



Center Handbook

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CHRISTIAN COMMUNITY CHILD CENTER
DELEGATION OF ADMINISTRATION OF AUTHORITY

Board of Directors

Beth Meller
Executive Director, Administrator

Teachers, Assistant Teachers, Kitchen, Clerical & Custodial Staff



PURPOSE STATEMENT

Adopting the value that Jesus placed on children and families, Christian Community Child Center seeks to provide exceptional care in an environment where the love of Jesus is expressed and his message is shared.

ADMISSION POLICY

General Information

Christian Community Child Center is a non-profit organization that provides care and educational services for children whose parents are employed outside the home as well as pre-kindergarten programming for children of the community. The center is open Monday through Friday, year around from 6:00 am to 6:00 p.m. and is licensed for 140 children ages 6 weeks through 12 years of age. Christian Community Child Center's license, granted by the State of Wisconsin, is displayed in the front entrance of the center. In addition to the policies of Christian Community Child Center, the Center complies with the rules and regulations as stated in Wisconsin Administrative Code DCF 251.

Philosophy

Young children are naturally curious, creative and open to new learning experiences. At Christian Community Child Center, your child is provided with stimulating activities in language arts, music, science, math, art, sensory experiences, large motor activities and more. The staff has a thorough understanding of how children learn and grow and provides for each child's individual needs through developmentally appropriate activities planned for the children.

Christian Community Child Center provides an inspiring environment that encourages each child to develop the spiritual, intellectual, emotional, physical and ethical skills needed to grow into productive, caring citizens. The children are given the freedom to choose from developmentally appropriate activities that help each child to advance to their own fullest potential.

While intellectual concepts comprise a significant component of early childhood education, the development of social skills is important so each child develops socially while retaining his/her sense of identity and integrity.

Early education experiences set the basis for later learning. The goal of Christian Community Child Center is to provide a well-rounded, quality program through which your child can feel good about him/herself while continuing to grow and develop.

The family unit is the most important influence in the life of a child. We respect parents as the most important provider of care and nurturing, and we believe parents and childcare staff are partners in each child's care and education. We encourage parents to visit the Center whenever possible and to let the teachers know how we can best accommodate you and your child.

Nondiscrimination Statement

Christian Community Child Center does not discriminate in its intake services or personnel practices on the basis of age, race, color, creed, sex, sexual orientation, political persuasion, religion, national origin, disability, or association with a person with a disability.

Communication

A parent bulletin board is displayed near the parent sign-in data terminal. Notices of upcoming events, center rates, holidays, postings of communicable diseases, immunization clinics, and

other items of interest are posted for parents to see. Annual parent surveys (located by parent board) help further develop and/or enhance center policies. A copy of the complete parent policy handbook and the DCF 251 state licensing rules are available for parents to consult concerning questions of procedure. Each classroom also has a parent information board with classroom schedules, lesson plans, and other notices posted.

Parents are encouraged to visit the center at any time to see their child and to observe the program. The only exception to parental visitation is a court order that denies such visitation. It is requested that parents schedule their visitation times with the child's daily schedule in mind, and not visit while the child is asleep.

Daily communication is encouraged between staff and parents through verbal and written means. Children age two and under receive written daily sheets, which update the parent on the child's day at the center. Parent Teacher conferences are formally offered twice per year, or more frequently per parent or teacher request.

Child Abuse and Neglect

All center personnel are required to report any children who appear to be emotionally, physically, or sexually abused or neglected to the County Child Protective Services, County Sheriff or City Police. Suspicion of abuse or neglect shall be documented and maintained in a confidential record. Personnel receive annual in-service training about indicators of abuse or neglect, reporting laws and documentation methods.

Enrollment Procedure

Prior to admission to the center, parents and children should visit the center to meet the administrator and the staff to observe the program. An interview will be conducted to obtain information to assist in individualizing the child's care. Application materials will be provided at this time including our center handbook, which must be returned prior to actual enrollment in the center. The registration fee must be submitted to secure placement for your child.

Required Records

Parents must complete enrollment forms prior to the first day of attendance. All records remain confidential. Information, which is pertinent to the care of your child, shall be given only to Center staff. No information about the child's progress or behavior shall be given to outside sources without written parental consent.

The center also maintains a logbook for medication and injury. Teachers and other staff members are responsible to record any injuries received by a child and the action taken by staff attending the child. Medication dispensed to a child will also be documented in this book.

The following records shall be on file for each child: child enrollment form; child health report; health history, immunization record, intake information for children, emergency medical consent cards, names of persons authorized to call for the child, general authorizations for field trips, publicity and emergency care and parental proof of insurance.

A written report of the daily attendance and birth date of each child attending the center is maintained in individual classrooms, including arrival and departure hours.

Items needed at the Center

Parents must provide the following items to remain at the center:

1. Complete change of clothes: underwear, shirt, pants, socks, sweater or sweatshirt. (Parents are requested to replace items as child grows and to accommodate seasonal weather changes.) It is also requested that parents provide several changes of clothing for children not yet toilet trained. All soiled clothing will be sent home in a separate bag for laundering.
2. Extra mittens, boots, hat, scarf in winter; swimsuit and towel in summer.
3. Diapers and wipes for children who are not yet toilet trained.
4. Blankets and/or sleeping bags (laundered by parents weekly)

Please label all items the child brings to the Center with a first initial and last name, including jackets and other clothing.

A special security toy or blanket may be brought for the child's naptime. It must be labeled and kept in the child's bin until rest time. Children are allowed to occasionally bring special toys or items from home when they have show and tell time. The center will provide cribs and sheets for infants and toddlers. Cots are provided for older children. Parents are responsible for bedding, i.e., blankets, and sleeping bags for children who sleep on cots. Breakfast, lunch and an afternoon snack are provided. Early morning and late afternoon snacks are provided as needed.

Care for Children with Special Needs

Parents and staff confer regarding special needs and arrangements for any child with special needs. Whenever possible, the center staff tries to visit and develop a communication network with other agencies or programs in which the child is enrolled. Individualized programming is developed to meet a child's individual needs.

Rules and Regulations

Upon registration, each family is provided with a copy of the Parent Handbook. A copy of the state-licensing handbook with which we are legally bound to comply is also available for parents at the center.

A signature sheet is provided at the end of this handbook indicating that parents have received the Parent handbook. It is to be signed and returned at the time of enrollment.

Pets

At Christian Community Child Center, the only pets in classrooms are fish.

Parents are notified in written memo by classroom Teacher or by visiting the room that the class will be receiving a classroom pet. All contact between pets and children shall be under the close supervision of a childcare worker who is close enough to remove the child immediately if the pet shows signs of distress or the child show signs of treating the pet inappropriately.

Enrollment Status – Definitions:

Enrollment is defined as having a completed and approved registration form on file and in attendance at least one day in a given month.

Children ages 6 weeks to 5 years are accepted on a full-time basis. Full-time enrollees are registered for up to ten hours per day, five days per week. Part-time enrollment includes children who are accepted on a part-time, hourly basis as available within the necessary age group's classroom. Part-time also includes children who do not attend all 12 months throughout the year.

What to Wear

Children should dress in comfortable, washable play clothing. Tennis shoes or other firm support shoes should be worn. Appropriate footwear allows children to participate in running and jumping activities in outdoor play. Sandals, "Jelly" shoes, etc. are considered dangerous for children to wear because of easy accessibility to toes, susceptibility to slivers, etc. It is very easy to stub or step on toes in a childcare setting.

