the child's name.

Behavior Management & Discipline Policy

The center uses positive guidance and redirection techniques.

We encourage:

- Respect
- Cooperation
- Problem-solving
- Positive social interactions

The following are strictly prohibited:

- Physical punishment
- Humiliation
- Verbal abuse
- Withholding food or bathroom access

Parents will be informed of ongoing behavioral concerns.

Safety & Emergency Procedures

The safety of children is our highest priority.

The center conducts:

- Fire drills
- Evacuation drills
- Emergency preparedness procedures

Emergency contact information must always remain current.

Transportation Policy

Creative Play Childcare Center Wantagh LLC does NOT provide transportation services.

Parents or guardians are solely responsible for arranging transportation to and from the center.

Tuition & Payment Policies

- Tuition is due according to the agreed payment schedule.
- Tuition is due regardless of attendance unless otherwise stated.
- Late payment fees may apply.
- Returned payment fees may apply.

Failure to maintain accounts current may result in suspension or termination of services.

Withdrawal Policy

Families wishing to withdraw their child from the program must provide a **30-day written notice**.

- Tuition remains due during the 30-day notice period whether the child attends.
 - Failure to provide proper notice may result in forfeiture of deposits or additional charges.
-

Holidays & Center Closures

The center will be closed for major holidays including:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day

The center may close early at 3:00 PM on:

- Martin Luther King Jr. Day
- Good Friday
- Juneteenth
- Columbus Day
- Veterans Day
- Day before Thanksgiving
- Christmas Eve
- New Year's Eve

Parents will receive advance notice whenever possible.

Staff Development Days

The center may close periodically for:

- Staff training
- Professional development
- OCFS required training

Advance notice will be provided.

Mandated Reporter Policy

All staff members are mandated reporters and are legally required to report suspected child abuse or neglect according to New York State law.

Parent Communication

We believe communication between families and staff is essential.

Parents may receive:

- Daily reports
 - Incident reports
 - Progress updates
 - Parent conferences
 - Center announcements
-

Items Not Permitted at Daycare

For the safety and well-being of all children, the following items are NOT allowed at Creative Play Childcare Center Wantagh LLC unless specifically approved by management:

- Toys from home (unless requested for special activities)
- Toy weapons of any kind, including:
 - Guns
 - Swords
 - Knives
 - Water guns
- Sharp objects
- Jewelry or valuable items
- Money
- Electronic devices, including:
 - Tablets
 - iPads
 - Video games
 - Smart watches
- Cell phones
- Candy, gum, soda, or energy drinks
- Outside food without prior approval
- Medications not authorized by the center
- Balloons (latex balloons may present choking hazards)
- Small objects that may cause choking hazards
- Glass containers
- Items containing violent, inappropriate, or unsafe content
- Pets or animals
- Any item considered dangerous, disruptive, or inappropriate for a childcare setting

Personal Belongings

The center recommends limiting personal items brought from home. The daycare is not responsible for lost, damaged, or broken belongings. Please label all belongings clearly.

Confidentiality Policy

All family and child information will remain confidential and handled according to state regulations.

Termination of Services

The center reserves the right to terminate enrollment due to:

- Non-payment
 - Failure to follow policies
 - Repeated late pick-ups
 - Safety concerns
 - Disruptive or inappropriate conduct
-

Parent Acknowledgment

I acknowledge that I have received and reviewed the Parent Handbook for Creative Play Childcare Center Wantagh LLC and agree to comply with all policies and procedures.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Child's Name: _____



What to Bring for Enrollment

Creative Play Childcare Center Wantagh LLC

Checklist for Families

To help ensure a smooth transition into our program, please bring the following required items before your child's first day of attendance.

Required Enrollment Documents

Please submit the following completed forms:

- Enrollment Application
 - Child Intake Form
 - Emergency Contact Form
 - Authorized Pick-Up Form
 - Early Childhood Development Intake Form
 - Infant Feeding Form (if applicable)
 - Medication Authorization Forms (if applicable)
 - Permission Forms (photos, sunscreen, diaper cream, etc.)
 - Parent Policy Agreement
 - Tuition Agreement
-

Required Medical Documents

- Current Physical Examination Form
- Immunization Records
- Allergy Action Plan (if applicable)
- Medication Administration Forms (if applicable)
- Special Needs/IEP Documentation (if applicable)

All medical forms must comply with New York State childcare requirements.

