



Elkader Childcare & Learning Center

Parent Handbook

**117 Gunder Road NE • P.O. Box 667
Elkader, Iowa 52043
563-245-3333**

Elkader Childcare and Learning Center is an equal opportunity provider and employer. Applications for enrollment are considered without regard to race, religion, color, gender, national origin, handicapping conditions, or any other basis prohibited by law. Children with special needs will be admitted when the director, local AEA, and /or student's teacher determines the needs of the child can be properly met, without affecting the care of other children attending the Center. Revised: 12-3-2009



TABLE OF CONTENTS

Introduction, History, Philosophy and Objectives	4-5
Center Visitation, Licensing, and Staff	5-6
Mandatory Reporting	6
Ages	6
Hours/Days of Operation	6
Admission Policies	7
Waiting List	7
Special Needs	7
Fees	8
Scheduling	8
Cancellations	9
Billing and Drop in Fees	9
Arrival and Pick-up	10
Parent Custody Rights	10
Child abuse and neglect	11
Volunteers	11
Parent Involvement	11
Communication	11
Recycling & Fundraising	12
Donations	12
Supply List	12
Lost and Found	12
Personal Possessions	12
Charitable Donations Policy	13
Holiday's & Special Occasions	14
Termination Policy	14
Withdrawals	14
Dismissal	14
Grievances	15
Curriculum	15-17
Transitions	17
Meals	18-19
Emergency Procedures	19-21
Discipline	22-23
Biting Policy	23
Quiet Time, Outside Play, Children's Privacy	23-24
Clothing	24



TABLE OF CONTENTS (CONTINUED)

Health Policy	24-25
Medications	25-26
Accidents and Incidents	26
Hygiene	26
Toilet Training	26
Field Trips	26-27
The Child Care Experience	27
Parent's and Child's Rights	27-28

Policies subject to change

INTRODUCTION

Welcome to the Elkader Childcare and Learning Center. The following information is provided to acquaint you with the Center and to clarify the Center's policies and procedures. We hope to provide a rewarding experience for you and your child. Please keep this guide for future reference. Each parent/guardian of the child(ren) is required to sign a contract stating that they have read the handbook and understand its policies. Failure to follow the policies of the handbook is equivalent to breaking the contract, and the Elkader Childcare Center reserves the right to terminate the contract at that time.

Visitors and parents are invited and encouraged to visit the Center at any time. We would also like to encourage parents, grandparents and others involved in your children's lives to volunteer at the Center. Please remember that the Center is a nonprofit organization and relies on family participation. We are supported by donations and fund-raisers and will be asking for your support throughout the year. Help make this a pleasant, rewarding experience for everyone. Parents will complete an annual Center evaluation every spring. Staff will meet to review these evaluations and readjust our goals and procedures as needed.

A pre-enrollment visit with your child is encouraged to make you and your child comfortable with our center and its routine. The experiences in our center are designed to help build positive attitudes, good self-esteem, help children to master self-help skills and teach children skills that are developmentally appropriate. Our goal is to support the growth and development of the children by providing a supportive, interesting and adult supervised environment.

HISTORY

The process to apply for governmental monies to create a childcare center began in 2000 when a few parents began to ask why registered and licensed childcare was not available in a center setting in our community. In June 2002, an official board was formed and steps were taken to become incorporated, look for a location, prove to the community that this was a greatly needed service and raise money for the project.

The Elkader Childcare and Learning Center opened its doors on June 30, 2003 with 11 children enrolled and 2 teachers. We rented space at Grace Free Church with the plan of building a new center. Plans were delayed and the FSA building became available for purchase. After long hours and hard work the Board decided to purchase it and remodel the building to fit our needs. We moved to the FSA building in September 2004. While plans were underway to remodel the building, we used it until the construction actually began. In June of 2005 we moved to a temporary location in order for United Building Center (general contractor) to start the renovation project.

In September 2005 we moved back into our center which now houses childcare, preschool, Head start, and before and after school programs. By the time we moved into our remodeled building, we had 110 full and part-time children enrolled. Funding for our Center came from the following: 62% governmental grants, 27% government loan, 7% community donations and 4% from other grants.

MISSION STATEMENT

To promote social, emotional, physical, and intellectual growth of each child, while providing a warm nurturing environment to enhance your child's individuality, while strengthening connections with families and communities.

PHILOSOPHY

Elkader Child Care and Learning Center provides a program based on the developmental philosophy that all children learn best through play. Children are encouraged to problem solve, make decisions, learn self-help skills, social skills, and think creatively as they exchange ideas in an organized environment.

Our primary goal is to assist in all aspects of a child's development, which includes the child's social, emotional, physical, mental, creative, intellectual and well-being. Interaction with peers and teachers will reflect the loving and safe environment at the Elkader Child Care and Learning Center.

Elkader Childcare and Learning Center is an equal opportunity provider. Applications for enrollment are considered without regard to race, religion, color, gender, national origin, handicapping conditions, or any other bases prohibited by law. Children with special needs will be admitted when the director, local AEA, and /or student's teacher determines the needs of the child can be properly met, without affecting the care of the rest of the children.

OBJECTIVES

The goals we intend to establish for children through our programs of varied experiences are:

- To encourage independence.
- Develop an interest and joy in learning.
- Develop self-expression and creativity.
- Develop self-control.
- Develop responsibility.
- Develop a sense of security.
- Develop Kindergarten readiness skills.
- Learn to play with other children.
- Become familiar with a group setting.
- Develop security and a feeling of success.

VISITING THE CENTER

We encourage you, (or any relative) to stop by and visit our center at any time, even unannounced. We are very proud of our staff and the work they do with your children. Come and be a part of our childcare community! When visiting our Center, everyone who comes through the front door, must sign in. This helps us know exactly who's in the building

LICENSING

The Iowa Department of Human Services has licensed ECC & LC. Our center is inspected every year. The state has allowed us to care for children, 6 weeks to 12 years of age, between the hours of 6:00 a.m. to 6:00 p.m. Monday through Friday. The State of Iowa expects us to follow all their licensing policies and procedures while in operation. The book of licensing regulation is available for your reference in the Director' office. Our state inspector is Rosie Sprague.

STAFF

The staff includes a Director who meets DHS requirements, has completed National Administrator Credential training and past teaching experience in a childcare setting. All staff have basic first aid certification, CPR training, earn a minimum of six hours of in-service training per year, pass a Criminal Records Check every 5 years, have training on Universal Precautions every year, participate in training on emergency procedures (fire, tornadoes, intruders, etc.) and have satisfied the Child Abuse Mandatory Reporting requirements. Also, staff has been informed of our strict policy on confidentiality. No staff is permitted to discuss the case of any individual child or their family outside the center. All staff members and volunteers are required to follow the Center's policies and procedures as well as State of Iowa regulations for licensed childcare centers.

MANDATORY REPORTING

As outlined in the Iowa code, all providers of childcare are mandated by law to report any suspicions that he/she has if a child has suffered sexual abuse, physical abuse, or neglect. Iowa law states that DHS personnel may, at public expense, take photographs of injured area. Any person participating in the reporting of, or the investigation of a report, shall have immunity from any liability, civil or criminal, which might otherwise be imposed.