Children play outside daily so they need appropriate outerwear. Please mark all of your children's clothing and belongings clearly with a first initial and last name.

Daily Arrival and Departure

Arrival and departure times are important in the child and parent's day. We encourage parents to take time at the beginning and end of each day to talk with the staff and to allow the child time to become acclimated to the day's activities, or to wind up the day's activities.

PLEASE do not sneak out in the morning, even if your child is occupied in an activity. Let your child know you are leaving and when you will return. Your child may cry when you leave, but he/she will generally settle down shortly after your departure.

If an authorized person arrives to pick up your child and appears impaired by drugs or alcohol, the staff will approach the person and request that they contact someone else to pick the child up. If the person refuses, staff will contact law enforcement.

At the end of the day, have your child pick up the toys they are playing with when you arrive. While they are picking up, check with staff for messages and check for any items that your child has made to take home. PLEASE take time to let your child show you what they have done during the day. A little extra time may mean the difference between a pleasant or unpleasant experience for both you and your child.

1. Bring your child directly into the childcare center no sooner than 10 minutes prior to your scheduled drop-off time. Take your child to their classroom and notify staff of your arrival.
2. Register your child in and out each day.
3. If you are delayed in calling for your child by more than 10 minutes, call the Center, (920)237-0344, so we may inform your child that you will be later than usual and so we can arrange the necessary staff coverage.

4. Call the Center before their scheduled start time each day your child is absent.
5. Notify the Center immediately of any changes in residence, telephone numbers, and emergency contacts and authorized people to call for your child.
6. Your child will be released only to those persons you have authorized on the child's enrollment form. Please inform these people that they will be asked to show a picture ID when they pick up your child to any staff member who may be unfamiliar with them. In an emergency, parents shall be required to fax or send a dated handwritten note authorizing unfamiliar persons to call for their child. Center personnel will call the parent to verify information.
7. Please take time to communicate any information pertinent to your child's care to staff each day.
8. At the end of the day, again sign your child out.
9. Failure to pick up children by closing or within 15 minutes of scheduled time (without making previous arrangements) shall result in a \$15.00 assessment for each 15 minutes after the scheduled time.

Child Custody Issues

Children will be released only to those people listed on the child's enrollment form. In the event that custody becomes an issue, a court order stating that a non-custodial parent may not pick up a child at the childcare center must be submitted to the office before any changes are made in parental authorization to call for the child. Law enforcement officials will be called immediately should a custody battle arise at the childcare center.

Fee Policy

We have reserved a place for your child in the Center. Fees are charged based on your child's age and attendance schedule, whether or not your child is present on a scheduled day. Our costs remain fixed even if your child is absent. The following policies govern the payment of fees.

1. Payment is made on a weekly basis in advance of a child's care for the week. For parents using Tuition Express, the automatic payment system used by the Center, a weekly discount in the usual payment is given. Children will not be allowed to attend unless tuition has been paid. There is a \$15 late fee added if payment is made after Mondays at noon.
2. Children enrolled full-time will receive ten days of vacation credit after one year of full-time enrollment. Child(ren) may not be in attendance when vacation credits are being used. Each year on the anniversary date of enrollment, ten days will be available. Fees will not be charged for this time provided the parent notifies the administrator of the vacation one-week in advance. If not used by the next anniversary date, the days are forfeited.
3. A two-week written notice is required for withdrawal from the Center. If a two-week notice is not given, the parent is still responsible for payment of two weeks' fee. Vacation credits may not be used for this purpose.
4. Christian Community Child Center operates within the hours described on the posted state license located in the Center. Failure to pick up the child by 6:00 p.m. or within 10 minutes of scheduled pickup time shall result in a \$15.00 fee for each

- 15 minutes after your registered time. Dropping a child off more than 10 minutes earlier than your scheduled drop-off time will result in a \$15.00 fee for each 15 minutes before your registered time.
5. Christian Community Child Center will periodically review the need for a fee increase. If such an increase is deemed necessary, parents will receive a minimum notice of 30 days.
 6. Children attending part-time do not receive vacation days. Part-time enrollment includes any children who are accepted on a part-time, hourly basis as available within the necessary age group's classroom. Part-time also includes children who do not attend all 12 months throughout the year.

Days Closed- Emergency Closing Procedure

The following holidays are observed for which the center will be closed: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following; Christmas Eve, Christmas Day, and New Year's Eve. The center will also be closed for one full day of Professional Development a year. If a holiday falls on a Saturday, the center is closed on Friday. If a holiday falls on a Sunday, the center is closed on Monday. Regular tuition fees are charged for these days. In the unlikely event of closure due to inclement weather, an announcement will be made on local radio stations and parents are requested to pick up their child as soon as possible. Usual fees will be charged for these days also.

Emergency Medical Source

Christian Community Child center will use a local hospital as our designated source of emergency medical care should the need arise.

CHILD GUIDANCE POLICY

Child Abuse and Neglect

All personnel are required to report any children who appear to be emotionally, physically, or sexually abused or neglected to the County Child Protective Services, County Sheriff or City Police. Suspicion of abuse or neglect shall be documented and maintained in a confidential record. Personnel receive biannual in-service training about indicators of abuse or neglect, reporting laws and documentation methods.

Child Guidance

Children are helped to learn self-control and how they can function in today's world in a relaxed, positive atmosphere of support and understanding that recognizes childhood's struggles. Adults view discipline as an important aspect of teaching and learning. Children are accepted as they are-not as immature creatures whose deficits and weaknesses need to be "fixed". Development is viewed as a process of growing, with each age and stage having its own characteristics, its own challenges and needs.

Guiding Young Children

Young children strive for understanding, independence and self-control. Children learn by exploring, experimenting and testing the limits of their environment and experiencing the consequences of their *behavior*. In this way, they begin to understand how the world works, their own limits, and appropriate assertiveness. In this drive to understand, they need adults to set limits in order to keep children from harming themselves, other people and the physical environment; feel safe and secure; and gain a better understanding of what behavior is expected of them. Positive, effective guidance is used based upon the following principles:

- Discipline is a matter of training, planning, setting clear limits and expectations, redirection and logical consequences, not punishment.
- Discipline is a matter of prevention -anticipating situations and preventing them before they happen.
- Our job is to gently encourage and support self-control, to protect children, and to help them learn how to behave reasonably.
- Children naturally poke, push, hit, even bite each other; they also drop, tear apart, and smash things in an effort to learn more about their environment. It is natural for children to test limits, to assert themselves in order to find out about their own power.
- Our job is to keep children interested and the room arranged to prevent children from bunching up, since the more bunching there is, the more unpleasant incidents there will be. Incidents are resolved calmly and patiently as they happen.
- Each child is respected as a special individual struggling to achieve self-control.
- Children are not labeled, since children will believe what we tell them about themselves.

Shaken Baby Syndrome

Crying is normal for healthy babies just like eating and sleeping is. Crying is how babies communicate and exercise their lungs. They cry to get attention. Eventually, babies will outgrow crying just as children learn to stop messing their diapers. Care plans for children at CCCC will provide for teachers to ask the following questions when babies cry:

- Is the baby hungry?
- Is the baby uncomfortable?
- Is the baby sleepy?
- Is the baby frustrated?
- Is the baby bored?
- Is the baby sick?

