

# CUNY POLICIES

## RULES AND REGULATIONS

***Note: These policies protect the welfare of the all the children and make it possible for the staff to serve the physical, emotional, and educational needs of the children.***

1. Children must be enrolled for a minimum of two days each week and a minimum of two periods each day they attend.
2. Children are expected to arrive approximately 15 minutes before their scheduled time and to be picked up within 15 minutes after their scheduled time ends. Parents may not leave their children earlier or later than these times without permission from the director or the lead teachers. Center hours are posted each Semester on the front door.
3. Children may not arrive between 10:00 a.m. and 2:00 p.m.
4. We recommend that children NOT leave during rest period (approximately 12:00-2:00). If children must be picked up during this time, parents must follow the requests of the teachers as they quietly gather their belongings and leave.
5. Children are expected to be regular in attendance.
6. Parents are asked to sign their children in when they arrive and out when they leave.
7. Parents are expected to escort their child(ren) to and from the Center unless they have notified the Center in writing that another person will do so. The Center will not release any child to another person without verbal notice to the teachers and written permission from the enrolled parent/guardian. Escorts must be of a responsible age and **must** show a photo I.D. when they arrive at the Center.
8. Parents must keep an accurate class schedule on file with the Center so they can be reached in an emergency. Parents must keep on file the names and phone numbers of two family members or friends who can be called in an emergency when the parent cannot be reached.
9. The Center provides nutritious breakfasts, lunches, and snacks through an arrangement with the College cafeteria. This program is funded by the New York State Adult and Child Care Feeding Program. Family income information is required for this subsidized program. Parents who chose not to use the meal service are asked to supply suitable and adequate feedings, bagged and labeled each day.
10. All infant/toddler bottles must be sterilized at home. Bottles for each day's use **must** be supplied daily and labeled with the child's first and last name and date.
11. Children should be appropriately dressed for school: washable clothes, and shoes or sneakers with non-skid soles. A change of clothes should be kept in the cubby at all times and a small blanket supplied for rest time.
12. The Center will take the children on walks and local field trips for which the Center agrees to provide adequate supervision.
13. It is expected that all children participate in all school activities appropriate to their age and stage of development. The children go outside daily for active play except, at the discretion of the staff, in inclement weather.
14. Guidelines of the New York City Department of Health require that children be kept at home when ill or running a fever. Children who arrive at school with fever, diarrhea, or other severe or unexplained symptoms will not be admitted. (Call the teachers or director if in doubt about your child's health.) Children who become ill at school must be picked up without delay.
15. Fee payments should be paid promptly according to your chosen option on either Monday or Tuesday. Pick up a receipt from the front desk before going to the Bursar. Payments receipts must be completed with the name of the registered John Jay parent or

guardian and their Social Security Number to be credited correctly. Save your receipts!

16. Parents should report changes of address and telephone numbers promptly to the front desk.

17. Parent-teacher meetings are scheduled once a semester, and other times as necessary, to assure communication concerning the well-being of the children between parents and the Center staff.