

# **Parent Handbook**

## **The Day Care Center at Ivy League**

**Making the first years count**



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**Owners: Margaret & Noah Cooper**

**Director: Denise Daniels**

The Day Care Center at Ivy League is a child care program officially licensed through the New York State Office of Child and Family Services.

The Day Care Center at Ivy League at its option, may change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, families will be notified. Any such action shall apply to existing as well as to future families to our program.

## **Welcome to The Day Care Center at Ivy League!**

We are delighted that you have chosen our program for your early childhood education and childcare needs. This parent handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as fun, safe, and successful as possible. Welcome to the Ivy League Family!

### **Mission Statement and Beliefs**

The Day Care Center at Ivy League is a 6 week through 36 month childcare program which encourages a child's lively intellect; promotes independence and self confidence; fosters social competency and inspires a love of learning. We accomplish this mission by offering a highly interactive, thought provoking curriculum which challenges each child's developing capacities. Small staff to child ratios allow teachers to pay special attention to each child's emerging talents and skills. Each child is made to feel special and valued.

Using innovative and traditional approaches to learning, teachers guide children through lessons in core subject matter. World language, art, music, and athletics round out the program. Within a mix of teacher directed and child selected activities, children broaden and deepen their knowledge, learn to make choices, and develop their problem solving and social skills. By merging the best of research with the wisdom of practice, our teaching staff has created an environment where children are excited about learning and where there are multiple paths to success.

Importantly, The Day Care Center at Ivy League is a place where differences are accepted, appreciated and valued as each child learns to be a caring, contributing and productive citizen, with the skills to make a difference in tomorrow's world.

Guiding the operation of the daycare is the following set of beliefs:

- We believe that intelligence; character, talent and creativity exist in every child, and are enhanced in an enriched learning environment and wholesome social setting.
- We believe that the daycare and children's families should have shared decision making and shared responsibility in the developmental process for their children.
- We believe that committed staff must have access to new instructional programs, and the latest educational research, in order to stay on the cutting edge of their profession.
- We believe that continuous informal assessments are necessary to monitor child progress and achievement.

## **Philosophy**

The Day Care Center at Ivy League focuses on children's individual needs in a warm and nurturing environment. We seek to enrich children with a variety of developmentally appropriate skills in all areas- academic, creative, physical, social-emotional – all while building self esteem and pride. This is accomplished through individualized activities throughout the day in all of the daycare's programs. Teachers are expected to offer children challenging experiences which are inherent in our proprietary curriculum, and are invited to add their own creativity and special interests to support the curriculum when appropriate.

## **Culture**

Our daycare's culture is a belief and value system which is portrayed to the community through our actions and spoken words and defines the community's perception of us. It influences how we work, how we treat our children and each other, and it is something we all have an important role in defining. The Day Care Center at Ivy League has identified several elements of a desired culture. Each professional is expected to commit to specific actions and words that will help contribute to the desired culture.

1. Keep children as our central focus.
2. Hold children to high standards.
3. Incorporate fun, joy and humor in what we do.
4. Communicate effectively throughout the community.
5. Develop leadership skills at all levels.
6. Encourage innovation and respect tradition.
7. Value the efficient and effective use of resources.

The Day Care Center at Ivy League values a commitment to diversity. We do not discriminate with regards to our children, our families or our staff on the basis of race, ethnicity, sex, or gender.

We strive to incorporate diversity in our program. Toys, books, music, food, etc. are chosen carefully to ensure representation of children and families both in our program, in our community, and other communities as well. Parents are encouraged to share with us ideas for ways we can continue to support and represent everyone.

We make every reasonable accommodation necessary to enroll and include children with disabilities.



## **The Basics**

### **General Information**

The Day Care Center at Ivy League is licensed through the Office of Children and Family Services (OCFS) to enroll and care for children between the ages of 6 weeks and 3 years of age. Our center capacity is 52 children; 2 classrooms of 8 infants and 3 classrooms of 12 toddlers. We are located in Smithtown NY on a picturesque 16 acre campus that is shared with The Ivy League School and the Ivy League Day Camp.