Teachers will respond quickly by using the proper measures to appropriately manage crying, fussing or distraught children.

Guidance

Physical punishment such as spanking, hitting, or pinching is **never** used to correct behaviors, even at the parent's request. We also will not:

- ❖ shame or humiliate the child
- ❖ shake, jerk, or squeeze children

- ❖ indicate that the child is a “bad child”, but rather that the behavior is not acceptable
- ❖ moralize or let too much anger come through, as this may make a child fearful and anxious
- ❖ use “no” too often, but rather we will strive to use positive words
- ❖ use bribes, false threats, or false choices
- ❖ use food or scheduled activities as reinforcers or denial of such as punishments
- ❖ retaliate -children learn the most from us through modeling
- ❖ verbally abuse, threaten or make derogatory remarks about the child or the child’s family
- ❖ bind, or tie to restrict movement or enclose in a confined space such as a closet, locked room, box or small cubicle

“Time outs” are given for children over the age of three only when all other methods of guiding the child have been unsuccessful. A time out consists of removing a child from the situation (although they will remain within sight and sound of an adult) in a non-humiliating manner, and placing the child in a designated location in order to interrupt the child’s unacceptable behavior. Time outs will be administered by the teacher in the classroom for a period of time based upon the child’s age (1 minute per year of age) not to exceed 3 minutes. If a child continues to show a consistent negative or hurtful behavior pattern, the staff and parents will consult to work out a course of action, which is beneficial.

The staff at Christian Community Child Center endeavors to remain calm, but firm, in correcting behavior. The child needs to learn that he/she is responsible for his/her actions. Making the child take the natural consequences for behavior is much more effective than nagging or arguing. When a young child hurts another child, damages the physical environment, or is about to hurt himself, we **always**:

- Make clear to the child that it is the behavior and not the child that is unacceptable
- Help the child with appropriate language to understand the problem with the behavior
- Use redirection, logical consequences, or time out, depending on the age of the child, the misbehavior, and the child’s state.
- Assist and encourage children to use language to express their strong feelings.
- Remain confident, knowing that our manner will affect the child’s decision to cooperate.

Parents will be contacted regarding any severe behavior problems that may arise and we are unable to resolve.

Biting Policy

A child biting other children is an unavoidable consequence of group childcare, especially with toddlers. It happens in the best of programs. When it happens and continues, it is scary, very

frustrating, and very stressful for children, parents and staff. Biting is a natural stage that some children go through, and it has virtually no lasting developmental significance. ***Biting is not something to blame on children, parents, or caregivers.*** Biting is an act of a child not yet equipped to be fully social; just beginning life as a citizen. Children bite for numerous reasons:

- Teething - When teeth are coming through, applying pressure to the gums is comforting and babies will use anything available to bite. If this is a likely cause, teething rings or objects safe for the child to bite will be given to him/her to lessen the child's need to bite other people.
- Impulsiveness and lack of self-control - Something is there for the child to bite, and it is just a way of exploring the world.
- Making an impact - Reactions to a child biting another child is dramatic - Young children like to make things happen.
- Excitement and over stimulation - When some young children get very excited, they may behave in an out-of-control fashion.
- Frustration - Too many challenges, too many demands, too many wants, too little space, and too many obstacles may lead a child to bite, especially before he or she has the capability to express frustration with the use of language.

In all biting situations, it is important that adults show strong disapproval through words and manner. Caregivers try to minimize the behavior by:

- Letting the child know in our words and manner that biting is unacceptable
- Avoiding any immediate response that reinforces the biting, including dramatic negative attention. The biter is immediately removed with no emotion. Words such as "biting is not okay; biting hurts" are used and caring attention is focused on the child who was bitten.
- Working with the biting child on resolving conflict or frustration in a more appropriate manner.
- Examining the context in which the biting occurred and looking for patterns changing the environment, routines, or activities if necessary.
- Observe a child to get an idea about when he/she is likely to bite not attributing willfulness or maliciousness to the child who has bitten. Observing the group closely until the problem is found. If biting continues, empathizing with all the children, parents and staff involved.

When biting occurs on an "epidemic" proportion, a thorough study will be done of the biting child, the classroom environment, and the targeted children, and, if necessary, outside observers will be called in to help analyze the entire situation. Parents will also be consulted for any changes that are occurring in the child's home environment. We may also recommend that the biting child's pediatrician be consulted.

Transitions

When children move from one activity to another, staff members provide smooth and unregimented transitions. Transitions between activities are integrated into the program as

learning opportunities. The teacher carefully plans transitions; children are given advance notice to prepare for change. Transitions are gradual rather than abrupt, and waiting time is minimized. Standing in lines is rarely necessary and is discouraged. Examples of transitional activities are guessing games, songs, finger plays, number or color games, etc.

Toilet Training

Children over the age of 18-24 months may be ready for toilet training. Some of the signs indicative of this readiness include:

- child uses words to indicate need to use the bathroom
- child tugs at diaper to indicate need to use the bathroom
- child exhibits natural curiosity about parent's (and other children's) bathroom habits.

Teachers and parents need to communicate about the technique that is used at home for toilet training so that consistency is achieved between home and the Center.

Dressing the child in manageable clothing, such as pull-ups with velcro sides that he/she can pull on and off easily helps to decrease the "waiting" time before using the bathroom. Clothing that the child cannot manipulate, such as bib overalls, is discouraged while the child is toilet training.

Children will be asked to use the toilet at each diaper-changing time, or about every two hours. At Christian Community Child Center, children are praised for successes and not punished for "accidents". If, however, the child has accidents during the day; the teacher will put him/her back into diapers/pull-ups for the remainder of the day to maintain cleanliness and so that the frustration level of the child does not increase. The parent needs to be sure to provide enough changes of clothing at the Center. During this training period three or more changes are recommended.

Each child develops at his/her own rate, and not all children develop the same skills at the same age. A child will not be punished for lapses in toilet training. Patience is key. Complimenting the child for what he has done well will be an encouragement in the process.

EDUCATIONAL POLICY

Childcare experiences are designed to supplement the experiences of a child at home. The importance of the early years in an individual's life cannot be emphasized enough. Therefore, opportunities are available to allow children to enhance and maximize their spiritual, physical, social, emotional, ethical, and intellectual competence at their own pace and in their own style of learning.

The early years are the most important for a child's growth and development. Children learn, grow, and develop more of their personality characteristics in these years than at any other

time. They develop communication skills, learn to interact with people and things around them and experience rapid physical growth. They change from being centered on themselves to cooperating with others. Total dependence on others changes to independence in meeting many of their own needs. Intellectual skills begin as reactions to things around them and change to problem solving approaches and learning. The remainder of their lives builds on the fundamentals learned in the early years. The goal of our program is to insure that children develop their many skills to the best of their ability and that they feel good about who they are and what they are able to do.

The overall program at Christian Community Child Center is based on several fundamental beliefs about children:

1. Learning is fun.
2. The early years are ideal for learning.
3. Children learn best by doing.
4. Quality preschool and school age programs have a long-term positive affect.
5. Each child develops skills and abilities at a different rate.
6. Programs should encourage a positive self-concept.
7. Children are unique individuals

Curriculum development

Curriculum plans are based upon knowledge of child development and assessment of each child's needs and interests, skills and talents. The learning environment and the activities for the children reflect the philosophy and goals of Christian Community Child Center. Our Christian beliefs will be taught in such ways as prayer, Bible stories, singing songs, holiday celebrations and programs.