AGES

The center is licensed for children ages 6 weeks through 12 years of age, with a before and after school program accepting children up to the age of 12 years of age.

HOURS/DAYS OF OPERATION

The Center will be open from 6:00 a.m. to 6:00 p.m., Monday through Friday. The Center will be closed on the following major holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve
- Christmas Day

The center may close due to low enrollment on other days in relation to the holidays, for example, the day before a holiday or the day after. The Center must have at least 10 children contracted to be open. If numbers are lower than 10, we will contact you 48 hours notice to make other arrangements.

ADMISSION POLICIES

In order to comply with State Licensing Standards, the following forms need to be completed before your child may attend. All information on these forms will be kept confidential. We invite new parents to visit the center prior to enrolling. An open house is offered every August and we have an open door policy where parents are invited to come and observe at any time.

Admission Requirements:

1. Physical Examination Forms (required yearly) and Immunization Card (updated as needed) completed and signed by your physician. For children in Kindergarten and up, a yearly form must be signed by a parent that their child is free of communicable disease and list present allergies, medications, or acute or chronic conditions.
2. Registration Form
3. Emergency Medical consent Form (updated yearly or as needed)
4. Travel and Activity Authorization/ Picture Release Form
5. Pick-Up Permission Form
6. Child and Adult Care Food Program Meal Application Form (yearly updated)
7. ECC & LC/Parent Contract

WAITING LIST

In the event that an age group should be full at any time, the child's name would be placed on a waiting list. As vacancies occur, pre-registered children will have first priority. In the event that an expectant mother is pre-registered and there is an opening prior to her starting, the opening may be filled by a temporary child. Full-time children have priority over drop-in children when space is limited or full. Part-time children may be bumped out if a full-time child wishes to enroll and spaces are full.

SPECIAL NEEDS

Children with special needs may include those children with developmental disabilities or delays, emotional disturbance, sensory or motor impairment, or chronically ill children who require special health surveillance or interventions.

While some children, particularly those that are significantly technology-dependent or exhibit extreme emotional or behavioral problems, may pose special consideration in integrating into our Center setting, every effort will be made to do so. Many financial, professional, and educational resources exist to help our Center be a viable option for your child with special needs. Your input, as your child's guardian, is critical in achieving a successful plan of care.

Children with special needs in childcare may be receiving special education services through the school, Keystone AEA, or Iowa's System of Early Access (known as "Part C" or Iowa Access). These children have a service plan called an Individualized Family Service Plan (IFSP) for children under the age of three and an Individualized Education Plan (IEP) for children three years and older.

Cost will be determined by the ECCLC Board of Directors. Costs may be more than our regular Center rates due to the needs of your child. ECC&LC Board approval is needed for admission to our childcare center.

FEES

The daycare fees are as follows:

	0-27 hours	28+ hours
0-2 years old	\$3.17/hr	\$3.02/hr
2-3 years old	\$3.07/hr	\$2.92/hr
4+ years old	\$3.02/hr	\$2.86/hr

- There will be a charge of \$2.55 for the 2nd child and \$2.24 for each additional child after that.
- There will be a drop-in fee of \$3.50/child per hour and for hours not scheduled by Noon on Wednesdays prior to the following week of childcare.
- There is a \$7.00 weekly resource charge per child. This is from children attending 15 minutes up to 60 + hours.

Hourly charges are divided into 2 categories, depending on the total number of hours that each family schedules at the center. The center has a contract system of charging the hours that are scheduled. The weekly total hours are rounded up to the nearest full hour. If additional hours are needed beyond what you scheduled, or if you failed to turn in a schedule by the assigned time, a drop in rate of \$3.50/hr/child will be assessed. Staff only asks that a parent calls if they need childcare earlier or later than scheduled, to make sure staff is available to accommodate the changes. An overtime fee of \$5.00 per family will be charged for every half hour beyond the daily contract time unless you have called.

The enrollment fee for childcare is \$20.00 per family (nonrefundable). This is not charged again unless the family formally drops from the Center, at which time they will be asked to sign a letter of termination of services. Every year there will be a \$10.00 re-enrollment fee per family, which is due at the review of the first child's enrollment package.

If the Center is closed due to a holiday on a day you would normally schedule you will not be charged, you will only be charged for the hours you do schedule. Also, we will charge you normal rate if your school-aged child is scheduled extra due to the weather, not the drop in rate. Refunds are not available or must be arranged with the Director. If we have room for your child(ren), and have adequate staff already scheduled, you will not be charged non-contract rates.

If childcare payments fall behind more than 2 weeks, you will be asked to remove your child from the Center. Remember how important your child's childcare is to you and them. **PLEASE PAY ON TIME!!**

SCHEDULES

All schedules are due by 12:00 (noon) on Wednesday for the following week. Blank schedules are available in the back of the sign in/out book. Please make out a schedule for each child. Schedules are important to fill out, since it determines the hourly rate and the times you will be charged, as well as meeting DHS requirements for child to staff ratio. Hours not scheduled by 12:00 (noon) on Wednesday will result in a Late Schedule fee of \$5 each late time. If room is available they will be added, if necessary for another staff a \$3.50 drop in fee will be applied. Monthly schedules may be made out and are encouraged.

CANCELLATIONS

To cancel your child for the day we require a phone call at least one hour in advance of your child's scheduled arrival. A cancellation fee of \$10.00 per child or scheduled time will be assessed per day – whichever is less. If you cancel less than an hour before scheduled arrival, you will be charged for time scheduled. If we are aware a child has cancelled in advance, we can adjust our staffing as needed.

BILLING

Bills are delivered on Mondays and due by Friday, unless other written arrangements have been made with the director. They are placed within the parents mailboxes. Accounts are considered past due if not received by Friday of the same week. If you have not meet with the director to set up a payment plan or paid by the following Wednesday your child will not be put on the schedule for next week's contract hours. A \$25.00 charge will be placed on all returned checks. Bills are determined by the contracted hours you scheduled and any additional used. Overdue accounts could be subject to small claims court at your expense, which on average is over \$80.00. A \$5.00 per week late service charge will be applied for each week you are late.

Drop-in Fees:

Hours not scheduled by 12:00 (noon) on Wednesday would normally fall under the drop-in fee category. There will be some exceptions made for this policy. If you are a regular customer of the Center and have a job which changes hours regularly, in other words, there may be times when it is not in your control to know ahead of time what your weekly schedule may be, we will charge your normal contract rates if we have the staff scheduled to cover the extra child/ren. This will be on a first come first serve basis.

Other exceptions could include having to work later than originally scheduled. In this case, please call ahead to notify the staff. If there is enough staff available without having to stay later, you would be billed your contract rate. If there are conflicts that you cannot pick-up your child/ren at the designated time and we do not have adequate staff, you will need to notify someone on your pick-up list to do so. It is very important that you call as soon as you know there will be a change so we may notify our staff.

Other instances will be left up to the discretion of the Childcare Director as to whether they fall into these guidelines, with the occasional help from the Board of Directors. If however you begin to abuse these exceptions or are not a frequent customer of the Center, drop-in fees of \$3.40 per child will apply.