### **Enrollment and Tuition**

Tuition is based on an available spot, and can be paid in full for a year at a time or spread out into monthly installments. A 5% discount is applied when choosing the pay in full option. A 5% sibling discount is also available and is applied to the children while in the daycare concurrently. Once one child moves over to the preK, the discount is then applied to that older child.

When paying monthly, your initial financial responsibility includes: Your child's first month and last month tuition, a one-time registration fee of \$200 and, in the toddler program, a \$50 materials fee.

Late fees will be imposed if payment is not received on or before the 1st of the month. (See current enrollment form for a more comprehensive list of our enrollment terms and conditions).

### **Center Schedule**

- The Day Care Center at Ivy League operates between the hours of 7:00am through 6:00pm.
- Parents can sign up for a regular day that runs 8am-5pm, and have the option of adding extended care from 7am-8am or 5pm-6pm at an additional fee.
- Daily drop off to each classroom is typically over by 9:30am, however, if there is a day you require a later drop off, please reach out to the center or the director to make alternative arrangements.
- Inform your child's teacher or the director by 8:30am if your child will be absent and for how long. If the reason is illness related, we are then able to be proactive about informing other parents to watch for symptoms in their own child(ren).
- The center is closed for the following federal holidays: Martin Luther King Day, Columbus Day/Indigenous People Day, Labor Day, Thanksgiving and the day following, Christmas Eve and Day, New Year's Eve and Day, Memorial Day, and the Fourth of July.
- In the instance that a holiday falls on a weekend day, the daycare will then be closed on a weekday before and/or after the original date.
- The center reserves the right to close for two additional days for the purposes of staff development. Adequate notice will be given so that alternate coverage can be found.

## **Weather/Emergency Closings or Delays**

The Day Care Center at Ivy League typically follows the Smithtown or Hauppauge public school weather closings which are announced on channel 12 News and/or FIOS1. Information can also be found on the Channel 12 News and FIOS1 websites. The Day Care Center at Ivy League will send a text to parents via Textcaster, our current messaging service. All families are expected to sign up for Textcaster alerts.

Center closings or delays may include but are not limited to:

- Weather Conditions
- Power/electricity outage
- Air/heating outage
- Road hazards (black ice, downed power lines, road blockage)

## **Drop off**

Currently our policy is that drop off occurs at the front door to the building.

- When dropping a child to the daycare, staff will take your child's temperature.
- If your child had a fever the day prior or that morning, they cannot be dropped off.
- A quick health check will also be done to assess any obvious symptoms of illness or injury prior to entry. See sick policy section for more details regarding those policies.
- Sign in will be done by the staff.
- Additional fees will apply for unplanned early drop off. Fee's are currently \$15 for the first 15 minutes and \$30 for each additional increment of 15 minutes before regular drop off.
- Planned early care (at least a week prior) is charged at a current flat rate of \$35.

## **Pick up**

- Parents, guardians or other authorized persons should be prepared to show identification at the door.
- The center will only release a child to parents, guardians, or other authorized persons listed on the emergency contact "blue cards." If you require your child to be picked up by another person, not listed, the director or staff person in charge will be able to take verbal permission over the phone, provided that the person shows identification and is able to safely transport the child (car seat and or base).
- Please inform the center immediately if any changes need to be made to your child's emergency contacts. Most urgently if someone's permissions have been revoked.
- In situations where parents/guardians are separated or divorced (see also "Custody"), the center may not restrict access to either party without an official legal custody document or restraining order.
- Please let us know with as much advance notice if you are unable to be here by your child's pick up time. Unplanned late pick ups can be stressful for a child when all other parents have already picked up their children. Additionally, regularly occurring

unplanned late pick ups affect the staff person(s) that must stay longer, and the center as we then need to compensate staff for the additional time.

- Late fee's begin accruing at 5pm for regular dismissal, or 6pm for those that already pay for extended care. Fees are currently \$15 for the first 15 minutes and \$30 for each additional increment of 15 minutes.
- Planned late care (at least a week prior) is charged at a current flat rate of \$35.