Teachers plan the activities for each week according to the age-appropriate topics of interest as expressed by the children. They submit lesson plans, which are surveyed for development appropriateness, creativity and variety. These plans are designed to provide experiences enhancing all areas of development.

Center staff plans outings and excursions as part of the regular program. Many opportunities for walks are offered. When a vehicle is required, a bus from a licensed bus company will be contracted. Christian Community Child Center does not provide any other transportation services. Some excursions or field trips may include a minimal fee, based upon bus cost and entrance fees. A notice to parents and a permission slip will be sent home at least one week before a planned field trip. We also encourage parent involvement and would welcome parents on any of our outings. Teachers may include a field trip to a local swimming pool for school-aged children. The supervision provided for such an outing would meet or exceed state requirements.

Physical Activity/Screen Time

Staff is encouraged to provide physical activity and active exploration daily. Children birth-35 months of age are provided with zero minutes of screen time. Children 36-60 months of age are provided with less than 30 minutes of screen time per week.

Physical settings

Staff is encouraged to arrange classrooms in a developmentally appropriate manner. Staff is also expected to maintain neatness and organization of classrooms as well as the common areas within the center.

Outdoor Activities

All children will be offered experiences outdoors for 60 – 90 minutes per day. We offer a large fenced in area with bikes, sandbox, ample running area and many outside toys. We will take walks on and off the property when the weather permits. Water activities and wading pools will be part of the outdoor experience during summer. Pools will be emptied, cleaned and sanitized after each use. Supervision will meet or exceed state requirements.

Infant-Toddler Programming

A well-designed learning environment allows staff to focus on teachable moments of one-to-one or small-group care and learning that lie at the heart of healthy development. Caring, nurturing, learning moments, or conversations, during which there is total engagement with people and things is essential. A rich built-in learning environment allows caregivers relaxed time to feed, diaper, dress, ease into or out of sleep, or otherwise nurture a child. Time to talk, to listen, to play all the call-response games the child sets in motion is a daily experience. Teachers use each teachable moment to its full advantage for language development.

The infant and toddler environments at Christian Community Child Center are planned and organized to maximize:

- Large and small motor experiences, for younger babies: looking, reaching, cuddling, grasping, holding, crawling in or out, over and under. For toddlers: gripping, throwing, manipulating, walking, climbing, pushing and pulling.
- Sensory experiences: exploration of texture, color, sound, size, shape, smell, taste and weight.
- Cognitive experiences: object permanence, spatial relationships, classifying, collecting and dumping, cause and effect experiences and problem solving.
- Language: adult-child conversations, singing, books, music, rhyming and sound explorations.
- Social experiences: caregiver-child one to one, child-initiated interactions, guiding and modeling positive peer interactions. Learning how to be a friend.
- Expression: art, movement, doll and soft play, imitation and beginning dramatic play.

Prior to admission, an interview is conducted with a child's parent or guardian to obtain written information that will aid the teaching team in individualizing the program of care for the child. Information shall include, but not be limited to, schedule of meals and feeding, types of food introduced and timetable for new food, bathroom and diapering procedures, sleep and nap

schedule, the child's way of communicating and being comforted, and developmental and health history. Every three months' parents document any changes in the child's development and routines on an Intake form provided by the Center. This is done to coordinate care between home and the center as much as possible. Notes will be sent home daily with your infant child. Each infant and young toddler is allowed to form and follow his/her own pattern of sleeping and waking. Infants and toddlers are taken outdoors of part of each day except during inclement weather.

YOUNG LEARNING PROGRAM (ages 3- 5)

Opportunities within the daily schedule include active/quiet times, free choice/structured group times, indoor/outdoor times, and group participation/individual choice times, meal times, rest/nap time, and time with friends. All activities are designed to provide a balanced blend of activity so the child is neither bored nor over-stimulated. All activities will promote the following: self-esteem and positive self-image, social interaction, such as "How to be a friend", self-expression and communication skills, creative expression, large and small muscle development, sound health, safety, and nutritional practices, respect for diversity in age, gender, abilities and thinking and provisions of intellectual growth. A classroom schedule is posted in each individual classroom; schedules typically resemble the following type of pattern, but follow the children's individual needs and developmental levels.

Typical Schedule:

6:00-7:45	Arrival/Free choice
7:45-8:00	Prepare for breakfast (bathroom/diaper change, wash hands, etc.)
8:00-8:30	Breakfast
8:30-9:00	Quiet group activity
9:00-9:30	Art/Sensory experience or free choice
9:30-10:30	Outdoor Activity
10:30-10:45	Story time activity
11:00-11:30	Prepare for lunch
11:30-11:45	Clean-up/Wind down
11:45-1:45	Rest Time/Naps
1:45-2:00	Prepare for snack
2:00-2:30	Snack
2:30-4:00	Indoor or Outdoor Activity
4:00-Close	Individual Free Choice Activity

Infant/ Toddler and Young Learning Program:

Teachers will provide the opportunity for parent teacher conferences at least one time during the calendar year. The staff and parents of the children in care will determine dates and times of conferences.

Early Morning and Late Afternoon Programming

Early morning and late afternoon activities are planned to allow children time to adjust

to the transitions of arrival and departure. Early morning arrivals are given the opportunity for quiet play in the classroom. Various toys and activities are available for free selection. Children may rest or request special activities from the early morning staff person. During arrival and departure times, groups may be combined into mixed-age groups.

Late afternoon programming includes quiet play, individual choice activities or outdoor play. End of the day activities are self-selected by the child based on their interest and materials available to them for play. End of the day clean up is also an important responsibility for the children as they depart.

Napping

Children 5 and under in care for four or more hours will be required to nap or rest for a short period each day. Children who do not sleep after 30 minutes of quiet resting will be allowed to get up and will be given three choices of quiet activities until others wake.

Cultural Diversity

Recognition of and respect for cultural diversity is reflected through language, food, celebrations, and equipment. Puzzles, games, dolls, dramatic play equipment, movies, books and posters are selected and made available to depict not only diverse customs, but also occupations and family situations. Songs, records and other language experiences are also used to expose children to diversity in age, cultural, gender and abilities.

Recording of Attendance

Each classroom is provided with an attendance chart that lists the name and birth date of each child enrolled in the class. Each room also receives a current child's schedule each week that illustrates the attendance expected on any given day, complete with hours of arrival and departure for each child. In addition, any time a child has not arrived within an hour of their registered time, a call will be placed to the home notifying of such. Parents should always notify the Center before the registered start time when their child will not attend.

LEARNING THROUGH PLAY

Many times when parents observe or visit a classroom, they think the children are "just playing". However, the way children learn best is through play. As the children are exploring all the different centers, here are some of the skills they may acquire.