Returned Check Fees:

There will be a \$25.00 fee for each returned check. If there are 2 returned checks in a 12 month period then you will be required to pay by cash, money order or cashier's check.

ARRIVAL

Parents or designated individuals on the Pick-up Permission Form must bring their child (ren) into the Center each day. Each child needs to be signed in – your signature is important. Parents are asked never to drop off and allow him/her to come into the Center unattended. At the end of the day parents need to come into the Center and sign their child(ren) out. Please be sure to talk with the staff when dropping off and picking up your child. It gives the staff the opportunity to communicate with you about the day. Children 6 weeks to 2 years will have a written report sent home with them everyday unless the parent requests differently. No child will be allowed to leave the Center with an undesignated person who is not on the Pick-up Permission Form. If a child has not arrived at the center within 30 minutes of the scheduled time, their teacher will call to ensure the health and safety of the child. Please note any changes as posted on the door as you leave.

PICK-UP

Our closing time is 6:00 p.m. We realize that a problem may arise and you may be unable to make it at that time. If this should happen, please contact a person on your pick-up form and make arrangements for your child to be picked up by 6:00 p.m. In order to cover the cost of having a staff member stay late, we charge \$1.00 per child for every 1 minute you are late. DHS may be contacted if the Center is not notified by 6:00 p.m. Only those listed on your pickup form are allowed to pick-up your children, please request to make changes as needed. Children are not allowed to leave the Center on their own.

Your cooperation will help ensure the safety of your child. A child will be released only to those persons authorized to pick up the child. The caregiver may request identification before releasing the child. The Director must receive written permission, if someone other than the persons listed on the Pickup Form is picking up the child. In cases of divorce, it is important that the registering parent indicate on the Registration Form who has legal custody and you will be required to provide the center with a copy of the divorce decree. We will put this document in the child's file. If any changes or additions need to be made on who may drop off or pick-up the child, these changes must be in writing.

Parents should check their child's cubby for artwork, notes from the teacher, receipts, etc. Important messages and announcements are posted from time to time on the bulletin board near the front office. Each family is given a mailbox by the sign-in area. Please check daily!

PARENT CUSTODY RIGHTS

If a parent or guardian has lost custody privileges it must be recorded in the child's file and a copy of the court order will be needed for the Center. Without this official documentation the Center cannot legally tell a parent not to take their child out of child care. This is for your family's protection.

Parents shall be offered unlimited access to their children during the normal hours of operation or whenever their children are in the care of a provider, unless parental contact is prohibited by court order.

CHILD ABUSE/NEGLECT

It is required by law that any suspected abuse or neglect shall be reported to the Department of Human Services.

If a parent is suspected to be under the influence of drugs or alcohol, the Center will offer to call the next person on the pick-up list. If the parent insists on removing the child from the Center, identifying information regarding the car and person will be documents and the police called.

VOLUNTEERS

Volunteers are welcome to participate in our programs on a daily basis, they are an important part of our center. We have a volunteer handbook that shall be reviewed with every volunteer prior to working in the classroom. If you wish to volunteer your services, but cannot come during the day, there may be other classroom activities you may be able to help with (cutting, coloring, laminating, shoveling, mowing lawn, etc).

According to the Department of Human Services, volunteers and substitutes shall sign a statement indicating whether or not they have: A conviction of any law in state or any record of founded child abuse or dependent adult abuse in any state and a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children. If included in the staff ratio, a criminal records check, request for child abuse information and 2 hours training for mandatory reporting of child abuse shall be completed. If included in the staff ratio, a criminal record check request for child abuse information and information of mandatory child abuse will need to be completed.

PARENT INVOLVEMENT

We feel that it is important to keep you informed in as many ways as we are able. If you have additional ideas for giving us information, please talk to the Director or staff member. We encourage your participation!

COMMUNICATIONS

Newsletters Newsletters will be distributed to parents monthly throughout the year.

Bulletin Boards The Parent's Bulletin Board will have information of interest to you. Remember to read it periodically.

Activity Plans Weekly activity sheets are posted. We may not do all these activities, as we often let the children guide as to their interests.

Daily Sheets Every child under the age of 2 will have a sheet to take along at the end of the day letting you know how their day was.

Open House We will have an Open House each year. Take this opportunity to invite relatives and friends.

FUNDRAISERS

Parents, along with staff will be asked to help with all fundraisers throughout the year. Fundraisers are a necessity for the Center as they help to keep childcare rates down, purchase new equipment, pay bills, purchase supplies, toys, etc. Without fundraisers Elkader Childcare and Learning Center, a non-profit 501(c) 3 organization, would not be able to be financially stable. We need every family that uses the Center to participate in fundraisers to make them successful. Donating your time, donating items, selling items, or making a cash donation is much appreciated. This is the parent's responsibility in order to be enrolled at ECC & LC. Your help ensures we can provide a quality program for your children. I. By doing so you do not have to help with fundraisers and you will not be asked to sell anything. If you have not paid the opt out fee and do not participate in a fundraiser, a \$50 charge will be added to your childcare bill.

RECYCLING/DONATIONS

When you clean your house or get ready for a yard sale remember that we can use: good used toys, books, phones, dramatic play props, dress up costumes, jewelry, purses, good used clothing (for dress up and to keep on hand if a child has an accident), blankets, good kitchen equipment, craft materials, school supplies, office supplies, calendars, etc.,.

SUPPLY LIST

Upon enrollment in the ECC & LC, parents are asked to supply 3 items from the following list to help supplement childcare supplies. Each August 1 and every year after, parents will be asked to supply 3 items from the following list:

- | | |
|--------------------------------|--|
| 1. Toilet paper (12 roll pack) | 7. Dish soap (2 bottles) |
| 2. Paper towels (6 roll pack) | 8. Bleach (2 bottles) |
| 3. Kleenex (3 boxes) | 9. Large Garbage Bags (black) |
| 4. Napkins (2 packages) | 10. Kitchen garbage bags |
| 5. Laundry Detergent | 11. Ziploc Bags (gallon size and quart size) |
| 6. Fabric Softener | 12. Toilet bowl cleaner (2 bottles) |

LOST AND FOUND BOX

We have a lost and found box in the director's office. If you cannot find something that belongs to your child, please ask to look in this box. Remember the ECC & LC is not responsible for lost items.

PERSONAL POSSESSIONS

When children bring possessions from home very difficult situations can occur. Sharing can be very hard for some children. The Center provides a variety of toys and learning materials for your children. We suggest that you do not send toys with your child to the Center. Books or tapes for special occasions may be brought to the Center. We ask that you mark them with your child's name and give them to your child's teacher. Money or weapons should never be brought to the Center. We are not responsible for items brought to the Center that become lost or stolen.

Please have a book bag for your child to transport important papers, artwork, and personal items to and from the center. Your child will have a cubby in which they can store their outdoor clothing and personal items in. Please be sure to check cubbies and book bags every day.

CHARITABLE DONATIONS POLICY

At the Elkader childcare & Learning Center we strive to be active in our community and understand our role and involvement with them.

Purpose of Policy

This policy provides specific guidelines and criteria for measuring the appropriateness of charitable contribution requests and how to apply for one.