## **Emergency Contact Information**

When filling out the enrollment form, please indicate if there is a preference as to who you would like us to choose as a primary contact. This should be the parent or guardian that is easiest to reach during the work day. Your child's enrollment form also has spaces at the bottom of page one for 2 emergency contacts, other than parent/guardians. Be mindful that the people you choose as emergency contacts must be as local as possible and able to safely transport your child from the daycare. If there is a need for a car seat or base etc, make sure your chosen contact has access to one. Additionally, it is imperative that you update our program with any changes that occur to your chosen contacts. If you decide at any time to restrict access to your child by a previously approved contact, we need to know that information as soon as possible. If a separation or divorce occurs, the center must have any custody agreements on file. The program can not restrict access to a parent or legal guardian solely based on the request of one guardian over another.

Parents sharing joint custody should advise The Day Care Center at Ivy League of joint custody, and leave on file portions of the agreement pertaining to who may pick up the child. Where only one parent is authorized to pick up a child, a copy of court papers authorizing this arrangement must remain on file at The Day Care Center at Ivy League. In the absence of documents, either parent may pick up the child at any time. In the event that parents cannot agree whose turn it is to pick up a child, the authorities will be called. Upon request, all notices regarding daycare events will be sent to both parents' homes.

## **Health and Safety**

### **Medical Records**

The Day Care Center at Ivy League is required by the OCFS to follow the NYSDOH guidelines for immunizations. You are required to fill out your section of the daycare Health Form and have your child's pediatrician fill and sign as well.

- Immunizations must remain up-to-date for enrollment to be continued.
- There are NO religious exemptions.
- Medical exemptions can be considered on a case by case basis pending proper documentation.

- Present a copy of your child's most recent immunization records when any new vaccinations are given.
- The Day Care Center at Ivy League is currently authorized to stock non-child specific epinephrine in case of an anaphylaxis emergency. Therefore, we request that parents update your child's weight with our program on a bi-monthly basis. This ensures that, if ever becomes necessary to administer the medication, that the correct dosage is used.
- Any child that has an ongoing medical condition (ie Asthma, Allergy, Stomach/GI issues etc) must have on file a **LDSS-7006 Individual Health Care Plan For A Child With Special Health Care Needs** form.
- Any child with allergies must have on file an **OCFS-6029 Individual Allergy And Anaphylaxis Emergency Plan**.

## Sickness Policy

We strive to maintain a clean and healthy environment for all the children we care for. Our program staff utilize a number of cleaning and sanitizing procedures. A solution of bleach and water is used on all surfaces. Laundry is done on premises weekly and as often as needed. Additionally, we have a team of maintenance personnel dedicated to the cleaning and overall well being of our program. We are most proud of our two Halosil machines. They are hospital grade pieces of equipment, purchased for the purposes of whole building sanitizing. We have successfully used these machines to minimize the spread of germs when they enter the program.

Our policy is if your child should become ill with a fever (**100°F**), diarrhea, or if he/she has vomited, he/she cannot attend the day care until he/she remains symptom free for at least a full day without the use of pain/fever reducing medications. A doctor's note clearing your child to return to the daycare is recommended. We ask that you let us know if anyone in your household is waiting on a COVID-19 test result or has tested positive.

- If your child presents with symptoms that are suggestive of Covid-19, we require a negative covid test to attend the program. Symptoms include:

Fever or chills  
 Cough  
 Shortness of breath or difficulty breathing  
 Fatigue  
 Muscle or body aches  
 Headache  
 New loss of taste or smell  
 Sore throat  
 Congestion or runny nose  
 Nausea or vomiting  
 Diarrhea