Language Arts (books and flannel boards)

- Increases vocabulary growth
- Develops listening skills
- Develops reading readiness skills
- Develops oral language skills
- Encourages an interest in and respect for books
- Develops an appreciation of good literature

- Develops imagination
- Increases attention span

Science

- Develops observation and discrimination skills
- Develops respect for the environment
- Encourages curiosity

Blocks and building materials

- Provides practice with social skills
- Develops gross and fine motor skills
- Teaches mathematical concepts (shape, size, balance, counting)
- Increases creativity and decision-making skills
- Develops visual discrimination skills
- Provides an opportunity for role play
- Increases communication skills and oral vocabulary

Housekeeping and Dramatic Play

- Provides an opportunity to role play home experiences
- Increases social development and communication skills
- Develops small and large muscle coordination
- Develops self awareness
- Develops visual discrimination skills

Art

- Provides opportunities for creativity and imagination
- Develops small and large muscle skills
- Develops color concepts
- Provides a release of positive and negative feelings
- Develops reading readiness skills
- Develops pre-writing skills
- Encourages an appreciation for the arts

Sand and water play

- Develops sense awareness
- Develops concepts involving space, measurement, volume
- Increase fine and gross motor skills
- Provides opportunities for problem solving and creative thinking
- Encourages children to think, reason, question and experiment

Manipulative (puzzles and other fine motor toys)

- Develops small muscle coordination

- Increases social development and communication skills
- Fosters imagination
- Teaches mathematical concepts (shapes, sizes, and counting)
- Provides opportunities for problem solving

Large muscle and outdoor play

- Develops large muscle coordination
- Increases social development and communication skills

Family Outreach/Social Opportunities

During the course of the year, there are several opportunities for families to participate in special days here at the center. Information about these days is sent out to families prior to the selected activities. The center also holds a 4K and Preschool graduation upon completion of each program as well as a center-wide Christmas program held at a separate location each year.

FIRE/TORNADO AND OTHER EMERGENCY PROCEDURES

Fire Evacuation

Evacuation diagrams are posted in each classroom, in the kitchen and in the main entrance. In the event that evacuation due to fire is necessary, each teacher shall lead the children in his/her class outside the building to the prearranged meeting area. The co-teacher or assistant teacher will be the last person out of the classroom. Each teacher will take the children's emergency information cards (which lists emergency numbers), the class attendance, schedule, and location charts outdoors with them. The Director will be the last person out of the building. Children will be accounted for at the prearranged meeting area. Arrangements will be made to send the children home. The procedure is the same for children at the center during early AM and/or late PM.

Tornado Evacuation

In the event of a tornado children will be gathered in the designated areas within the center (see evacuation diagrams in each classroom). Children will be positioned with their faces to the wall, heads down, and arms covering their heads. Each teacher is responsible for taking the children's emergency information cards, the class attendance chart and schedule along to their designated area.

Co-teachers and assistant teachers will check the classroom before leaving the rooms, the administrator will check entire building to be sure no one is left behind and will be the last person to the designated area.

Training in Evacuation Procedures

All staff, volunteers, and other adults in the building are trained in emergency evacuation and tornado procedures. Children with special needs will be assisted individually to safely exit the building. In case of emergency evacuation, the designated safe location is on the corner of

Sharratt and Summerset Streets. Staff is also trained annually in the use of fire extinguishers. Documentation of fire evacuation and tornado drills is noted on the appropriate DCF forms as required. The emergency evacuation procedure is practiced on a monthly basis.

Maintenance of Equipment

The staff of Christian Community Child Center checks all fire extinguishers and smoke alarms on a weekly basis. A contractor hired by Christian Community Child Center tests fire extinguishers yearly. Temperatures of at least 69 degrees but not higher than 80 degrees will be maintained within the building.

Other Emergencies

In the event of an emergency due to some other hazard (lack of heat or air conditioning, no water, no electricity, plumbing problems, no telephone), children will remain at the Center until parents are notified and children are picked up. The Center is equipped with emergency lighting in the case of a power outage. There will always be at least two staff members present when nine or more children attend.

Injuries

All children will have written permission on file from the parent to call a child's physician or refer the child for medical care in case of injury. The Center will contact the parent as soon as possible after an emergency has occurred or, if the injury is minor, when the parent picks up the child at the end of the day.

Christian Community Child Center's designated source of emergency medical care is a local hospital. A first-aid kit is kept in every classroom and in the kitchen. All staff at Christian Community Child Center has received training in Basic First Aid, AED and CPR. These are renewed every year as part of required continuing education.

In case of **minor injuries**, the following procedure will be followed:

- Wash injury with soap and water and cover with Band-Aid or gauze and tape. No medication is to be used.
- Other minor injuries may be treated as appropriate and according to Basic Emergency Care Procedures (Resource books are available to staff in the center).
- The teacher witnessing the incident shall file a report in the Center's medical log and communicate to the child's parents.

In the case if **major injuries** requiring emergency medical care, the following procedure will be followed:

- Make child/staff member as comfortable as possible and apply emergency first aid if indicated by seriousness of injury.
- Notify administrator or other person in charge to contact the Paramedic Emergency unit.

- Contact the child's parents or designated emergency person to call and notify them of the injury and name of hospital to which the child is being taken.
- Take the child's file along, including emergency medical authorization for Center to make emergency medical arrangements.
- One staff person is to accompany the child to the hospital with the Paramedics. This person shall be the Director or designated person in charge.
- The person who witnessed the accident shall file an Accident Report in the child's file and in the Center medical log, and send a copy to licensing.

First Aid for Serious Accidents

- Basic First Aid will be used.
- A Red Cross First Aid Book is on file in the Center office.
- The Center will have on file the name and phone numbers of the medical facilities it will use as its planned sources of emergency care. The number 911 shall be used in emergencies.
- The Director and staff will review the record of accidents and injuries in the Center medical log at six-month intervals to assure that all possible preventive measures are being taken. This review will be documented in the Center medical log.
- Field Trip Accidents will follow the same procedures as above. There will always be more than one adult on a field trip in case of an accident. In case of serious injury, after calling 911, one of the teachers will call the Center and notify the Director of the occurrence and the name of the medical facility to which the child is being transported. She will, in turn, contact the parents with the information.

Extreme Heat or Cold Temperature Procedures

Children will not play outdoors if the temperature exceeds 90 degrees or falls to a wind chill of zero degrees or below. Infants and Toddlers will not go outdoors if the temperature falls to a wind chill of 20 degrees or below.

Emergency Supplies

Tornado kits are prepared for use in case of severe weather, when children may be confined to a sheltered area for a long period. Flashlights, snacks, blankets, and battery-powered radios are included. The kits are stored in the classroom. First aid kits are also provided and are taken on walks and field trips.

Lost Child Procedures

All teachers are responsible to know which children are in their care and where the children are at any given time. Teachers will have a completed classroom listing with a child's name, date of birth, schedule, and location of child. However, in the unlikely event that a child should become lost while in the care of Christian Community Child Center, the following procedures shall be followed:

- All available staff will search the premises, or if on a field trip, the staff of the place being visited shall be alerted to assist our staff in making a search.

- If the child is not found within 15 minutes, the local law enforcement authorities shall be notified.
- Parents will be contacted as soon as law enforcement personnel are contacted. If the child is lost on a field trip, the teacher shall contact law enforcement personnel, then the Center Administrator, who will contact the parents of the missing child.

HEALTH CARE POLICY

Christian Community Child Center maintains an ongoing interest in the health and well-being of all children enrolled in the program. Every effort will be made to insure the health of all children served. It is understood that parents will have the primary responsibility for the health and well-being of their children.