Charitable Focus:

The Elkader Childcare & Learning Center focus our charitable efforts on programs designed to enhance the health and education of youth in our communities. Examples for programs that are included in our focus include:

- Programs or activities that address issues enhancing the health and education of children and teens.
- Events whose primary focus is related to improving opportunities for healthier and better educated youth.
- Programs that improve access to, and communication of, information related to the healthcare or education of youth.
- Programs that directly improve the quality of life of children residing in our area.
- Nonprofit organizations in our community

Because of the overwhelming number of deserving requests we must limit our donations.

Eligibility Criteria

Organizations with programs aligned with the aforementioned charitable focus should meet the following eligibility criteria:

- Must provide a copy of their 501 ©(3) IRS or other recognized tax-exempt designation
- Applicants cannot be labor organizations, religious affiliated or political organizations.
- Include contact information, nature of the event and date, who will benefit, and how our donation will be used.
- Please limit your request to one per year. Accepting applications in March and September only.

Thank you for your understanding.

All requests should be submitted in writing on organization letterhead and mail or fax to:

Elkader Childcare & Learning Center
117 Gunder Road Box 667
Elkader, IA 52043
Phone/Fax: 563-245-3333

HOLIDAYS AND SPECIAL OCCASIONS

We will be celebrating some seasonal holidays at ECC & LC. We may be celebrating the following Holidays: Valentine's Day, St. Patrick's Day, Easter, May Day, Memorial Day, 4th of July, Mother's Day, Father's Day, Grandparents Day, Halloween, Thanksgiving, Christmas, and New Year's Day. If parents have a religious or ethnic conflict with celebrating these holidays, please contact the Center Director so that we can make accommodations in your child's classroom. We will also celebrate your child's birthday. Once a month we will have a birthday cake representing everyone's birthday for that month. If you would like to bring something for your child's class, you may do so, but please remember we cannot accept food items. Tattoos, pencils, stickers and other party favors are acceptable.

WITHDRAWALS

Parents are asked to notify the Director and write a formal letter of termination when your child will no longer be attending the Center. This allows us to prepare your child and staff for the change. Parents are asked to give a 2 week notice. Parents are asked to complete an exit survey before they leave.

Meeting you child's needs is our primary concern. If we feel your child is not benefiting from the group experience, we will schedule a confidential conference with you and may ask you to make other arrangements for your child's care. See our discipline policy on page 16 for further clarifications.

DISMISSAL

Meeting your child's needs is our primary concern. If a child exhibits extreme disruptive behavior or undue body contact which could endanger him/her self, another child and/or staff, the parent will be called immediately. After all other disciplinary attempts have failed; a basket hold by the staff will be utilized until the child is able to get their behavior under control. If the parent cannot come to the Center within forty-five minutes of the telephone call, the first person on the emergency contact list will be notified to pick up the child and so forth down the list. At that time, the Termination Enrollment Policy will become effective, with a provision for termination from the Elkader Childcare Center with a two week written notice. Examples of this kind of behavior include verbal, physical, or psychological abuse directed toward other children and/or staff.

Behavior such as verbal, physical, or psychological abuse by the child's parents/ guardian which is directed toward other children and/or staff also falls under the Termination Enrollment Policy.

Any intentional damage done by the child or the parent/guardian of the child will be the financial responsibility of the parent.

ENROLLMENT TERMINATION POLICY

The Elkader Child Care and Learning Center reserves the right to dismiss a child from the child care for any of the following reasons:

1. Consistent disruptive behavior by a child causing excessive classroom management problems for the staff.
2. Special development needs which the staff cannot adequately meet.
3. Lack of cooperation from the parents to support the discipline guidelines set by the staff and or AEA specialists. See following discipline guidelines.
4. Nonpayment of fees.

GRIEVANCES POLICIES AND PROCEDURES

All grievances will be submitted to the Director. The Director will respond within 5 working days. The Director will then work with the Board of Directors to come to a decision. If you are not satisfied with the decision you may request to meet with the Board directly. Grievances will be discussed by the Board and will be placed on the agenda for the next regularly scheduled meeting. You will receive at least one week advance notice of the Board's scheduled meeting. You will be informed of the Board's decision within 30 days of the meeting date.

CURRICULUM

The Center's environment and activities have been designed to be developmentally appropriate to ages of the children served. The curriculum will be designed to nurture your child's development in all areas: physical, intellectual, emotional, social, and creative. Each child grows and develops at his/her own rate. Children will be allowed to work and play at their own pace in a non-competitive atmosphere. Staff will assist in this effort by assessing your child's development and designing curriculum for each age group and developmental stage.

Development cannot be taught, it has to be acquired by children as they learn through their experiences. The primary way in which children learn is through play. Through our daily curriculum, we will supply many opportunities for your child's development through: large and fine motor play, dramatic play, creative play, musical activities, arts and crafts, language activities, math activities, shape and color activities, daily calendars and weather, puppets, stories, and much more. The program offers many opportunities for fun and learning and assists the children in building self-confidence, developing positive relationships, respecting others, and accepting responsibilities. Copies of weekly curriculum plans are available from your child's teacher and will be posted in your child's room.

INFANTS (6 WEEKS TO 2 YEARS)

Infants age 6 weeks to 2 years may be in our infant room. Our infant room is licensed for 16 children. The staff to child ratio in the infant room is 1 staff to every 4 children. Each child has a bed of their own and a space for their belongings. The center provides bedding, blankets, bibs, and burping cloths. We ask the parents to bring the following:

1. Disposable diapers only. If a parent forgets to bring diapers after the 2nd day of using the extras ones provided by the Center, a \$3 a day fee will be charged.
2. Disposable wipes for diaper changes.
3. Bottles and formula (if not accepting the Center's formula) as needed for a normal day and possible overnight. Children under the age of 2 years must be on breast milk or formula or whole milk unless authorized by a physician (a signed statement must be submitted).
4. 2 change of clothes.
5. Infant cereal in box or jar, if you have chosen not to use the Center's.

A daily record is kept on your child's activities. We will keep a record of what and when your child has eaten, times of naps, number of diaper changes, and what they did in their room that day. We will also write down any other information we think you might want to know. This slip of paper also lets you know what items are needed such as diapers, wipes, etc. This record will be handed to the person picking your child up. Infants are played with, cuddled, hugged, rocked, talked to, sung to, read to, and exposed to some organized activities.

Sippy cups will be used for children over the age of 12 months at all meals. Upon request of parents a bottle may be used over the age of 12 months when it's not a meal time. Infant must be held while drinking bottle.

Children under the age of 1 year will be placed on their back when sleeping unless a physician signs the release form found in the enrollment packet, stating the conditions why the child must be placed on his/her stomach. In signing the form to have their child placed on their stomachs to sleep, parents must first understand the risks of SIDS (Sudden Infant Death Syndrome), and the medical studies that link it to infants who are placed on their stomachs to sleep. Further information on SIDS is available upon request. At ECC & LC we have the utmost concern for your child's safety and wish to do everything to keep them safe.

