

# College Community Early Childhood Center

## Parent Handbook 2009 / 2010

Welcome to the *College Community Early Childhood Center*! We are delighted that you have chosen our center to serve your family needs.

Our staff is committed to creating a "home away from home" environment by providing each child the safety, security, and love she/he needs to feel comfortable and confident in her/himself as she/he learns, develops, and grows. You are invaluable to us and we thank you for being an important member of our "ECC Family".

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## CONTACT INFORMATION

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Prairie Heights Portable  
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Prairie Crest Portable  
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## PROGRAM DESCRIPTIONS

### Programs

ECC strives to accommodate the needs of individual children and families by offering a variety of programs for children birth through 6<sup>th</sup> grade, including ½ day preschool programs and a Summer Camp program. While all of our programs are tuition based, we gladly accept Child Care Assistance through the State Iowa. In addition, we do have a few grant funded programs in which tuition is waived for qualifying families.

### Philosophy

#### *UNITY*

*I dreamed I stood in a studio and watched two sculptors here.  
The clay they used was a young child's mind,  
And they fashioned it with care.  
One was a teacher.  
The tools he used were books and music and art.  
One was a parent with a guiding hand, and a gentle loving heart.  
Day after day the teacher toiled  
With touch that was deft and sure.  
While the parent labored by his side and polished and smoothed it over.  
And when at last their task was done,  
They stood proud of what they had wrought.  
For things they had molded into a child could neither be sold nor bought.  
And each agreed he would have failed if he had worked alone.  
For behind the parent stood the school, and behind the teacher, the home.  
Author Unknown*

We believe that each child is a unique individual with the ability to succeed to her/his greatest potential. ECC strives to meet each individual child's needs by implementing developmentally appropriate practices that match the way each child develops and learns in all content areas: literacy, math, science, social studies, the arts, and technology. ECC believes that there are three critical areas that play an important role in the success of a child; how children learn, the teacher's role, and the parent's role. It is when these three roles are united together a child can experience success at their greatest potential.

#### *How children learn:*

We believe that play is the most important process in which children learn and that it can be further enhanced when children are exposed to practical, real life, hands-on experiences that challenge them just beyond their present level of development in all areas; social, emotional, cognitive, and physical. As children play, they are able to explore, manipulate, question, create, and experience success in the world around them.

### *Teacher's Role:*

Qualified, dedicated teachers are essential to the development of a quality program that promotes the individual development and success of each child. Knowing how children develop is the foundation for every teacher. Building meaningful relationships with children and families is key of knowledge, as it unlocks the door providing valuable insight about the unique characteristics of every child. Careful observations and ongoing assessments will further the teachers' knowledge about each child's individual learning style and present level of development. Teachers use this information to create an environment that includes a balance of both child-initiated learning and teacher directed learning. As teachers engage with children throughout the day, they are able to determine the degree of their involvement.

### *Parent's Role:*

We acknowledge and value that parents are their child's first teacher. Establishing a partnership with the child's teacher/center is imperative to the success of the child. This can be accomplished through ongoing communication with the center and the child's teachers, as well as frequent participation in the child's program. Participation in our programs is not limited to physically participating in classroom activities and events. If you have a unique talent, skill, and/or special area of interest you would like to share, please let your child's teacher know.

### **Infant/Preschool Curriculum**

Curriculum is an essential component of quality programs. ECC implements the Creative Curriculum into all our programs, 6 months – 6 years. Creative Curriculum identifies 5 key components of a quality program: How children learn and develop, the learning environment, what children learn, the teacher's role, and the family's role. These 5 components serve as a framework for teachers as they plan and implement developmentally appropriate practices. Creative Curriculum guides teachers on how to apply the five components into 11 interest areas; blocks, dramatic play, toys and games, art, library, discover, sand and water, music and movement, cooking, computers, and outdoors to enhance the learning and development of each child. Creative Curriculum will not look exactly the same in each classroom, as it allows teachers to incorporate their own interests and unique teaching styles, as well as information they learn about the children and families in their classrooms, making the program and learning individualized.

### **School Age Program/Summer Camp Curriculum**

Our School Age Programs, including Summer Camp, are designed to promote positive self image and cooperative social learning skills. By providing a variety of activities both indoors and outdoors, including but not limited to; field trips, organized games, quiet activities, opportunities to complete homework with or without assistance, theme related "clubs", we are able to meet the needs of each individual child while, at the same time, allowing children to have fun as they learn, grow, and develop.

## **ADMISSION POLICIES & PROCEDURES**

### **Equal Opportunity**

We believe that all people should have an equal opportunity to participate in our programs. Individuals with special needs are accommodated, whenever possible, in compliance with the American with Disabilities Act.

### **Waiting List Procedure**

Admission is on a first come, first served basis for children ages 6 months to 12 years. Priority is given to ECC employees, College Community School District employees/students (CCSD), and families with children currently enrolled in our program. Highest priority is given to ECC employees then CCSD employees with children currently enrolled in our program. Families will be notified by the Administrative Assistant or Office Assistant only when there is an available space in our programs.

### **Enrollment**

When you have been notified that there is an available space in our program for your child, you will receive an Enrollment Packet which includes the following forms:

- Enrollment Agreement
- Child/Family/Emergency/Release Information
- Current Physical; birth – 6 years or Physical Assessment; K – 6<sup>th</sup> grade
- Health Information
- Current Certificate of Immunization

Prior to your child's first day of attendance all forms must be completed and returned to the center. It is vital that our office be immediately informed of any changes needing to be made on these forms at anytime while your child remains enrolled in our programs.