Registration Fees & Payments

Important notice - Registration fee and payment need to be paid before first day of attendance

- Registration Fee
 - First Tuition Payment/Deposit
 - Payment Method Information
-

Daily Personal Items to Bring

Infants (6 Weeks – 18 Months)

- Diapers
 - Baby Wipes
 - Diaper Cream (labeled)
 - Bottles
 - Formula/Breast Milk
 - Baby Food (if applicable)
 - Pacifier (if used)
 - Extra Clothing (2–3 sets)
 - Bibs
 - Sleep Sack/Infant Sheet (if required)
-

Toddlers & Preschoolers

- Extra Set of Clothing
 - Underwear/Pull-Ups (if potty training)
 - Wipes (if needed)
 - Blanket/Sheet for Rest Time
 - Water Bottle (labeled)
 - Weather-Appropriate Jacket/Outerwear
 - Closed-Toe Shoes/Sneakers
-

School-Age Children

- Backpack
 - Change of Clothing (recommended)
 - Water Bottle
 - Homework/School Materials (if applicable)
 - Seasonal Outdoor Clothing
-

Labeling Requirements

Please label all personal belongings with:

- Child's First & Last Name
 - Bottles/Containers with date when required
 - Medication and creams in original packaging
-

Prohibited Items

For safety reasons, please do NOT bring:

- Toys from home (unless requested)
 - Candy or gum
 - Items containing peanuts/tree nuts (if restricted)
 - Weapons or unsafe objects
 - Valuable jewelry or electronics
-

Seasonal Items (As Needed)

Summer

- Sunscreen
- Sun Hat
- Extra Water Bottle

Winter

- Winter Coat
 - Hat & Gloves
 - Snow Boots
 - Extra Warm Clothing
-

Important Reminders

- Please replace extra clothing as needed.
 - Notify the center of any allergies or medical updates immediately.
 - All belongings should fit inside your child's cubby or storage space.
 - The center is not responsible for lost or damaged items.
-

Parent Acknowledgment

I understand the required items needed for my child's enrollment and daily attendance at Creative Play Childcare Center Wantagh LLC.

Parent/Guardian Name: _____

Signature: _____

Date: _____



Infant Feeding Instructions & Authorization Form

Creative Play Childcare Center Wantagh LLC

This form must be completed for all infants enrolled in the program. Feeding instructions must be updated whenever changes occur.

Child Information

Child's Full Name: _____

Date of Birth: _____

Classroom: _____

Start Date: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Phone Number: _____

Email Address: _____

Feeding Schedule

Infant Feeding Times

Feeding Time Amount Breast Milk / Formula / Food

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Feeding Method

Please check all that apply:

- Breast Milk
- Formula
- Baby Food/Purees
- Table Foods

Formula Information

Formula Brand/Type: _____

Prepared By:

- Parent/Guardian
- Daycare Staff (if permitted)

Special Preparation Instructions:

Breast Milk Information

- Fresh Breast Milk
- Frozen Breast Milk

Breast Milk Storage Instructions

Introduction of New Foods

Please list foods already introduced at home:

Foods NOT Yet Introduced

Parents understand that new foods should be introduced at home before being provided at daycare unless otherwise discussed.

Allergies & Dietary Restrictions

Does your child have any food allergies or sensitivities?

- No
 Yes (please explain below)

Feeding Preferences & Instructions

Please indicate any special feeding instructions, positioning requirements, or preferences:

Parent Authorization

I understand that feeding instructions must remain current and accurate. I agree to notify the daycare center immediately of any feeding changes, allergies, or dietary concerns.

I authorize Creative Play Childcare Center Wantagh LLC staff to feed my child according to the instructions provided above.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Staff Use Only

Date Form Received: _____

Classroom Assigned: _____

Staff Initials: _____