TODDLER ROOM (18 MONTH - 2 YEARS)

Our Toddler Room is licensed for 21 children. The staff to child ratio in this room is 1 staff to every 6 children for 2 year-olds and 1 staff to every 4 children under 2. We ask that parents bring the following:

Disposable diapers, wipes, and one change of clothes. If potty training, bring 3 pairs of clothes.

Throughout the day the children will be involved in a variety of activities such as, arts and crafts, music, dance, games, puzzles, blocks, manipulative, sand and water play, finger plays, group time, stories, dramatic play, free play, large and small motor play, outdoor play, and quiet time. All activities and curriculum will be geared to the age of the children and their developmental level. We will also continue to rock, hold, cuddle, hug, talk to, play with, read to, sign to, pretend with and nurture your toddler.

PRESCHOOL (3-5 YEAR-OLDS)

Our Preschool is licensed for 21 children. The staff to child ratio is 1 staff to 12 4-year-olds; 1 staff to every 15 5-year-olds; and 1 staff to every 8 3-year-olds. If children are not potty trained, parents need to provide the following:

1. Disposable diapers and wipes.
2. 3 changes of cloths.

The preschool room will provide a learning environment filled with a variety of activities that promote physical, intellectual, emotional, social and creative growth and development. We will encourage each child to explore and develop creative expressions, self-esteem and a positive self-identity. Throughout each day the children will be involved in a variety of activities such as: arts and crafts, music, dance, games, puzzles, blocks, manipulative, finger plays, group time, stories, dramatic play, free play, large and small motor skills, outdoor play, group time, stories, and quiet time. All activities and curriculum will be geared to the age of the children and their developmental level.

A written form will be completed on each child each day. We will keep record of times of naps, and number of diaper changes. We will also write down any other information we think you would like to know.

SCHOOL-AGED CHILDREN

Children age 5 through 12 may participate in our Before-and-After School and Summer Programs. The staff to child ratio is 1 staff to every 15 5 year-olds. We will provide services for school-aged children when there is a school in-service, a school delay, an early out, school cancellation, or for any other reason they may not be attending school excluding illness. It is very important for parents to pre-register their children in order to utilize the Center for any of the above situations. Even if your child is not a regular attendee, they are welcome to attend during the previously mentioned days as long as they are pre-registered.

The children will be allowed to have breakfast if they come before 8:00 a.m. School children will have time to do homework in the morning or free play. They will be escorted to the bus at 7:50 a.m. Children who attend after school will be offered a snack. They will also have a chance to work on homework, free play or play on the computer. They will also follow the same activities as the preschool age children, but for their age level.

Transportation:

Central students (before and after school) will be picked up by the school bus and will be transported to the center. Staff members will check the children in and out at these times. Let the staff know if your child will not be on the bus. Your child's safety is important to us. If your child does not get off the bus, we will notify you immediately.

Closing of Public Schools:

The Elkader Childcare Center will remain open regardless of school or community cancellations due to inclement weather. In the event that Central Community School is closed due to inclement weather, teacher's meetings or early dismissal, the center will provide an opportunity for child care to all registered school-aged children (depending on the availability of teachers and space). School-aged children must be registered prior to attending the Center. If space is limited, preference will be given to those children already enrolled in the Center's before and after school child care programs. If circumstances arise that we cannot be open, cancellations will be aired over KOEL 95 AM or 92.3 FM and FM100 or KADR AM 1400.

TRANSITION BETWEEN ROOMS

Childcare staff will work as a team to provide information to each other and provide continuity of care from room to room as well as from program to program. Parents are encouraged to ask questions as their children grow and move to another room. We will discuss your child's current classroom as well as the room they will be transitioning to prior to the child's move and address any questions or concerns you may have with the staff involved. Children will be allowed to visit their new classroom several times before completing their transition.

YOUR CHILD'S DEVELOPMENT

Your child's development is important to us. We wish to work with the parents to make this the best experience your child can have. Resources are available for parents to help with promoting healthy development and childrearing. Feel free to discuss any topic of concern with your child's providers and Center Director. We are here to help. Parent/provider conferences are offered to parents on an annual basis. The center or parent may request a conference at any other time throughout the year if there are any special concerns.

Written curriculum plans are posted, as well as a daily schedule in each room. Ask your child's teacher for further details. Our curriculum plans are based on developmentally appropriate practices and individual learning styles and needs. We would like to work with children with special needs in any way we can, and wish to be involved in their I.E.P. plans. You may request a copy of your child's schedule.

MEALS

Breakfast

Breakfast will be served from 7:30-8:15 a.m. Children arriving after 8:15 a.m. should already have eaten breakfast.

Snacks

All children receive a nutritious mid-afternoon snack (2:00). Due to laws being passed by DHS we cannot have food brought from home, unless you have a doctor's written excuse for allergies, etc.

Lunches

Lunch will be served at 11:15 am. Meals are served family style so children may improve their sense of independence, social skills, fine motor skills, and manners. Staff will use gloves while preparing and serving meals and snacks. Individual bibs and washcloths are provided by the Center for use at mealtime and snack time for children under 2 years of age.

Please let us know if your child has any food allergies or special dietary needs so that we may adjust the menu. Menus are available to review.

Meals are set up to meet the nutritional standards set by the Department of Human Services and Department of Education. Since we participate in the Child and Adult Food Program from the Department of Education, meals are served at no charge. We ask that parents fill out a Meal Application Form so we may determine each parent's eligibility category and receive proper reimbursement from the State of Iowa. This information is confidential.

We encourage the children to eat a variety of healthy foods. Meals are relaxed and unhurried. All meals and snacks are served family style with a staff person assisting the children and eating with children.

ECC & LC serves the meals and snacks "family style". This means:

1. Enough food is prepared for all the children and staff
2. All food is served in child-sized containers
3. The children serve themselves (with a little help from the teachers)

"Family style" is the recommended way to provide meal services. In addition to the above 3 items, children are not required to take each type of food. As long as we prepare the food and the children are passed the food, this fulfills our requirements for the serving of food. The children are allowed to NOT choose a food item.

The children will never be forced to eat or drink. Food is not a reward or a punishment. The lack of eating or the child's behavior during the snack/ meal is not a condition for other activities. Therefore, children will NOT be required to sit at the table until they "take a bite or take the number of bites of their age". We by no means can make a child eat under the Adult and Child Food Program.

The staff positively encourages eating and tasting. The staff will sit at the table with the children. Doing so not only provides for more prompt responses in the event of a choking emergency but allows staff to prevent unsafe eating practices, such as children overstuffing their mouths, feeding each other, fighting over food, etc. In addition, meal time offers an opportunity to discuss exploration of new foods, engage children in social conversation, teach serving and eating techniques, and model table manners.

Food brought from home:

- a. The Center shall establish policies regarding food brought from home for children under five years of age who are not enrolled in school. A copy of the written policy shall be given to the parent at admission. Food brought from home for children under five years of age who are not enrolled in school shall be monitored and supplemented if necessary to ensure CACFP guidelines are maintained.
- b. Due to Children's allergies, the Elkader Childcare and Learning Center does not allow food brought into the child care center without prior approval. Prior approval must be approved by the director and/or the cook. Approval will only be allowed for special occasions such as, birthdays and holidays. It must be store bought and prepackaged.
- c. Due to children's allergies the following foods are not allowed: Peanuts or any products containing peanuts, berries, or any products containing berries.
- d. The Center may not restrict a parent from providing meals brought from home for school-age children or apply nutritional standards to the meals.
- e. Perishable foods brought from home shall be maintained to avoid contamination or spoilage
- f. Snacks that may not meet CACFP guidelines may be provided by the parents for special occasions such as birthdays or holidays.