Child Identification and Isolation

Teachers conduct ongoing observation of illness indicators during the day as part of their routine. Such signs of illness include, but are not limited to: sore throat, inflammation and /or mattering of eyes; fever over 100.5; congestion, running nose, sneezing or coughing serious enough to hinder the child from participation in normal center routines including both indoor and outdoor play; any non-diagnosed rash or sore, stomach flu, vomiting, or diarrhea, (two or more loose, watery stools within one hour); a discharge of thick yellow or green mucus from the nose; and any other suspicious signs (including unusual behavior) which might indicate the beginning of an illness.

Any evidence of unusual bruises, contusions, lacerations and burns shall be noted on the child's record, noted in the Medical log and reported immediately to the Director.

Any child who exhibits symptoms of illness or conditions having the potential to affect the health of other persons shall be isolated in an area within sight and hearing of staff member. They will be monitored and cared for while waiting to be picked up. Confidentiality of ill children will be expected of all staff at the Center. Parents will be notified of the child's illness and must arrange for the child to be taken out of the center within a reasonable time (30-60 minutes). When picking up their sick child, parents receive a "sick child" form, indicating symptoms observed, and when the child may return to the childcare center.

Staff Health Requirements

All staff at Christian Community Child Center who works directly with children, with the exception of volunteer workers, will be required to have a health examination within 12 months prior to, or within 30 days after beginning work at the Center. A report shall be dated and signed by a licensed physician and should state that the person is free from any communicable diseases reportable under DCF 251.05(1) (L), and is physically able to work with young children.

Communicable Diseases

When a child is suspected of having a communicable disease or condition such as, but not

limited to: chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, lice, ringworm, scarlet fever, whooping cough, diphtheria, or meningitis, the county or city public health nurse shall be notified by the administrator or teacher in charge. When a diagnosis of communicable disease is made, the exposed children shall be watched for symptoms of the disease and the parents will be notified through a posting made throughout the center, or in a note specifically to the parents of the exposed children. It is the policy of Christian Community Child Center that all cases will be handled in a confidential manner by all staff. The Director shall inform the staff of all such incidents, and the staff shall be responsible for reporting possible new cases to the Director.

Center staff will seek medical consultation from the City Health Department in cases where more than 20% of the children have been infected or re-infected. Their recommendation will be followed. A child may be readmitted without a statement from a physician after a communicable disease if the child has been absent for a period of time designated by the department.

Illness Policies and Procedures

- The Center shall be notified each day that a child is ill. Parents should call in before their child's registered start time.
- It is recommended that parents obtain medical attention for a sick child. For contagious illnesses, the child must be symptom free for NOT LESS THAN 24 HOURS and the child must have RECOVERED COMPLETELY FROM THAT ILLNESS.
- If Center staff believe medical attention is warranted, parents are expected to seek it and report the diagnosis and physician recommendations to the Center if it is a contagious illness.
- It is recommended that a child be kept home if the parent is aware of any one or more of the following conditions: sore throat; inflammation and/or mattering of eyes; fever over 100.5; congestion. Running nose, sneezing or coughing serious enough to hinder the child from participation in normal Center routines including both indoor and outdoor play; any non-diagnosed rash or sore, stomach flu, vomiting or diarrhea; a discharge of thick yellow or green mucus from the nose; and any other suspicious signs (including unusual behavior) which might indicate the beginning of an illness.
- If throat cultures or other tests have been done to diagnose an illness, the child must be kept home until test results have been verified. Parents must notify the Center of results.
- If a physician prescribes antibiotics, the child must stay out of the Center for 24 hours or three consecutive doses of the medication. The only exception to this is a written statement from the physician that the child is not contagious and may return earlier.
- A physician's written permission is required if a child returns to the Center before the required absence time following a contagious illness.

Medication

Center staff may give prescription or non-prescription medication, such as aspirin or cough medicine, to a child or apply parent-provided and labeled sunscreen or insect repellent to a

child only under the following conditions:

- A signed, dated, written authorization in on file from the parent, person or agency having authority by court order to approve medical care.
- Medications must be supplied IN THE ORIGINAL CONTAINER WITH CHILD'S NAME AND ADMINISTRATION INSTRUCTIONS CLEARLY STATED ON THE CONTAINER.
- Written documentation including type of medication given, dosage, time, date and name of the person administering the medication (does not apply to sunscreen or insect repellent) shall be kept in the child's record and in the center medical log. Parents will have access to their child's records.
- All medication will be stored out of reach in a locked container. Medication requiring refrigeration shall be kept in a designated separate covered container clearly labeled "Medication" and stored in a locked refrigerator.
- For children two years and under, some over the counter medications require a doctor's authorization. Most aspirin, cold medications and nose drops fit into this category. If instructions recommend consulting a doctor for a particular age group, we require a health provider's signature; otherwise, we cannot give the medication at the Center. Parents have the option of giving the child medication themselves. However, a physician's consent form must be completed if the medication is left on the premises.

Universal and General Health Precautions

Christian Community Child Center is kept clean and in good repair. Our Staff assists in keeping the center clean and sanitary. Staff members also clean and sanitize the toys and equipment. Furnishings, toys, cots, and other equipment are cleaned and sanitized daily, as well as when they become soiled. Eating surfaces are washed and sanitized before and after each use. A safe, washable cot is provided for each child 12 months old or older who naps or sleeps. A safe, washable crib is provided for use of each child less than 12 months old for napping or sleeping. All cribs and cots are washed and disinfected between changes in occupancy. The center provides clean bedding for cribs.

Toilet rooms and fixtures are kept in a sanitary condition at all times. Diapering areas are cleaned and sanitized after each use. Staff members wash their hands before and after diapering or assisting with bathroom needs. Staff members use gloves when diapering children.

Bodily secretions, such as runny noses, eye drainage and coughed-up matter are wiped with a disposable tissue and placed in a plastic-lined container. Teachers and children wash their hands immediately following the wiping. Bodily secretions on surfaces are washed with soap and water then disinfected. Again, hands are washed immediately.

Parents are responsible for providing protective clothing or sunscreen to protect their child from sunburn. They are also responsible for clothing their child appropriately to assure body warmth and comfort.

Wet or soiled clothing will be changed promptly, when possible, and placed in a plastic bag to be taken home for laundering. If a child has a bowel movement in his/her clothes, staff

members will dispose of the feces in a toilet, but clothing will not be rinsed out, to protect the staff person from possible disease. Wet or soiled diapers are changed promptly and discarded in a plastic-lined, foot-activated, covered container immediately. Children's hands are washed with soap and warm running water before meals and snacks and after using the bathroom or diapering. A child's face is washed after meals.

Because blood and other bodily fluids spread very serious diseases, center staff uses universal precautions when exposed to blood and blood-containing body fluids and injury discharges of all children. All persons exposed to blood or blood-containing fluids and tissue discharge will wash their hands immediately with soap and warm running water. Center staff will always wear single use disposable gloves if there is contact with blood-containing body fluids or tissue discharges. Hands are washed with soap and water after removal of gloves. Gloves are discarded. For spills of vomit, urine, feces, blood or other body fluids, center staff will clean and disinfect the floors, walls, bathrooms, tabletops, toys, kitchen countertops and diaper changing tables (in the area of the spill).

Staff is trained in first aid, CPR, AED, and universal precautions on an annual basis. Staff washes their hands with soap and warm running water before handling food, after assisting with bathroom needs and after wiping bodily secretions from a child with a disposable tissue. Staff member's hands are also washed before and after feeding each infant.

