



Virginia Marx  
Children's Center

at Westchester Community College

## **Policy Statement**

Admission to the Virginia Marx Children's Center at Westchester Community College is based on the availability of space without regard to race, color, religion, nationality or ethnic group.

Children of student-parents must be at the Children's Center for at least four consecutive hours daily and twenty hours weekly. Their weekly schedules remain the same for the semester. When possible, if space is available, we will serve children of Westchester Community College staff/faculty, and children of community members. Appropriate placement is at the discretion of the director of the Children's Center in consultation with parents.

Before a child can begin attending the Virginia Marx Children's Center, the parent must provide:

1. A completed Enrollment Application for the child; including desired schedule.
2. A \$75.00 non-refundable registration fee (\$30.00 for student-parents)
3. Proof of Westchester Community College registration for the semester desired (Student-Parents Only)
4. A Child Care Assessment form from the Westchester Community College Financial Aid Office (Student-Parents Only)
5. Authorization of Payment for Other Educational Related Changes Form (Student-Parents Only)
6. A copy of your child's birth certificate
7. A completed and signed General Agreement, including a schedule of fees to be paid
8. A Medical form, which is to be completed by your child's physician
9. An Intake form
10. A completed CACFP/USDA application
11. An Emergency Authorization for Medical Treatment form
12. A completed Medical Agreement with Parent form
13. A Photo and News release form
14. An Emergency Contact form
15. An On-Campus Walk release form
16. Napping Policy
17. Parent email form
18. A signed copy of this Policy Statement

- At the time of registration, you must bring a completed Medical form with the child's immunization status. Children will need to follow the Center for Disease Control's recommended childhood immunization schedule. The nurse in the Children's Center will send out a reminder notice to those families whose children may need an annual physical or who are up to date, but may need additional immunizations. This reminder notice is typically sent to you a month prior to the due dates.
- We require **THIRTY** days written notice should you wish to withdraw your child from the program.
- A security deposit equal to one half of your month's tuition is required from all Westchester Community staff/faculty and community members. This amount will be applied towards your last month's tuition. A two-week prepay is required for all student parents.
- It is your responsibility to keep the Virginia Marx Children's Center staff up to date with the telephone numbers, addresses, and emergency contact numbers. These contacts are on file in the office and in your child's classroom.
- Should your child require a special diet for medical, dietary or religious reasons, written instructions **MUST** be provided by the child's health care provider, indicating all restrictions and special requirements.
- All reasonable precautions will be taken in and around the classrooms, common areas and play areas to maintain a nut free environment at all times.
- Each child will be given a routine health check each day upon arrival. Any child who shows symptoms of a runny nose and or infectious disease will not be admitted to the Virginia Marx Children's Center.
- Please notify staff if your child has been taking medication.
- The Virginia Marx Children's Center may administer medication only when a Medication Administration Authorization Form is fully completed and signed by both the parent and the physician. Parents may come to the Children's Center between classes to administer the necessary medication.
- Medication may **NOT** be placed in baby bottles, sippy cups or other containers.
- If your child has been ill the previous night (vomiting, fever, persistent cough, diarrhea, conjunctivitis (pink eye), etc... she/he will be required to stay home from the Children's Center the following day.

- Diapers, wipes, formula and baby food will be provided to the Virginia Marx Children's Center by the child's parents. The Children's Center does not allow the use of pull-ups. When you think your child is ready to start using the bathroom, talk to your child's teacher, bring extra clothing and underwear, and the teachers will assist in the process.
- The Virginia Marx Children's Center supports breastfeeding by accepting, storing and serving expressed human milk for feedings.
- You will be contacted should your child become ill at the Virginia Marx Children's Center. If your child has three episodes of diarrhea, or has a fever and other symptoms, you will also be contacted to pick up your child. She/he may not return to the center until symptoms have disappeared but not less than 24 hours after the initial episode.
- A child may return to the Virginia Marx Children's Center provided they show no symptoms and have no fever (without any fever reducing medication).
- It is necessary to inform the Virginia Marx Children's Center if your child has a communicable disease, so we may alert parents to the signs and symptoms of the illness.
- The Virginia Marx Children's Center medical policies override decisions made by your health care provider. This is done to reduce and minimize the transmittal of illness at the Children's Center.
- In compliance with regulatory guidelines, all information pertinent to your child is kept confidential.
- Access to the Observation Room is considered a privilege, and the rights of privacy of staff, parents and children must be respected.
- A key aspect of providing a good environment for children is the safety of the setting. Staff members have been trained to be vigilant in their supervision of the children at all times.
- Children may not be sent alone into the building, or go unescorted into a classroom.  
**Once the parent picks up their child, supervision is the parent's responsibility.**
- As a child care facility, under mandated reporting law, we are mandated to report any abuse and maltreatment as set forth in the New York State Code, Rules and Regulations, specifically section 418-1.10 (C) of the day care center regulations.

- The building closes promptly at 6:00PM. Please arrive no later than 5:50PM to insure that you and your child have time to gather his/her things and leave the building. We appreciate your timely pickup. Various staff members leave to go to school, second jobs, or home.
- Discipline techniques enhance self-esteem by utilizing redirection and encouragement. Discipline is clear and consistent and leaves the child with a feeling of self-worth.
- If a child is not picked up by closing time, 6:00 PM, the parent will be charged \$25.00 for every fifteen minutes or part of fifteen minutes late. There is absolutely **NO PARKING** in the circle in front of the Children's Center. This is a fire lane and must be kept clear at all times.
- Please refrain from bringing "home toys". We find that it takes away from your child's experience when his/her concern is for the safety of the "home toy." It is also hard for some children to share these special toys.
- Staff members are not allowed to baby-sit for children with whom they work. This may present a conflict of interest for the child, family and staff members. Teaching roles need to be kept clear.

**I have read the above stated polices and agree to abide by these policies.**

**Parent's Name (please print):** \_\_\_\_\_

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

**Date Signed:** \_\_\_\_\_