EMERGENCY PROCEDURES

This emergency plan describes the procedures that will be used by Elkader Childcare and Learning Center to provide for the care and the well-being of the children under our care and our staff. This plan is meant to address extraordinary circumstances that threaten lives and property. The procedures outlined in this plan constitute those temporary measures that will be taken to provide the best available protection for persons under our care. The plan relies on the organization and procedures that are followed on a day-to-day basis. The intent is not to introduce new ways of doing things during high-stress situations. Public safety officials should be aware of the provisions of this plan. The Department of Public Welfare licensing representative will also review the plan when inspecting the facility. The responsibility of the day care facility is to maintain and implement the plan. A current copy of the plan will be provided to the county emergency management agency.

PURPOSE

- To provide for the protection of children and staff in the event of a natural, technological, or human imposed emergency or disaster.
- To assure coordination and cooperation with local and county government and emergency services.

SITUATION AND ASSUMPTIONS

The Elkader Childcare and Learning Center is located at 117 Gunder Road, Elkader and normally has 60+ children and 10 staff. Normal operating hours for the facility are 6:00 am – 6:00 pm, Monday – Friday.

The facility assumes responsibility for the health and safety of the children attending the facility. The facility is located in Clayton County Iowa whose emergency management agency will be the primary source of governmental assistance during an emergency. Assistance during emergencies will be dispatched through the Clayton County 9-1-1. The facility may be subject to the following natural disasters and emergencies:

Natural Disasters (e.g. flood, blizzard, etc.)

FIRE: In the case of a fire an alarm will be activated if not already on. Shout Fire, Fire, Fire. Exit building immediately. Infants are to be placed in a crib with rounded end. Proceed to Brown's Sales and Leasing. Take first aid kit, emergency contact information, and attendance sheet with you. Each teacher must do a head count on children and staff. Remain at Browns until safe to return. Notify parents as soon as possible.

SEVERE THUNDERSTORM WARNING: Information will come across weather radio indicating a warning. Take all children to the infant room immediately. Each teacher is responsible for the head count. Remain in Infant room until notified it is safe to return to their rooms. Notify parents as soon as possible.

EARTHQUAKES: Information will come across weather radio. Staff will direct children to go under tables for protection from falling objects. Each teacher does head count. Notify parents as soon as possible.

BLIZZARD: Children and staff are to remain in building. Children are to stay at center until picked up by parents. If unable to use telephones information will be on local radio station FM 100. Staff may leave when radios are down and they feel comfortable.

TORNADO: Children and staff are to go to the basement. Steps down are located beside the kitchen. Sit against wall with hands over head. Each teacher is responsible for head count. Remain there until safe to go back into rooms. Parents will be notified as soon as possible.

Technological Disaster (e.g. HAZMAT spill, power outage):

POWER FAILURE: In the event of a power failure, staff is to gather in the toddler room with all children. Flashlights are located under Toddler Room sink. If power stays out for over 15 minutes parents will be notified.

HAZMAT SPILL: In the event of a hazmat spill near the center children are to be evacuated to Brown's Sales and Leasing. If weather is bad staff is to drive them there. Teachers are to do head count. Notify parents as soon as possible to pick children up.

Security Emergencies or Disasters: (e.g. domestic violence, intruder):

INTOXICATED PARENT: The director will first ask if they may call someone to pick up the child or her/himself. If not, the director will stop the parent from entering a room. Staff will lock all doors to keep children safe. If only one staff present another staff member is to be called. Notify other parent or next person on pick up list. In the event a parent/guardian leaves with a child take down the license plate number, description of vehicle, and contact the police.

BOMB THREAT: In the event of a bomb threat staff and children are to evacuate the building and proceed to Brown's Sales and Leasing. If bad weather staff may drive children there. Teachers are to do head counts, and notify parents as soon as possible.

ABDUCTED CHILD: Police are to be notified immediately, than call the parents and/or emergency contact list person.

INTRUDERS: In the event of an intruder, they will be asked to leave the building. Page other rooms and use (secret code) to inform teachers to lock doors and hide children. At this time lead teachers will notify police. Notify parents as soon as possible.

Medical and Dental Emergencies:

As soon as possible notify parent of situation. If parent can't be reached use emergency contact person. If the injury is very serious have another staff call 9-1-1 while you perform CPR or First Aid as necessary. Pass on information to medical team.

General:

Direction and Control – The facility director will assume responsibility for emergency actions until the arrival of emergency service personnel. The facility director will gather and record information necessary to determine appropriate emergency actions. In an emergency, day care staff and resources will be focused on providing for the safety and well being of children and staff.

Regular drills on emergency plans, procedures and duties will be conducted to:

- Provide training for staff, including substitutes;
- Orient children on emergency procedures and responsibilities; and
- Develop skills needed for a real emergency.

ORGANIZATION AND RESPONSIBILITIES

Day-care facility director will:

- Determine a course of action to be taken during an emergency.
- Maintain this plan in a current and usable state.
- Notify parents after emergency course of action taken.
- Ensure that parents are aware of what is happening to their children.
- Keep the staff aware of the status of the emergency.
- Determine the number and types of transportation needed if evacuation or relocation is required.
- Take children's emergency records to the evacuation/relocation site.
- Take first aid bags, and if necessary flashlights.

Staff will:

- Review and assist in keeping plans and checklists current.
- Maintain supervision of children until they are released to parents or guardians.
- Perform special assignments as specified in the plan checklists (Part II).

Parents are requested to:

- Be familiar with plans and procedures for ensuring safety of the children.
- Tune to designated local media for information and instructions during an emergency.

DISCIPLINE

It is important to treat each child as an individual in a manner which is appropriate to the child's development, activity and general well being. Consistency, positive reinforcement, natural consequences, and positive redirection are used at the Center to shape appropriate behaviors in the children.

When necessary "time out" or a brief isolation from the group is used. Please discuss with the child's teacher any changes, observations, questions or suggestions you might have in dealing with your child. No punishment will be used in connection with rest, food or toileting. Parents may be held liable for any damage done to the Center's equipment.

The rules of the Center are set to provide a child with enough structure to help him/her be responsible for his/her own conduct. These rules are essential for successful learning and safety of others. The following procedure for dealing with disruptive behavior is outlined as:

1. Verbal warning is given with redirection for disruptive behavior (verbal, emotional, or physical such as biting, kicking, pinching, etc...; causing excessive classroom management, special development needs that we can't handle, or requiring one on one care for extended periods of time.)
2. Child is given a "time-out" or brief isolation from the group.
3. If the child does not cooperate in sitting in "time-out", contact is made with the parent (written and verbal incident report). The parent may be asked to help their child understand why the behavior is affecting the safety of others, immediate pick-up by the parents or emergency contact is needed.
4. Staff will keep a narrative log identifying and documenting the problem for a minimum period of two weeks.
5. After the documentation period (or sooner, at the discretion of the Director) a parent/teacher conference is held to determine behavior expectations and the best course of action to help the child get beyond the difficulty. Other resources such as Keystone AEA may be contacted at this time.
6. If the child's behavior is consistently disruptive (after 3 phone calls to the parents to pick up their child) and alternatives have been exhausted, it is necessary for your child to be removed from the Center. A one week notice may be given to make alternative arrangements, or by the discretion of the Director.