Child and Staff Injuries

All children will have written permission on file from the parent to call a child's physician or refer the child for medical care in case of injury. The center will contact the parent as soon as possible after an emergency has occurred or, if the injury is minor, when the parent picks up the child. Christian Community Child Center's designated source of emergency medical care will be a local hospital.

A first-aid kit is kept in every classroom and in the kitchen.

All staff at Christian Community Child Center has received training in Basic First Aid and CPR and is renewed every year as part of their continuing education.

Center Medical Log Procedures

Christian Community Child Center maintains logbooks for medication and injury. Teachers and other staff members are responsible to record daily any injuries received by a child and the action taken by staff attending to the child. Medication dispensed to a child will also be documented in this logbook.

1. The log shall be in a book with stitched binding with pages that is lines and numbered. The pages may not be removed or lines or any part of a line skipped.

2. Entries shall be made in ink on the date of occurrence and initialed by the person making the entry.
3. If the entry does not fill an entire line, there shall be a line drawn through the rest of the line so that no other entry is entered onto it.

Immunizations, Physical Exams and Health History Reports

Children must have a complete physical exam within 6 months prior to or 3 months following enrollment. A licensed physician, physician assistant or Health Check provider must submit a form to the Center by the parents, which documents completion of the exam. Examinations are required every two years following admission for children over 2 and every 6 months for children under two. A record of adequate immunizations and a health history report must be submitted to the Center by the first day of attendance.

An immunization record must be on file for each child within 30 school days (six weeks) of the child's first day of attendance at the Center. This immunization history must indicate that the child has received at least the first dose of each vaccine (DPT/DT/TD, polio, measles, rubella, mumps and Hepatitis B) OR that the immunization requirement is to be waived for that child by a compliance alternative. Immunization requirements are waived upon signature of the parent that the child should not be immunized for personal or religious reasons.

Immunization requirements may also be waived upon signature of a physician that the child should not be immunized for health reasons.

Children who have not received subsequent doses of vaccine appropriate to their age must receive such subsequent doses within one year of the first day of attendance and must notify the childcare center in writing as each dose is received.

When children are "in the process" of being immunized (i.e., the child has received some DPT and Polio doses but not all that are required for the child's age), the Center will request a note from the child's health care provider that the child is "on schedule" for immunizations and the date for the next scheduled dose. This note will be attached to the child's childcare center immunization record. A follow up on this scheduled immunization will be done using the Center's health bookkeeping system. The Center Director is responsible for follow-up on the maintenance of immunization records.

Parents who fail to make sure their child complies with immunization requirements will have their child excluded from the center until such time as immunization requirements are met.

An intake form will be given to each parent upon registration of his or her child. This form informs the teacher of the sleeping and eating habits, medical & health history, and routine care of the child. For children less than 24 months this must be updated by the parent every 3 months. This form, as well as the emergency medical consent cards must be submitted on or before the first day of the child's attendance. Any special information on a child's specific or

special needs will be shared with staff by the Director. They will work in partnership to insure that the individual child's needs are met.

SIDS

In our infant rooms there are postings for staff and parents to review and serve as a reminder of the requirements of Sudden Infant Death Syndrome risk reduction methods. A SIDS printout is also given to each staff member in the orientation packet and reviewed by the Director.

SUDDEN INFANT DEATH SYNDROME (SIDS) RISK REDUCTION METHODS:

Guidelines regarding infant sleep position and surroundings for Christian Community Child Center:

1. Infants under 12 months of age shall be placed on their backs on a firm, tight-fitting mattress for sleep in a crib.
2. Soft surfaces shall be prohibited as infant sleeping surfaces. i.e.: waterbeds, sofas, soft mattresses, pillows, etc.
3. All pillows, quilts, comforters, sheepskins, stuffed toys, and other soft products shall be removed from the crib.
4. Sleep sacks are used for warmth.
5. Unless the child has a note from a physician specifying otherwise, infants shall be placed in a supine (back) position for sleeping to lower the risk of Sudden Infant Death Syndrome (SIDS).
6. When infants can easily turn over from the supine to the prone position, they shall be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep.
7. Unless a doctor specifies the need for a positioning device that restricts movement within the children's crib, such devices shall not be used.

NUTRITION POLICY

Menu Planning

1. Nutritional meals are planned and prepared on site and are designed to meet the nutritional requirements of the DCF. Each meal shall provide 1/3 of the daily nutritional requirements of the child. Snacks are also planned and prepared by designated staff.
2. Current menus are posted weekly and are available for review by parents.
3. Menus are planned and are repeated approximately on a four to six-week rotation.
4. Consideration to various cultural heritages is given during menu planning.

Meal Requirements

1. Each meal shall provide 1/3 of the daily nutritional requirements of the child.
2. Milk that is served to children ages 12 months to 24 months is whole milk. Children over the age of 24 months will be served 1% milk, unless otherwise directed by a child's parent or physician.
3. The menu selections will be age-appropriate.

Special Diets

A special diet, including nutrient concentrates and supplements, may be served only upon written instruction of a child's physician and upon request of the parent. Specialty menus such as vegetarian or Kosher will not be provided by the Center so parents need to bring foods from home that are ready to be served. Children with food allergies will be offered an alternative food item that could be substituted for the food that the child is allergic to.

Meal Service

1. Meals and snacks are served in the multi-purpose room or in classrooms.
2. Food is served family-style to children and staff. This allows children the experience in handling food. Older children take turns setting the table with dishes, napkins and silverware. Children also help with cleanup at the end of the meal. This includes school age children.
3. Meals will be served with time for socialization.
4. Additional food is available for children who want more.
5. Children are asked to try all foods served but are not required to eat everything. Children will not be forced to eat.
6. Food will not be used as a punishment or reward.
7. Center staff eats with the children and has the same foods as the children.
8. Infants are fed on their own schedule. Care is taken to offer appropriate solid foods for the age and development of the child with the parent's guidance.
9. All children and adults wash their hands with soap and warm water prior to and after eating and/or serving a meal or snack.

Scheduling

1. Meals and supplements are served at three-hour intervals. Extra foods are available for children who may be hungry early or late in the day.
2. No child will go without nourishment for longer than 3 hours.
3. Infants are fed on their own schedule.
4. Toddlers are provided snacks more frequently than older children if needed.
5. Water is offered to children regularly throughout the day.

Food Purchase and Storage

1. Food is purchased from approved sources and is clean, wholesome, and free of spoilage, adulteration or misbranding.
2. Perishable foods are refrigerated, frozen foods are frozen, and dry and canned foods are stored in sealed containers in the food storage room (kitchen). Designated staff assures that foods are used within a reasonable time.
3. Dishes are washed in a commercial dishwasher and a final rinse in a chemical sanitizer. Any dishes washed by hand are washed in a three-cycle process: detergent wash, clear rinse, and sanitized. Counters and floors are kept clean. The cutting board is washed with a sanitizing solution daily. Spills are wiped up immediately. Refrigerators and freezers are cleaned frequently.

Nutrition Education

1. Children receive nutrition education through curriculum units designed to teach the basic food groups and eating habits.
2. Special cooking projects are planned frequently.
3. Good nutrition is discussed during meal and snack times.
4. Center staff has opportunities to attend workshops or in-service training sessions that deal with nutrition on an ongoing basis.
5. Parents receive nutrition education from Center staff via articles in the newsletter, posting nutrition information on the parent bulletin boards and through the meal discussions about nutrition and good eating habits. (Parents are welcome to join their children frequently for meals, and may eat with the children at a minimal cost. A two-day notice to the Director is required.)

