

July 12, 2026



# Little Moonlight

DAYCARE

• LICENSED GROUP FAMILY DAYCARE •

NURTURE • LEARN • GROW

## Parent Handbook

Policies, Procedures & What to Expect

Program Year: 2026–2027

*"Because raising a child takes a village — and we'd be honored to be part of yours."*

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**A note on this handbook:** The tuition, schedules, and policies outlined here reflect our standard program as of the date of publication. Specific arrangements may vary by family and will be confirmed in writing as part of your enrollment agreement. Little Moonlight Daycare reserves the right to update these policies as needed.



## WELCOME

# We Are Your Village

Every child deserves a community of people who believe in them, encourage them, and help them grow — that's exactly what we strive to be for every family who walks through our doors.

Founded by a psychology student with professional experience as a Registered Behavior Technician (RBT) and Medical Assistant, bringing together child development, behavior support, and healthcare knowledge — and years of working with children and families from many different backgrounds. That experience taught us that the most important lessons children learn aren't just letters and numbers. They're learning how to communicate, build friendships, solve problems, become independent, and cope with life's biggest emotions. These are life skills that benefit every child.

To us, this isn't just a daycare. It's a place where children feel safe, families feel supported, and every child is encouraged to discover who they are. Whether it's celebrating milestones, navigating challenges, or simply being there — we're your village.



### Compassion

Every child treated with kindness, patience & understanding.



### Safety

A secure, clean environment where children can thrive.



### Growth

Celebrating every milestone, on each child's own timeline.



### Collaboration

Working together with families for the best outcomes.



## WHY FAMILIES CHOOSE US

# Why Families Choose Little Moonlight

At Little Moonlight, we don't believe in simply preparing children for kindergarten — we believe in preparing them for life. It's why families trust us with the moments that matter most, and why so many stay with us well beyond their child's first year.



**A Warm, Home-Like Setting**



**Licensed  
NYS Group  
Family Daycare**



**Psychology-  
Informed  
Learning**



**Founded by  
a Psychology  
Student  
& Medical  
Assistant**



**Montessori-  
Inspired  
Activities**



**Emotional  
Regulation  
Focus**



**World Language  
Exposure**



**School  
Readiness**



**Family  
Partnerships**



**Small-Group  
Care &  
Individualized  
Attention**



**CPR & First  
Aid Trained**



## OUR PROGRAM

# What We Offer

Little Moonlight Daycare is licensed by the New York State Office of Children and Family Services (OCFS) as a Group Family Daycare, located in Bellerose, Queens, New York.

*Every moment has a purpose. Every activity is intentionally designed to build confidence, communication, creativity, emotional regulation, independence, and a lifelong love of learning.*

## AGES & HOURS

Infants, Toddlers & After School care · Open 6:00am–7:00pm, Monday–Friday · ABA Therapy and related services offered, coverage dependent on individual insurance.

## CURRICULUM FOCUS AREAS

- |                                |                           |                                  |
|--------------------------------|---------------------------|----------------------------------|
| ✓ Early Literacy               | ✓ Emotional Regulation    | ✓ Fine & Gross Motor Development |
| ✓ Math Readiness               | ✓ STEM Exploration        | ✓ Sensory Exploration            |
| ✓ Montessori-Inspired Learning | ✓ World Language Exposure | ✓ Creative Arts                  |
| ✓ Social-Emotional Development | ✓ Music & Movement        | ✓ Life Skills & Independence     |

MAT Certification (Medication Administration Training) is coming soon, and our Early Childhood Education Training Program (ECETP) is currently in process.



## GETTING STARTED

# Enrollment & Registration

Spots are limited and move through a waitlist — starting the process early gives your family the most flexibility. Priority follows application date.

### REQUIRED BEFORE YOUR CHILD'S FIRST DAY

- ✓ Completed enrollment application
- ✓ Up-to-date immunization records (per NYS Public Health Law §2164)
- ✓ Current health/physical examination form
- ✓ Emergency contact & authorized pickup information
- ✓ \$100 registration fee (non-refundable)

### ENROLLMENT STEPS

1. Schedule a tour → 2. Complete an application → 3. Join the waitlist → 4. We'll reach out as space opens in your child's age group.



