



NYS State Specific Policies

Communicable Disease Reporting Guidelines

A complete list of reportable excludable communicable diseases, can be found at:
https://www.health.ny.gov/forms/instructions/doh-389_instructions.pdf

24-Hour State Child Abuse Hotline

For complaints regarding possible child abuse or neglect, call the Child Abuse/Neglect Hotline toll free number: 1-800-342-3720

Child Care Licensing Regulation Access and Contacts

<https://ocfs.ny.gov/programs/childcare/regulations/418-1-DCC.pdf>
A printed copy of NYS child care licensing regulations can be provided upon request.

If you wish to file a complaint, call: 1- 800-732-5207

Contact information for your regional licensing office can be found here:
<https://ocfs.ny.gov/programs/childcare/regional-offices.php>

Parent/Guardian Unavailability and Alternate Pick-Up Procedures

To support the safety and well-being of every child, families are required to maintain current emergency contact information and designate one or more individuals authorized to pick up their child in the event a parent or guardian is unavailable.

If the Center becomes aware that a parent or guardian will be unable to pick up a child at the scheduled time or by the end of operating hours for any reason, including illness, emergency, transportation issues, detention, hospitalization, or other unforeseen circumstances, the Center will take the following steps:

1. The child will remain safely supervised by Center staff at all times.
2. Center administration will attempt to contact the parent or guardian to determine an alternate plan for pick-up.
3. If the parent or guardian cannot be reached or is unable to retrieve the child, the Center will make reasonable efforts to contact all individuals authorized by the parent or guardian to pick up the child or act as emergency contacts.
4. The Center will work with the family and authorized contacts to arrange for the child's timely and safe release to an individual authorized by the parent or guardian or otherwise authorized by law to assume responsibility for the child.
5. The child will remain on the Center premises until released to an individual authorized by the parent or guardian or otherwise authorized by law.
6. The Center will not contact the New York Statewide Central Register of Child Abuse and Maltreatment (SCR) solely because a child has not been picked up as scheduled. SCR will not be



contacted until reasonable efforts have been made to contact all known individuals authorized by the parent or guardian to retrieve the child and alternative arrangements have been unsuccessful.

Families are encouraged to promptly notify Center administration whenever circumstances arise that may affect their ability to pick up their child as scheduled. Maintaining current emergency contact information and authorized pick-up arrangements helps ensure that children can be safely reunited with a responsible adult in the event of an unexpected situation.

Information on Healthy Food and Beverage Choices

In an effort to offer healthier food choices and to be compliant with the requirements set forth in the Licensing Manual, we have created a list of approved snacks that will be served at our center. The list includes a variety of fruits, vegetables and whole grain options to reduce childhood obesity. Snacks must include a fruit, vegetable, whole grain or protein. Six out of 10 snacks per week (am & pm snack) must include a fruit or vegetable. At LBA, we provide children with an am and pm snack, daily.

At LBA we ensure that:

- Snacks are accompanied by juice, milk or water. Juice must be 100% juice.
- We are providing a variety of both fruits and vegetables and high portion of whole grains.
- We are providing only whole pasteurized milk to children between the ages of 12-24 months or milk with reduced fat (2%) for those at risk for obesity.
- We are providing only skim (fat free) or one percent milk to children older than two years of age.
- We are limiting foods that are high in solid fats, added sugar, trans fats and sodium.
- Treats may be consumed on special occasions or holidays but should also consist of a balance of fruits, vegetables and whole grain products. Any items brought into school should come from this website: <https://snacksafely.com/safe-snack-guide/>.

Evacuation Routes

A copy of the program's evacuation plan including the primary and secondary evacuation sites can be found in each classroom, areas used regularly and by all exit doors within the facility.