- If you suspect your child may be coming down with something, we ask that you use your best judgment when deciding if your child is well enough to attend daycare.
- If your child has a doctor's appointment that is scheduled during daycare hours, it is ok to pick them up and return them after the appointment is done. If there has been an addition to your child's immunization records, please ask the doctor's office to make a second copy for your child's records here at the daycare.
- If your child's doctor visit is to ascertain if they are well enough to be in daycare or if they are sick, please DO NOT send them in that morning. If the doctor deems them well enough for daycare, they can certainly attend with a note from the doctor. If the doctor diagnoses the child as being sick, we have avoided exposure of that illness to the rest of the daycare students. Please understand, we only have the health and welfare of all the children in mind.
- If your child becomes ill while at daycare, we will keep them comfortable, but separate them from the other children, until you are able to pick them up.
- If your child requires medication, such as a fever reducer, and you are not able to pick up within a reasonable amount of time, some staff at our center are MAT certified and therefore able to administer some medications. Our program is also licensed to stock over the counter medications. With the proper consent based on your child's age, we are able to give a dose of fever reducing medication to avoid worsening of symptoms or possible febrile seizure while the child is waiting for pick up.
- If we are unable to reach a parent/guardian, we will utilize the OCFS Enrollment "blue cards" and notify your emergency contacts.

**The following is a general list of the most common childhood illnesses and the protocol for return to care:**

Pink-eye – May return after being on medication for 24 hours, and with a doctor's note.

Fever of 100.F or higher – May return after a full day of no fever without the use of pain/fever reducing medications. A doctor's clearance note is recommended.

Diarrhea (2x) – May return after a full day of no diarrhea and with a doctor's note (however, even with a note, we reserve the right to exclude your child, if the diarrhea continues to exceed 2x or more daily, due to the excessive care he/she requires, until the stomach issues have settled.) This category also includes light or whitish bowel movements which may be indicative of a virus.



Unexplained rash – May return with a doctor’s clearance note.

Hand, foot, or mouth blisters with suspicion of coxsackie virus - May return when mouth blisters have resolved and other blisters are dried and crusted over.

Vomiting – May return after a full day of no vomiting doctor’s clearance note.

Head lice – May return after treatment, nit and lice free, and with a doctor’s clearance note.

Green/yellow nasal discharge, croup or deep cough, upper respiratory difficulties -May return when symptoms subside and with a doctor’s clearance note.

## **Administering Medications**

Our center certifies certain staff members in MAT (medication administration training) and is therefore authorized to stock certain over the counter medications as well as administer both OTC and most prescription medications with proper documentation of permissions. (see appendix for examples of the following)

- Verbal Consent
- Medication Consent
- Non Medication Consent
- Over the Counter Topical Consent

## **Food**

The Day Care Center at Ivy League is a “nut aware” program. We do not permit foods known to contain peanuts/tree nuts etc at the daycare.

Food, formula, and snacks are to be provided by the parents for babies in the infant classes.

In the toddler classes, lunches are catered by a restaurant. The director is tasked with creating a nutritionally balanced menu. The menu is sent home to the parents/caregivers and the restaurant. The food is then prepared daily and delivered to us, ready to feed. Teachers or assistants need only transfer the food onto plates and fill the children’s cups with milk or water. Parents are welcome to send in an alternate lunch for their toddler in cases of allergy or dietary restrictions/preferences. Aside from our nut policy, we may, on occasion, restrict other foods from entering the daycare if a child in the class has an allergy. In these cases, a note will go home with your child and the restriction will only be until that child is no longer in the class or a doctor clears that child to resume eating the allergy food.

## **Birthdays**

In the toddler classes, parents are welcome to send in a small treat for the other children to celebrate a birthday. We recommend donut holes, or mini cupcakes, found at your local supermarket, so that we are able to identify the ingredients for allergy avoidance.

## **Diapering**

Parents supply all diapers, wipes, and diaper creams.

Diapering occurs approximately every 2 hours, unless a child is asleep at the 2 hour mark, in which case they can be changed as soon as they wake. Additionally a diaper change may be delayed, if the class is on a walk or the playground, until the staff can bring them back to the daycare while still maintaining proper classroom ratios.

## **Naptime**

Toddler nap time is approximately 2 hours long. If a toddler is napping past the 2 hour mark he/she can be woken up or left sleeping depending on parental request.

If a child does not nap, he/she may partake in a quiet activity (soft blocks, coloring, reading). If weather and staffing permit, the child or children may go for a walk in the stroller or play in the playground.