## PAYMENT POLICIES

# Program Tuition

Nutritious Meals · Montessori Learning · STEM · Emotional Regulation · World Language Exposure · Safe, Licensed Care — all included.



### Infants

6 weeks – 18 months

**\$430/week**



### Toddlers

18 months – 3 years

**\$410/week**



### Preschool

3 years & older

**\$390/week**



### After-School

Homework, snack & activities

**\$225/week**

### Registration & Deposit

\$100 registration fee (non-refundable). One week's tuition is required as a deposit to hold your child's enrollment — applied to their final week with proper notice.

### Late Payment & Pickup

Tuition is due every Monday morning. A \$25 late fee applies if unpaid by the due date, plus \$10/day after. Late pickup: \$2 per minute after 7:00pm closing.

## TUITION INCLUDES

- ✓ Up to 13 hours of care (6:00 AM–7:00 PM)
- ✓ Breakfast, lunch, afternoon snack & dinner
- ✓ Montessori-inspired curriculum
- ✓ STEM & sensory learning
- ✓ Art, music & outdoor play
- ✓ Social-emotional development
- ✓ Daily parent communication
- ✓ All classroom materials & activities

### Discounts

5% sibling discount (applies to the oldest child) and a \$50 referral discount when you refer a friend or family member who enrolls. Military/first responder and multi-child family rates are also available — please contact us for details.

Tuition reserves your child's enrollment space and is therefore due regardless of attendance, illness, vacation, holidays, or emergency closures unless otherwise specified.



## A DAY AT LITTLE MOONLIGHT

# Daily Schedule & What to Bring

|                 |                                                                                                                                                                                                                     |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6:00–8:30am     |  <b>Arrival &amp; Morning Exploration</b><br>Children arrive, settle in, and explore freely as the day begins.                     |
| 8:30–9:00am     |  <b>Healthy Breakfast</b><br>A nutritious start to the day, served family-style.                                                   |
| 9:00–9:30am     |  <b>Morning Circle</b><br>Songs, greetings, and calendar time build community and routine.                                         |
| 9:30–10:15am    |  <b>Montessori Learning Centers</b><br>Hands-on, child-led exploration across learning stations.                                   |
| 10:15–10:30am   |  <b>Snack &amp; Bathroom Break</b><br>A short break to refuel and reset.                                                           |
| 10:30–11:15am   |  <b>Sensory &amp; Enrichment Activities</b><br>Hands-on sensory play that builds focus and curiosity.                              |
| 11:15am–12:00pm |  <b>Outdoor Play &amp; Nature Exploration</b><br>Fresh air, movement, and discovery outdoors.                                    |
| 12:00–12:30pm   |  <b>Lunch</b><br>A balanced midday meal, served family-style.                                                                    |
| 12:30–2:30pm    |  <b>Rest &amp; Quiet Time</b><br>A restful break to recharge for the afternoon.                                                  |
| 2:30–3:00pm     |  <b>Afternoon Snack</b><br>A light snack to refuel after rest.                                                                   |
| 3:00–3:45pm     |  <b>Learning Through Play</b><br>Rotating enrichment: STEM, art, world language, music & cooking.                                |
| 3:45–4:30pm     |  <b>Social-Emotional Learning &amp; Choice Centers</b><br>Building emotional awareness, empathy, and self-regulation.            |
| 4:30–5:00pm     |  <b>Light Dinner &amp; Family-Style Dining</b><br>Practicing conversation, independence, and table manners over an evening meal. |
| 5:00–7:00pm     |  <b>Choice Centers, Quiet Play &amp; Departure</b><br>Calm, child-led activities as families arrive for pick-up.                 |

## WHAT TO BRING EACH DAY

- ✓ Diapers & wipes, if applicable
- ✓ A full labeled change of clothes
- ✓ Weather-appropriate outerwear
- ✓ A comfort item for rest time, if needed
- ✓ All belongings labeled with your child's name





KEEPING EVERY CHILD SAFE

## Health & Safety Policies

### **Illness & exclusion**

Children with a fever of 100.4°F or higher, vomiting, diarrhea, or a contagious condition must stay home, and may return once symptom-free for 24 hours without medication.