The Center shall not use as a form of discipline:

1. Corporal punishment including spanking, shaking, and slapping.
2. Punishment which is humiliating or frightening or which causes pain or discomfort to the child. Children shall never be locked in a room, closet, box or other device. Mechanical restraints shall never be used as a form of discipline. When restraints are part of a treatment plan for a child with a disability and or behavior problem authorized by the parent, psychologist or psychiatrist, staff shall receive training on the safe and appropriate use of the restraint.
3. Punishment or threat of punishment associated with a child's illness, lack of progress in training, or in connection with food or rest.
4. No child shall be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.

We do believe in behavior guidance, following are some that are practiced here at the center:

1. Modeling acceptable behavior
2. Praising children's positive efforts.
3. Re-direction of negative behavior
4. Using behavioral guidance to developmental level of the child.
5. Recognizing that each child is unique.

BITING POLICY

Our program recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. It is an upsetting situation for care givers, and we recognize how upsetting it is for parents.

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly around many other children, and may bite as a response. Most of these reasons are not related to behavior problems. There, our program does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting.

When biting occurs, the following responses will occur:

- The child **receiving** the bite will receive immediate attention and will be comforted. The bitten area will be washed with soap and water to prevent infection. We offer to put ice on the bite if the child is willing. If children are bitten on top of the hands and the skin is broken, we recommend that they be seen by their health care provider. An incident report will be filled out and the child's parent will be notified.
- The **biting** child will be redirected to appropriate activities. His or her parents will be notified in writing and a copy of the "incident report" will be placed in the child's file. The teacher will carefully access the classroom environment to minimize frustration for the child. The teacher will discuss the incident with child's parents to determine ways to redirect the behavior. The child will be closely supervised. The identity of the child will be kept confidential.
- The Elkader Childcare Center will work to keep children safe and to redirect the child to more appropriate behavior. When there are ongoing episodes of biting, we develop a plan of specific strategies, techniques, and timelines to address it. We not use any response that harms a child. We also keep the name of the child who bit confidential.
- For those who continue to bite, it may become necessary to remove them from the center, either for a short period or permanently as determined by the board.

RUNNING AND INSIDE VOICES

Running is permitted outdoors only, parents are asked to help us enforce this rule. Likewise, yelling and screaming is for outside only, we use inside voices at all other times.

QUIET TIME/ NAP-TIME

The children ages 2 thru 5 years are expected to lie down on a cot after lunch, which is required by Dept. of Human Services. If they do not sleep, they are expected to lie quietly either reading or doing something quiet. This gives a child an opportunity to feel relaxed and refreshed. Cots, sheets, and blankets are supplied by the center. Each child has their own mat and bedding that is washed daily.

OUTSIDE PLAY

Children will play outside weather permitting. The Elkader Childcare and Learning Center will refer to the Childcare Weather Watch Chart posted on our bulletin board to let us know when it's safe to go outside. Children will enjoy 15 minutes to one hour or more, depending upon the weather. State regulations require all children to go outside every day weather permitting. Children will be given the chance to get a drink as often as they want.

CHILDREN'S PRIVACY

We make every effort to treat your child as an individual with respect and kindness. Their privacy and feeling comfortable here at the center is important to us. If you feel your child does not have the privacy or respect they deserve, please let us know. We will make every effort to accommodate your needs.

CLOTHING

We ask that you dress your child in comfortable clothing so that they will feel free to participate in all activities from easel painting to water play. We will be playing outside as often as the weather permits so please send your child in a coat, hat, mittens and boots when necessary. Please make sure your child has at least one extra set of clothing at the center, including socks, pants, shirt and underwear. Make sure the articles of clothing are marked with your child's name. We will not be responsible for damaged or lost clothing.

For safety reasons we ask that only shoes with backs on them be worn at the center, they stay on better and there is less of a chance of feet getting hurt in them. Soiled clothes will be sent home in a plastic bag. Staff members are not responsible for washing or rinsing soiled clothes.

HEALTH POLICY

Illness

Our policy is set up to protect the children against the spread of illnesses. Hand-washing is the best source of protection against illness. Each Child must have an annual physical exam or obtain a statement of health condition and an up to date immunization record. Please keep the staff informed of any changes in your child's health and/or eating habits. (example: a child who develops an allergy or an infant changing formula, teething, immunization, etc.)

To prevent the spread of illness, all toys in the infant area are disinfected nightly or after each use and the toys in the program rooms are disinfected nightly in accordance with state guidelines. This is in accordance with state guidelines.

Children who are ill cannot be brought to the center. School-aged children who are absent from school due to illness cannot attend the center. Children should be able to participate in daily activities, not compromise the health and safety of other children, or demand greater care than staff can provide. Alert the staff if your child has been exposed to a communicable disease. We do not have the staff or facilities to care for our child if they are too ill to participate in regular activities. Please remember if your child is too sick to go outside, they are too sick to be at the center. A child may not attend child care or will be sent home if the following conditions exist:

A. The illness prevents the child from participating comfortably in the activities planned.

B. The illness results in a greater care need than the staff can provide without compromising the health and safety of the following conditions.

C. The child has any of the following conditions:

1. Oral temperature of 101 degrees F or higher (must be free of fever for 24 hours before returning).
2. Symptoms or signs of possible severe illness such as unusual lethargy, uncontrollable coughing, irritability, difficult breathing or wheezing.
3. Uncontrolled diarrhea. (diarrhea not contained in diaper)
4. Vomiting illness (two or more episodes of vomiting the previous 24 hours.)
5. Mouth sores with drooling unless a health care provider determines the condition noninfectious.
6. Rash with fever or behavior change.
7. Red or Pink conjunctiva with white or yellow discharge until 24 hours after treatment.
8. Scabies, head lice or other infestation until 24 hours after treatment.
9. Tuberculosis until medically cleared by a physician.
10. Impetigo until 24 hours after treatment has been initiated.
11. Strep throat or other streptococcal infection until 24 hours after initial antibiotic treatment and cessation of fever.
12. Chicken Pox until 6 days after onset of rash or until all sores have dried and crusted.
13. Pertussis, until 5 days of appropriated treatment to prevent an infection have been completed.
14. Mumps until 9 days after onset of parotid gland swelling.
15. Hepatitis Avirus until 1 week after onset of illness or as directed by the health department when passive imunoprophylaxis has been administered to appropriated children and staff.
16. Measles until 6 days after onset of rash.
17. Rubella until 6 days after onset of rash.
18. Unspecified respiratory illness
19. Hand, Foot, and Mouth until blisters are scabbed over usually 2 to 3 days depending on the case.

