

## Our Mission

Friendship for TOTS mission is to provide a loving, supportive, safe and educational environment for families who need affordable quality daycare for their children. It is our goal to offer a program that meets the intellectual, social, emotional and physical needs of each child. We promote parental involvement which is essential to a child's educational success.

## Goals & Expectations

### Our goals for the child:

Friendship for Tots offers a program that provides opportunities for being with other children in a setting encouraging the development of wholesome social relationships. Throughout your child's daily activities he/she will have appropriate play experiences that contributes to early childhood education and the developmental needs of the children. Meaningful play that is based on the child's individual needs, interests, handicaps, and abilities will build important foundations for future skills.

### Our goals for the parents:

Parents will be given the opportunities to meet and work with other parents and the daycare staff that has the interest of their children as their 1st priority. Parents will be responsible for participating in their child's daily activities such as homework and extracurricular activities. Parents will have a clear understanding of their child's overall development and educational needs.

### Our goals for the community:

Friendship for Tots has the expectations to help meet the needs of the community for a quality secured child friendly daycare facility. The daycare will contribute to the wholesome growth and development of the citizens of the community. Friendship for Tots will strive to be an integral part of the community providing a setting where people of various religious and ethnic backgrounds can work together towards the enhancement of the children of the community educational needs.

**REGISTER TODAY**  
**IMMEDIATE OPENINGS**

**Monday Thru Friday.**  
**7:00am-6:30pm**

Scholarships  
are available

**Early  
promotional  
discount until  
May 1, 2010**

**Contact Information:**

**914-668-1210 ext. 11**

**FRIENDSHIP FOR**  
**TOTS**, Inc.  
Daycare

[www.friendshipfortots.com](http://www.friendshipfortots.com)



**FRIENDSHIP FOR**

**TOTS**, Inc.

Daycare

**A quality secured child  
friendly Daycare facility**

Scholarships  
are available



**ToTs are ToPs with US**

261 East Lincoln Ave.  
Mount Vernon – NY - 10550

[www.friendshipfortots.com](http://www.friendshipfortots.com)

## ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES

All parents must provide the following documentation prior to enrollment.

A completed registration form.

- A. A complete record of age-required immunizations including date of last physical exam.
- B. Authorization for child pick-up.
- C. Authorization for topical ointment.
- D. Allergy and food preference info.
- E. Written feeding instructions for infants.
- F. All fees are required prior to first day of enrollment.
- G. Signed contract.

## NONDISCRIMINATION POLICY

No child will be discriminated against on the basis of race or religion.

## MISCELLANEOUS INFORMATION

- A. Children are welcome to bring a toy for free play and show and tell purposes.
- B. No smoking or drinking of alcohol is allowed in the daycare or on the daycare property of Friendship Worship Center.
- C. Parents will have access to view their child via the internet. Please speak to the Director for further information.
- D. Fire drills will be conducted monthly and recorded and posted in the Fire Safety Booklet.
- E. As a daycare provider I am mandated by the state to report any suspected child abuse or neglect.
- F. Parents are encouraged to discuss any issues or concerns about their child during daycare hours. Good communication is essential to an excellent day care and happy children.
- G. Parents will be given a list of items to bring for their child to be cared for throughout daycare hours. We ask that you label all with the child's first and last name

## SCHEDULE/HOURS OF OPERATION

The first ten days of care are probationary for provider, parent, and child. This agreement may be terminated at any time during that period. Otherwise, one month's notice is required if the child is to permanently be removed from this child care.

Daycare hours are from 7:00 a.m to 6:30 p.m. A fee on \$1 per minute will be charged for late pickup. Grace period of 15 minutes will be given provided that the parent call in advance. Late fee charges will be added to the next week's payment.

The following are holidays that the school will be closed. Payment is still expected for all holidays if fallen on the weekday schedule.

- |                              |                           |                              |
|------------------------------|---------------------------|------------------------------|
| • Martin Luther King Jr. Day | • Columbus Day            | • New Year's Eve (1/2 a day) |
| • Presidents' Day            | • Veterans Day            | • New Year's Day             |
| • Memorial Day               | • Thanksgiving Giving Day |                              |
| • Independence Day           | • Christmas Eve Day       |                              |
| • Labor Day                  | • Christmas Day           |                              |

## PAYMENT PLANS AND FEES

You (parent) will be charged for the number of days you agree to have your child attend daycare. If your child does not attend, you are will still be responsible for the agreed upon days.

1. A two weeks security deposit fee will be due at the enrollment process.

**PRESCHOOL**  
(2.5yrs to 5yrs)  
**\$240 to \$265 per week**

2. There is a late fee after 6:30 p.m. of \$1.00 per minute.
  - a. *You will be charged for the time your child is in another program (preschool, dancing lessons, etc.,)*
  - b. *The fees will cover breakfast, lunch, snack, activities, and supplies.*
  - c. *You will be billed on a weekly basis. The payment is due the beginning of every week (Checks/Cash Only). If the payment is not received the child will not be able to attend the program for that week, until the full week payment is paid. There will be a \$25.00 late fee. All return checks will be change \$35 process fee. There is a non-refundable registration fee of \$50.00 per child.*

Rates will be evaluated every quarter. You will be notified of any changes in the fees and rates. The changes will be effective the first day of the following quarter.

## TYPICAL DAILY SCHEDULE

### Mealtimes

- Breakfast: 7:00 – 8:30 a.m.
- Lunch: 11:30 – 12:00 p.m.
- Afternoon snack: 3:00 – 3:30 p.m.
- Napping and/or quiet time: 1:00 – 2:00 p.m.

### Daily schedule:

- Free – play activities (Large variety of toys to enhance educational and developmental skills).
- Outdoor play (riding toys, swings, ball playing and parks.)
- Educational/ Preschool activities include painting, coloring, cutting, colors, shapes, numbers, and letters, phonics, sight words, handwriting skills interspersed with the different seasons and holidays' arts and crafts.
- Stories, songs, rhymes and music.
- Creative play.
- Television - watching will be kept to a minimum and will vary depending on the weather, mood of the children, etc. Only children's videos and other educational children learning programs will be watched on specific days only.

## MEALS AND SNACKS

All meals, snacks, and drinks will be provided.

- H. According to the dietary requirements for children ages 2 and older all beverages will be 100% fruit juice or 1% percent milk. Bread products will be whole wheat. Yogurt and cheese products will be low fat. No sugar cereals and sweet drinks will be served. Vegetables are given on a daily basis. Other sweets and treats will be kept to a minimum.
- I. Meals and snacks will be nutritional and the daily menu will follow the guidelines recommended by the USDA child-care food program.
- J. A monthly menu will be posted.
- K. Birthday and holiday treats will be provided by the parent for the child's specific class. Children are not permitted to bring gum, candy or other treats.
- L. There will be no alternative for disliked for meals and snacks, parents will be required to bring in additional food to accommodate specific child needs.