### **Medication administration**

Medication is only given with written parent authorization and in its original, labeled container.

### **Immunizations**

Up-to-date immunizations are required for attendance, per New York State Public Health Law, with exemptions handled per NYS DOH guidance.

### **Emergency procedures**

Fire drills are conducted regularly per OCFS regulations, with an evacuation plan posted and reviewed with families.

Any injury or incident involving your child is documented in writing and shared with you the same day.



## NOURISHING GROWING BODIES

# Meals & Nutrition

We provide nutritious, balanced meals and snacks throughout the day as part of our commitment to whole-child development.

### Meal times

Breakfast 8:30–9:00am, Lunch 12:00–12:30pm, Afternoon Snack 2:30–3:00pm, Dinner 4:30–5:00pm — with additional snacks available throughout the day as needed.

### Food allergies

Accommodated with written documentation from your child's physician on file.

### Outside food

Outside food is welcome — please make sure it's labeled with your child's name.

### Special diets

Let us know about any dietary restrictions during enrollment so we can plan accordingly.



## GUIDING WITH COMPASSION

# Behavior Guidance Policy

We use positive, developmentally appropriate guidance strategies — redirection, positive reinforcement, and natural consequences — to help children build self-regulation and social skills.

### OUR COMMITMENT

In accordance with New York State Office of Children and Family Services regulations, corporal punishment, humiliation, and withholding food are strictly prohibited at Little Moonlight Daycare.

### When concerns come up

For persistent behavioral concerns, we'll schedule a collaborative conference with you. Given our founder's background as a Registered Behavior Technician, individualized behavior support plans are also available where helpful.



**STAYING CONNECTED**

## Communication & Parent Rights

### How we communicate

Daily updates through the Brightwheel app. Important matters are discussed by phone call or in person at drop-off and pickup, with text and email also available.

### Visiting your child

Parents/guardians are always welcome to visit or check in on their child, whether for a specific reason or simply to see how the day is going. We ask that visits follow our check-in protocol and avoid disrupting ongoing classroom activities.

### Your child's records

You may review your child's records on file upon request.

### Mandated reporting

Staff are mandated reporters under NYS Social Services Law; concerns may be reported to the Statewide Central Register.

### QUESTIONS OR CONCERNS

We encourage you to raise any concern with us directly first. You may also contact your local OCFS regional office at any time.



## PLANNING AHEAD

# Withdrawal & Termination Policy

### Withdrawal notice

A written two (2) week notice is required if a family chooses to withdraw their child. Tuition remains due during the notice period, regardless of attendance. Failure to provide proper notice may result in forfeiture of any deposit and/or continued responsibility for tuition during the notice period.

### Termination notice (by the daycare)

Little Moonlight Daycare reserves the right to terminate enrollment with a two (2) week written notice whenever possible. Immediate termination may occur if a child poses a safety risk, if tuition remains unpaid, if policies are violated, or if the program cannot meet the child's needs despite reasonable efforts.

### IMMEDIATE TERMINATION MAY OCCUR FOR

- ✓ Non-payment of tuition
- ✓ Repeated late pick-ups
- ✓ Aggressive or threatening behavior from a parent/guardian
- ✓ Failure to follow daycare policies
- ✓ Providing false enrollment or medical information
- ✓ Behavior endangering the safety of children or staff

### Emergency closures

In the event of severe weather, a power outage, or another emergency requiring closure, families will be notified as early as possible via the Brightwheel app, phone call, text, and email. Please check for updates before drop-off during inclement weather.

### Authorized pickup

Only individuals listed on your enrollment form may pick up your child, and photo ID is required.



**PLEASE SIGN & RETURN**

## Acknowledgement of Receipt

I have received, read, and understand the Little Moonlight Daycare Parent Handbook, and I agree to abide by the policies described within.

Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

*At Little Moonlight, we believe childhood is more than a stage of life — it's the foundation for everything that comes next.*

### OUR PROMISE

To love every child like they're part of our village.

To celebrate every milestone, no matter how small.

To encourage curiosity, confidence, kindness, and independence every single day.

To partner with families, communicate openly, and create a safe place where children can truly thrive.

Thank you for trusting Little Moonlight Daycare. We can't wait to welcome your family into our village.