In the event of a communicable disease outbreak, such as strep throat, head lice, or chicken pox, a sign will be posted on the front door. Elkader Child Care and Learning Center is not responsible for any communicable disease acquired while a child is attending the center. If your child becomes sick while at the center, parents will be notified, and the child will be taken to a quiet area to rest until the parent can pick them up. We ask that you try to pick up your child up within an hour of being notified. If you cannot pick up your child, please notify someone on your emergency pick up list. Further information on the above or other communicable diseases may be available upon request. If your child is ill or has been ill, please consult your health care provider on your child's health and health needs and then inform us so we may follow their needs.

If a child becomes seriously ill or injured, the child will be transported by ambulance after parent or guardian has been notified or, if necessary, in case the parent cannot be notified.

MEDICATIONS

The lead teacher in your child's room shall be in charge of administering your child's medication. If a child needs to have any medications while at the center, the state requires these regulations be followed:

1. A parent authorization form is to be filled out and kept on file for each medicine including but not limited to: cough syrup, Tylenol, prescribed medicine.
2. Medicines need to be in the original bottle and have directions printed on the bottle.
3. Specific dates of intended use must be on the Medication Form.
4. Medication forms must be filled out completely and given to a teacher. The lead teacher will administer medication and complete the log on Medication Request.

5. Form at the time of administering the medication.
6. All medication is locked and stored out of children's reach.

ACCIDENTS AND INCIDENTS

Our staff is trained in CPR and First Aid. Accident Reports will be completed for an incident/accident resulting in injury. The written report will be prepared by the staff person who observed or first responded to the incident or accident. It shall include a general description of what happened and of the action taken by the staff at the Center. Upon check-out, the pickup person will be shown the accident report and asked to sign it for acknowledgment and the report will become part of the child's record, the second copy of the report may be kept by the parent. In the event of an emergency, parents and emergency personnel will be contacted immediately. Incident reports are completed on children exhibiting behavior that is not acceptable and who does not adhere to the classroom discipline policy. Parents must sign the report and may retain one copy of the report; the other copy is placed in the child's file.

HYGIENE

Individual combs, pacifiers, etc. must be provided by the parents. If your child uses a pacifier, a pacifier clip must be provided. Cribs and cots are marked for children who attend daily. Children who attend the center on a part-time basis will be assigned to a crib or cot. Sheets are laundered when soiled, with each change in occupant or at least once a week.

The diapering procedure follows the DHS guidelines for child care centers. Guidelines are posted in the diapering area.

Individual paper towels are used for drying hands. Caregivers wash their hands upon arrival to the center, before preparing or serving food, after diapering a child, before leaving the restroom either with a child or by themselves, after wiping noses, after cleaning messes and after handling or petting any animal.

Children will wash their hands upon arrival to the Center, when leaving the restroom, after wiping their nose, before any food activities, and after handling or petting any animals.

Tooth brushing will be practiced at the center to help encourage good hygiene skills. Elkader Childcare and Learning Center will provide toothbrushes.

First aid kits are located in each classroom and will be used as needed.

TOILET TRAINING

Readiness for toilet training varies with each child. Please discuss your child's readiness to begin toilet training with staff personnel. Children need to have good communication skills as well as an awareness of their bodily functions before considering training. Daily toddler forms are filled out recording your child's progress.

FIELD TRIPS

Field trips are part of the curriculum offered at the center. Transportation is provided through the use of school buses or Northeast Iowa Transit. First Aid kits and emergency contact numbers are taken on field trips. Field trips off center property require an extra person, either a staff member or preferably a volunteer. Elkader Childcare and Learning Center will follow the codes as outlined in the Iowa Code 321.446 in transporting all children. A general field trip

permission form is included in every enrollment packet; the center will notify parents of field trips prior to taking them. You will fill out a permission slip for special field trips that require using transportation.

THE CHILDCARE EXPERIENCE

Childcare: What to Expect

Based on experience and the advice of experts, some of the children in our childcare may experience some of the following. All are normal behaviors and are just a few of the ways your child may deal with adjusting to a new childcare setting.

- Your child may become overly tired and irritable. This may cause him/her to be overactive and noisy. This new experience is very stimulating.
- Your normally outgoing child may be very quiet at childcare or vice versa. Accept this and let him/her enter at his/her own pace. Many young children prefer to watch first before entering play or a group.
- Your child may do things at home for himself/herself that he will not do at childcare or vice versa, like dressing himself/herself.
- Your child may pick up behavior or language you dislike. This can happen anywhere, not just in childcare. Relax and do not make an issue of it.
- Your child will not necessarily “play together” with other children. He/ She will play alone or alongside others. He/ She may go quickly from one activity to another, spending little time with anyone.
- Your child may come home spotted with paint or sand in their shoes but glowing with wonder over his/ her experiences. Don’t scold, threaten, or bribe.
- Your child may suddenly not want to come to childcare or want you to stay. Look for the reasons. Talk with the staff. Don’t scold, threaten, or bribe.
- Don’t expect your child to be equally happy every day. We all have ups and downs. Part of childcare is learning about life and to accept its ups and downs.
- Don’t always expect your child to learn facts or complete songs, or bring home a finished product suitable for framing. He/ She is learning skills, developing coordination and developing happy, well-adjusted attitudes towards others and life.

PARENTS RIGHTS:

Parents have the right:

- To know their children are in safe and supportive environment.
- To share concerns with the Staff.
- To be informed of their child’s day.
- To be informed of their child’s misbehavior and to spend time with the Staff concerning a solution.
- To be informed of any health issues that may affect their child.
- To be regularly informed by the Staff and monthly newsletter about Elkader Child Care and Learning Center.

Parents have the responsibility:

- To notify the Center if their child will not attend.
- To accompany and sign their children in and out in the parent book.
- To complete and turn in a childcare schedule by WEDNESDAY NOON of the previous week.
- To inform the Center in writing when another authorized person is picking up their child.

- In case of an emergency, you may contact staff by phone.
- To inform the Staff if their child has been exposed to a contagious disease.
- To keep your children home when they are ill or make other arrangements.
- To follow the medication policy.
- To keep the child's record up to date with changes in phone numbers, addresses, and emergency information.
- To keep the child's health record up to date with yearly physicals and updates on immunizations.
- To notify the Staff of any special care or treatment such as allergies that might affect the child. This pertains to food allergies as well.
- To make childcare payments every FRIDAY.
- To pick up the children on time.
- To call the Center if you know you will be late in picking up your child.
- To take note of any communications from the Staff regarding their child's behavior and to cooperate in any effort to bring about improvements in the situation.

CHILD'S RIGHTS:

Children have the right:

- To have a safe, supportive, caring and consistent environment.
- To use all of the program equipment, materials, and facilities on an equal basis.
- To have their feelings and ideas respected.
- To have discipline that is fair and respectful of them.
- To receive nurturing care from all Staff members.

Children have the responsibility:

- To accept guidance in their development.
- To respect the Staff members that guides them.
- To respect and follow Center rules and guidelines.
- To care for themselves, others, and the environment respectfully.
- To accept the consequences of their own actions.
- To remain with the group and Center Staff at all times.
- To return materials/equipment to their original place, before going on to another activity.