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## **THE PROGRAM**

### **Overview**

The Day Care Center at Ivy League consists of five classrooms. Two infant rooms and three toddler rooms. In the infant program there is, in our Turtle Class, a strong emphasis on building core muscle strength through floor play and tummy time, early literacy, and on easing the babies into a schedule that helps them to be happy and well-adjusted while here in our care. As the babies move up to our Duckling Class, the fun begins with lots of sensory activities, crafts, and more.

Our toddlers' program, Frogs, Ladybugs, and Otters, has so much to offer a young learner. We teach using the Foundations alphabet (a pre-Wilson program). Literacy, creativity, and music are at the core of our daily lessons. In addition to our regular activities, currently our toddlers benefit from weekly Mandarin lessons. Our toddler classes participate in Wee Grow - a wonderful gardening program created by our director alongside a master gardener from the Cornell Cooperative Extension, and Wee Cook a once-a-month cooking program. In addition, we also include a weekly Wee Move class - with a certified Yoga and movement instructor.

### **Staff**

At the Day Care Center at Ivy League, our lead teachers are certified in the field of early childhood education with either a degree in a related program of study or a CDA- a teaching degree recognized by the Office of Children and Family Services. Our teaching assistants are typically selected based on college programs of study related to child development (early

childhood, psychology, music therapy, child life specialist, etc). We also value staff that have child development related experiences (parents of young children, empty nesters, grandparents, etc). All staff go through a rigorous clearance process or fingerprinting and background checks.

## **PROCEDURES**

### **Identifying children for additional help**

While teachers employ a variety of teaching methods in the classroom, it is sometimes necessary for children to receive additional learning or behavioral support to ensure their success. As the individual closest to the child in his or her learning environment, teachers can be a good source to observe behavioral or learning issues which are of concern. Please note that we will not give opinions about diagnosis, but rather share what we see and refer you to your pediatrician or school district for formal testing should we see areas of concern.

The Day Care Center at Ivy League arranges for all staff with both First Aid and CPR certifications.

### **Communication**

The Day Care Center at Ivy League All teachers at the daycare have a classroom email should the need arise to discuss your child in a more private manner.

[ivyleaguedaycare1@gmail.com](mailto:ivyleaguedaycare1@gmail.com)

[ivyleaguedaycare2@gmail.com](mailto:ivyleaguedaycare2@gmail.com)

[ivyleaguedaycare3@gmail.com](mailto:ivyleaguedaycare3@gmail.com)

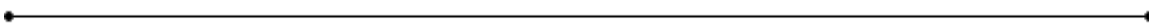
[ivyleaguedaycare4@gmail.com](mailto:ivyleaguedaycare4@gmail.com)

[ivyleaguedaycare5@gmail.com](mailto:ivyleaguedaycare5@gmail.com)

### **Discipline**

The Day Care Center at Ivy League believes that positive and progressive discipline is achieved through positive reinforcement and making children feel that they are a valued and accepted member of the community.

We do not believe in rigid authoritarian discipline or in corporal punishment. No child will ever be pulled, pushed, hit, shoved, shouted at, frightened, spanked or verbally abused. No child will ever be constrained or left unsupervised at any time.



## **Safety Procedures**

### **Smoking**

In compliance with The New York State Clean Indoor Act, smoking is prohibited in all areas of the Ivy League campus. You may not smoke anywhere on daycare or school grounds.

### **Fire Prevention**

Fire Prevention education is essential. Our facility is inspected by the Fire Department annually. Fire drills are conducted monthly to ensure that we can evacuate the buildings quickly and safely.

There are fire extinguishers mounted throughout the buildings. They are inspected regularly to assure that they are in good working order.

Shelter in place drills are conducted twice annually.

### **Accidents/Injuries**

- Each classroom has its own First Aid kit and the director's office has a locked closet for medical supplies and medications.
- All accidents are reported to the director.
- All injuries will be documented on an Incident Report and you will receive a copy to take with you.
- Incident Reports will be filled out as close to when the incident occurs as possible. Parents will be called for injuries to the face or head immediately.
- Lesser injuries, including scratches/scrapes to the elbows or knees etc., will be noted at dismissal.