Special Treats - Birthdays, Holidays

Children may bring special treats on birthdays, holidays, etc. However, we ask that the parent let the teacher know at least one day in advance of bringing the treat so the teacher does not prepare a snack for that classroom on that particular day. It is also anticipated that the snack will be nutritious and that there will be enough for all of the children in the child's class.

Infant/Toddler Food and Formula

Formula brought from home is labeled with the child's name and dated, and is refrigerated if required. Formula that is prepared by the Center is of the commercial, iron-enriched type and is mixed according to the manufacturer's directions. Formula or breast milk will be fed to all children less than 12 months of age. Breast milk, formula, or Grade A pasteurized vitamin D whole milk is fed to all children 12 months to 24 months of age.

Any other type of milk or milk substitute will be given only with written direction of the child's physician. Leftover milk or formula is discarded after each feeding, and bottles are rinsed after use. Drinking water is offered to infants and toddlers several times daily.

Food that is brought from home is stored in a cabinet or the refrigerator in the classroom and is labeled with the child's name or initials. After opening, food will be dated and refrigerated. If not used within 36 hours, the food will be discarded.

Infants are not fed directly from commercial food containers. Breast milk is not warmed in the microwave oven, but rather, the bottle of breast milk is warmed in a container of warm water. Procedures for heating infant formula, milk and food in a microwave oven are posted near the

microwave oven. The teaching team will follow the posted procedures for heating food, milk and formula.

Cook Training and Orientation

Food service personnel shall receive at least 4 hours of orientation and training in kitchen sanitation, food handling and nutrition. Any staff that assists in the kitchen will receive direction by the cook and written instructions given. There are instructions posted in the kitchen for nutritional requirements and sanitation.

DISCHARGE OF ENROLLED CHILDREN POLICY

Parent-Initiated Discharge

Christian Community Child Center requires that parents provide at least two weeks written notice of enrollment termination. Parents will be liable for payment of those two weeks' care whether or not the child attends the center. Vacation credits may not be used for a two-week notice.

Mutual Decision Between Parent and Center

In the event that a child cannot adjust adequately to the program, it may be mutually agreed upon by staff and parents that group care is not in the best interest of the child. Thus, a two-week period of time will be given for the parent to find alternate services. Parents will be responsible for payment for those two weeks of care.

Involuntary Discharge

When a situation arises that involves a child's chronic negative behavior pattern, teachers will consult with parents in the form of a special parent-teacher conference. The teacher, using documentation that he/she has collected about the child and the behaviors, will enlist the help of the parent in coming to a solution. If, after a given period of time and using the suggested ways of dealing with the problem, the behavior does not improve, the parents may be asked to give permission for an outside observer or the child's school district, if 3-5 years old, to come and observe the child. If, after a given period of time, it is found that the child is unable to function in a group child care setting because the child's behavior is disruptive or is endangering the safety of himself or others in the Center, then the Center reserves the right to terminate the enrollment of that child.

Enrollment may also be terminated when Christian Community Child Center notifies parents of the following conditions that will require withdrawal:

- Habitually calling for a child after closing or after the scheduled departure time.
- Failure to observe Center policies.
- Failure to submit required physical and immunization records within designated time.
- Failure to pay childcare fees, registration fees, or any other fees assessed by the Center.

- Closing of the Center.

FEE PAYMENT & REFUND POLICY

Upon registration, each family has access to an online copy of the Parent Handbook. A copy of the state-licensing handbook with which we are legally bound to comply is also available for parents at the center. A summary of the state rules and regulations is provided to parents upon enrollment.

A signature sheet is provided at the end of this handbook indicating that parents have received the Parent Handbook and a summary of the state licensing rules. It is to be signed and returned no later than ten (10) days following registration.

A written report of the daily attendance and birth date of each child attending the center is maintained in the individual classroom along with support staff. Parents will be called if a child is not in attendance an hour after their assigned time.

Registration

At the time of the parent interview, parents will be given a folder of information that is required by state for licensing along with forms we require. These must be returned prior to the child's first day of attendance. There is a \$50.00 registration fee that is also due at that time. A parent may have access to their child's records upon request to the Director. These records are kept in individual folders and are considered confidential.

Tuition & Fee charges

Tuition payment is due each Monday, prior to week of service. Tuition is paid through EFT by Tuition Express and automatically withdrawn from an individual account each Monday. Tuition fees are set at a flat rate per week. Additional charges are charged as follows:

- Early Drop off \$15.00 per child/ 15 minutes dropped off prior to scheduled time
- Late pick up \$15.00 per child/ 15 minutes after registered pick up time
- Over 10 hours \$15.00 per child/ 15 minutes or fraction thereof
- After Closing Time \$5.00 per child/per minute in addition to late pick up fee
- NSF Fee \$30.00 per occurrence
- Late payment \$15.00 per week
- Annual Registration \$50.00 per year
- Field Trips Varies
- Part-time Care Hourly Rate

Children enrolled Full-Time receive 10 days of vacation after one year of attendance. Part-time enrollees are not eligible for vacation credit. Children who attend only during a partial year are also not eligible for vacation time. Vacation credits may be used for center closing, illness or credit on account. Vacation must be used by the child's anniversary date and cannot be carried over. Each year on a child's anniversary date another 10 days of vacation credit is available. Vacation request slips must be submitted in writing 1 week prior to request and are available in

the front lobby on the parent information counter. After the request has been submitted your account will be credited.

Vacation time cannot be applied for a two-week notice. Part-time enrollees are charged a base rate, which is set according to the number of hours, registered. Partial hours are not calculated but rather rounded up to the next full hour. In the event a child attends additional hours, the current hourly rate will be applied for each hour or portion thereof which the child attends. Additional hours must be pre-approved through the Administration Office.

Transportation Policy:

Christian Community Child Center either uses Oshkosh Transit Authority buses or contracts with a local bus service to provide transportation for any off-site activities. Any field trip in which a child with a disability or a child who has a limited ability to respond in an emergency, increased staff will be scheduled to attend with them. A signed permission form will be on file for each child stating date, time and destination of the field trip. Staff will carry a packet with them on all field trips with emergency contact information on all children. Before boarding the bus, a staff member will conduct roll call attendance using the computer-generated printout of names of the children involved. Once the bus is loaded, a roll call attendance is taken again. To ensure that the bus is completely empty, a teacher follows the last child off and returns to the back of the bus to confirm that all children have departed. When the group is ready to return to the center, roll call attendance is taken after boarding the bus before the bus starts. A final roll call is taken upon return to the center. Contracted vehicles are equipped with an alarm system to signal any child left on the bus. If a child is boarding a bus to attend an Oshkosh Area School District activity, a staff member from Christian Community Child Center will escort the child to the bus at the scheduled time and then meet the bus when the child returns and walk the child back into the center.

RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received and read the Christian Community Child Center Parent Handbook, understand the provisions contained herein and agree to abide by them. I understand that the terms described in the Parent Handbook may be altered, modified, changed, or eliminated by the Center at any time, with or without prior notice.

Parent Signature

Date

To download or view the handbook, please go to our website:
christiancommunitycc.org
(under the Parents tab)