### **Emergency Procedures**

Each child has emergency information on file with the director. Additionally, all emergency contact information has been duplicated and placed in the classroom evacuation bags. In an emergency, parents will be called. If neither parent can be reached, the designated emergency contact should be called. If no one can be reached and it is necessary to take the child to the hospital, a staff person will accompany the child until a parent or designated guardian is present at the hospital.

### **Child Abuse Reporting Procedures**

It is the policy of the daycare to identify and report suspected abuse or maltreatment of children as soon as possible, so that these children can be protected from harm, and for, when appropriate, so that services may be offered to assist their families. The mandated reporter hotline is **1 800 635-1522**



# Appendix

OCFS-L055-7003 (5/2014) FRONT

## NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES VERBAL MEDICATION CONSENT FORM AND LOG OF ADMINISTRATION

Caregivers may use this form or an approved equivalent to document that a parent requested that a medication be given, but did not have written instructions from the authorized prescriber.

The medication authorized on this form is valid for one day only. This consent form does not authorize the administration of the medication listed below on multiple days.



1. Child's first and last name: [ ]	2. Name of medication (including strength): [ ]	3. Amount/dosage to be given: [ ]
4. Route of administration: [ ]		5. Frequency to be administered for today only: [ ]
6A. Possible side effects: <input type="checkbox"/> See package insert for complete list of possible side effects (must be obtained from medication package or insert)  <b>AND/OR</b> 6B. Additional side effects: [ ]   7. What action should the program take if side effects are noted: <input type="checkbox"/> Contact parent <input type="checkbox"/> Contact prescriber at phone number provided <input type="checkbox"/> Other (describe): [ ]		
8A. Special instructions: <input type="checkbox"/> See package insert for complete list of special instructions (must be obtained from medication package or insert)  <b>AND/OR</b> 8B. Additional special instructions: (Include any concerns related to possible interactions with other medication the child is receiving or concerns regarding the use of the medication as it relates to the child's age, allergies or any pre-existing conditions. Also describe situations when medication should not be administered.) [ ]   		
9. Provider name: [ ]	10. License/ Registration number: [ ]	11. Program telephone number: [ ]
12. I, [ ] (name of caregiver) received verbal permission from [ ] (child's parent) to administer the medication listed above on [ ] / [ ] / [ ] (date authorized to)		
The instructions I received from the parent match the instructions for use on the medication container. If the instructions do not match, I received verbal or written instructions from the health care provider or licensed authorized prescriber.		

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**VERBAL MEDICATION CONSENT FORM AND LOG OF ADMINISTRATION**

**13. COMPLETE THIS SECTION FOR VERBAL MEDICATION CONSENTS REQUIRING HEALTH CARE PROVIDER INSTRUCTIONS**

In addition to the above parent consent I, \_\_\_\_\_ received verbal instructions from \_\_\_\_\_  
(name of caregiver)  
\_\_\_\_\_  
(check the box below to indicate credentials of person.)

- ☐ Physician  
☐ Physician Assistant (PA)  
☐ Nurse Practitioner (NP)  
☐ Registered Nurse on behalf of the child's physician, PA or NP

to administer the medication listed above on \_\_\_\_\_  
(date authorized to give)

A request was made to have the health care provider send the medication instructions in writing.

14. Licensed prescriber's name (physician, PA or NP):  
\_\_\_\_\_

15. Licensed prescriber's telephone number:  
\_\_\_\_\_

16. I have verified that sections #1 - #15 are complete. My signature indicates that all information necessary to safely administer this medication has been given to the child care program.

17. Caregiver's name (please print):  
\_\_\_\_\_

18. Date received:  
\_\_\_\_\_

19. Caregiver's signature:  
\_\_\_\_\_

**X**

Date Given	Medication	Dose	Time Given	Caretaker Signature
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PARENT ACKNOWLEDGEMENT OF VERBAL CONSENT**

I, parent, gave verbal permission to the child care program to administer the above indicated medication on \_\_\_\_\_

(date)

Parent's Signature:  
\_\_\_\_\_

**X**

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**MEDICATION CONSENT FORM**  
**CHILD DAY CARE PROGRAMS**

- This form may be used to meet the consent requirements for the administration of the following: prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays.
- Only those staff certified to administer medications to day care children are permitted to do so.
- One form must be completed for each medication. Multiple medications cannot be listed on one form.
- Consent forms must be reauthorized at least once every six months for children under 5 years of age and at least once every 12 months for children 5 years of age and older.



**LICENSED AUTHORIZED PRESCRIBER COMPLETE THIS SECTION (#1 - #18) AND AS NEEDED (#33 - 35).**

1. Child's First and Last Name: _____		2. Date of Birth: _____		3. Child's Known Allergies: _____	
4. Name of Medication (including strength): _____			5. Amount/Dosage to be Given: _____		6. Route of Administration: _____
7A. Frequency to be administered: _____					
<b>OR</b>					
7B. Identify the symptoms that will necessitate administration of medication: (signs and symptoms must be observable and, when possible, measurable parameters): _____					
8A. Possible side effects: <input type="checkbox"/> See package insert for complete list of possible side effects (parent must supply)					
<b>AND/OR</b>					
8B. Additional side effects: _____					
9. What action should the child care provider take if side effects are noted:					
<input type="checkbox"/> Contact parent <input type="checkbox"/> Contact health care provider at phone number provided below <input type="checkbox"/> Other (describe): _____					
10A. Special instructions: <input type="checkbox"/> See package insert for complete list of special instructions (parent must supply)					
<b>AND/OR</b>					
10B. Additional special instructions: (Include any concerns related to possible interactions with other medication the child is receiving or concerns regarding the use of the medication as it relates to the child's age, allergies or any pre-existing conditions. Also describe situation's when medication should not be administered.) _____					
11. Reason for medication (unless confidential by law): _____					
12. Does the above named child have a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more and requires health and related services of a type or amount beyond that required by children generally?					
<input type="checkbox"/> No <input type="checkbox"/> Yes If you checked yes, complete (#33 and #35) on the back of this form.					
13. Are the instructions on this consent form a change in a previous medication order as it relates to the dose, time or frequency the medication is to be administered?					
<input type="checkbox"/> No <input type="checkbox"/> Yes If you checked yes, complete (#34 -#35) on the back of this form.					
14. Date Health Care Provider Authorized: _____			15. Date to be Discontinued or Length of Time in Days to be Given: _____		
16. Licensed Authorized Prescriber's Name (please print): _____			17. Licensed Authorized Prescriber's Telephone Number: _____		
18. Licensed Authorized Prescriber's Signature: <b>X</b>					

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**MEDICATION CONSENT FORM**  
CHILD DAY CARE PROGRAMS

**PARENT COMPLETE THIS SECTION (#19 - #23)**

19. If Section #7A is completed, do the instructions indicate a specific time to administer the medication? (For example, did the licensed authorized prescriber write 12pm?) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No	
Write the specific time(s) the child day care program is to administer the medication (i.e.: 12 pm): _____	
20. I, parent, authorize the day care program to administer the medication, as specified on the front of this form, to (child's name): _____	
21. Parent's Name (please print): _____	22. Date Authorized: _____
23. Parent's Signature: <b>X</b>	

**CHILD DAY CARE PROGRAM COMPLETE THIS SECTION (#24 - #30)**

24. Program Name: <b>The Day Care Center at Ivy League</b>	25. Facility ID Number: <b>500682DCC</b>	26. Program Telephone Number: <b>(631) 656-9702</b>
27. I have verified that (#1 - #23) and if applicable, (#33 - #36) are complete. My signature indicates that all information needed to give this medication has been given to the day care program.		
28. Staff's Name (please print): <b>Denise Daniels</b>	29. Date Received from Parent: _____	
30. Staff Signature: <b>X</b>		

**ONLY COMPLETE THIS SECTION (#31 - #32) IF THE PARENT REQUESTS TO DISCONTINUE THE MEDICATION PRIOR TO THE DATE INDICATED IN (#15)**

31. I, parent, request that the medication indicated on this consent form be discontinued on _____ (Date)
Once the medication has been discontinued, I understand that if my child requires this medication in the future, a new written medication consent form must be completed.
32. Parent Signature: <b>X</b>

**LICENSED AUTHORIZED PRESCRIBER TO COMPLETE, AS NEEDED (#33 - #35)**

33. Describe any additional training, procedures or competencies the day care program staff will need to care for this child. _____ _____ _____ _____
34. Since there may be instances where the pharmacy will not fill a new prescription for changes in a prescription related to dose, time or frequency until the medication from the previous prescription is completely used, please indicate the date you are ordering the change in the administration of the prescription to take place. DATE: _____ By completing this section, the day care program will follow the written instruction on this form and not follow the pharmacy label until the new prescription has been filled.
35. Licensed Authorized Prescriber's Signature: <b>X</b>



NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**NON-MEDICATION CONSENT FORM**  
Child Day Care Programs

- This form may be used when a parent consents to having over-the-counter products administered to their child in a child day care program. These products include, but are not limited to: topical ointments, lotions and creams, sprays, sunscreen products and topically applied insect repellent.
- This form should NOT be used to meet the consent requirements for the administration of the following: prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays. OCFS Form 7002 would meet the consent requirements for medications.
- One form must be completed for each over-the-counter product. Multiple products cannot be listed on one form.
- This form must be completed in a language in which the staff is literate.
- If parent's instructions differ from the instructions on the product's packaging, permission must be received from a health care provider or licensed authorized prescriber.

**PARENT TO COMPLETE THIS SECTION (#1 - #14)**

1. Child's first and last name: _____	2. Date of birth: _____	3. Child's known allergies: _____
4. Name of product (including strength): _____	5. Amount to be administered: _____	6. Route of administration: _____
7A. Frequency to be administered, include times of day if appropriate: _____		
<b>OR</b>		
7B. Identify the conditions that will necessitate administration of the product (signs and symptoms must be observable prior to administration): _____		
8A. Possible side effects: <input type="checkbox"/> See product label for complete list of possible side effects (parent must supply) <b>AND/OR</b>		
8B. Additional side effects: _____		
9. What action should the child care provider take if side effects are noted: <input type="checkbox"/> Contact parent: _____ Other (describe): _____		
10A. Special instructions: <input type="checkbox"/> See package insert for complete list of special instructions (parent must supply) <b>AND/OR</b>		
10B. Additional special instructions: _____		
11. Reason(s) for use (unless confidential by law): _____		
12. Parent name (please print): _____		13. Date authorized: _____
14. Parent signature: <b>X</b>		

**DAY CARE PROGRAM TO COMPLETE THIS SECTION (#15 - #21)**

15. Program name: _____	16. Facility ID number: _____	17. Program telephone number: _____
18. I have verified that #1, -#14 are complete. My signature indicates that all information needed to administer this product has been given to the child day care program.		
19. Staff's name (please print): _____		20. Date received from parent: _____
21. Staff's signature: <b>X</b>		



**Permission to Administer Over-the-Counter Medications**

If your child must use a specific brand of any of the products listed, please check no and indicate the brand name of the product next to the category. If any brand is acceptable just check yes beside the product.

(\_\_YES \_\_NO) Sunscreen Cream/Spray (no aerosol)

(\_\_YES \_\_NO) First Aid Ointment/Bacitracin/Neosporin/Hydrocortizone

(\_\_YES \_\_NO) Calamine Lotion

(\_\_YES \_\_NO) Diaper Cream

I, \_\_\_\_\_ give permission to The Day Care Center at Ivy League to apply topical over-the-counter medications to my child, \_\_\_\_\_, according to the label directions. I understand that the stocked brand (possibly generic) may be used unless I have indicated and supplied a specific brand above.

This permission is valid from \_\_\_\_\_ through \_\_\_\_\_.

Parent Print: \_\_\_\_\_

Parent Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Rev. 2022



## Parent Handbook Agreement Form

I have read, understood, and agree to comply with the policies and procedures of The Day Care Center at Ivy League as outlined in the Parent Handbook.

I understand that The Day Care Center at Ivy League at its option, may change, delete, suspend or discontinue parts or the policy in its entirety, at any time without prior notice. In the event of a policy change, families will be notified, and a copy (printed or digital) will be available to parents. Any such action shall apply to existing as well as to future families to our program.

Childs Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_