The center has a non-refundable, Enrollment Deposit fee for each child. This fee will be applied towards your child's first week's tuition. Your child's placement in our center is not guaranteed unless the deposit is received by the specified due date on the Enrollment Agreement.

### **Confidentiality of Files**

All information concerning an individual child, including her/his activities at the center, are confidential. We do not share information on file with anyone other than the child's parent or guardian and ECC staff without written permission from a parent or guardian. However, we are required to share all child file information with the Department of Human Services Licensing Consultant. In some instances, if your child is participating in a grant funded program, we may be required to share such information with the agency providing the grant funds for reporting purposes. In this case, information will be shared without written permission from the parent or guardian.

## TUITION POLICIES AND PROCEDURES

### Program Tuition Effective June 9, 2009

*\*Prices are subject to change annually.*

Program	Age	Tuition (per child)
<b>Full day Child Development Programs Includes meals</b>	Under age 2	\$185.00 weekly
	2 year old room	\$160.00 weekly
	3 year old room	\$150.00 weekly
	Alternative Kindergarten Wrap Around, if available	\$105.00 weekly
<b>Extended Day &amp; Part Day Preschool</b>	3 year old class: Mon, Wed, Fri AM	\$50.00 weekly
	4 year old class; Mon -- Fri AM	\$60.00 weekly
	4 year old class; Mon – Thurs PM	\$50.00 weekly
	4 year old Inclusion class: Mon – Fri	\$80.00 weekly
<b>Wrap-Around Care for Prairie Hawks Preschool</b>	Additional care for Full Day 6-hour Preschool Program M-TH 12:00pm-3:00pm	\$50.00 weekly
	Wrap-Around Care for 6-hour Preschool Program M-TH 7-8:45am, 3pm-4:30, F 7am-4:30pm	\$100.00 weekly
	Wrap-Around Care for 6-hour Preschool Program (Fridays only) F 7am-4:30pm	\$25.00 weekly
	Wrap-Around Care for 3-hour Preschool Program (Fridays only) F 6:30am-6pm	\$40 weekly
	Wrap-Around Care for 3-hour	\$120/week

	Preschool Program M-TH 6:30 am-beg. class time; end class time-6pm; F 6:30 am-6pm	
		K-4                      5-6
<b>School Age Program K-5</b>	Before school care	\$60.00                      \$50.00 weekly
	After school care	\$50.00                      \$65.00 weekly
	Before & after school care	\$90.00                      \$95.00 weekly
	In-service Days Program <i>Entire week enrollments:</i> Christmas Discount Spring Break Discount	\$30.00                      \$35.00 per day \$200.00/week \$130.00/week
	Summer camp (Includes summer school fees & meals) Parents will purchase pool pass	\$135.00 weekly \$145.00 \$40.00                      \$50.00 Activity fee

### Miscellaneous Tuition

Program	Age	Tuition (per child)
<b><i>PT Summer rate for CCSD 10 month employees</i></b>	<b>ALL</b>	65% of regular weekly tuition rate, per age
<b><i>Slot reservation</i></b>	<b>ALL</b>	45% of regular weekly tuition rate, per age, per program
<b><i>Drop-In</i></b>	<b>Under 2 years</b>	\$38.00 per day
	<b>2 year classroom</b>	\$33.00 per day
	<b>3 year classroom</b>	\$32.00 per day
	<b>4 year classroom</b>	\$30.00 per day

	<b>School Age Program:</b>	K-4	5-6
	Before school only	\$20.00 per day	\$15.00
	After school only	\$15.00 per day	\$20.00
	Before and After School	\$25.00 per day	\$25.00
	Summer Camp	\$35.00 per day + field trip cost if applicable	
<b>CCSD Summer School Teachers ONLY</b>	<b>ALL</b>	\$15.00 per day	

**Tuition**

Tuition shall be paid in advance for care provided. If paying weekly, tuition is due each Monday for the week care is being provided. If families choose to pay bi-weekly, monthly, etc, payment must be made in advance for the weeks/month care is being provided for and this MUST be arranged prior with the Administrative Assistant.

Regular tuition will be assessed in the following situations:

- Weeks containing a holiday or professional staff development day that the center is closed.
- Weeks your child is scheduled, but does not attend due to illness or other circumstances. (If your child does not attend for a full week, you may choose to use a vacation week.).
- For extended day programs, weeks containing weather related school closings, early dismissals, and delays.

Additional tuition will be assessed in the following situations:

- For children enrolled in our Before/After school programs, additional fees will be assessed to each child receiving care on days when school is cancelled, delayed, or there is an early release due to weather. Fees will be determined at the time care is provided, based on the situation and your child’s enrollment status.
- For children enrolled in our AK program, additional fees will be assessed to each child in attendance on an in-service day, breaks, and days when school is cancelled, delayed, or there is an early release due to weather.

Tuition will *not* be assessed in the following situations:

- For extended day programming, there will be no charge for the week the center is closed prior to school starting each fall.
- For ½ day programs, tuition will be prorated when programming is closed due to in-service days, inclement weather, and spring break.

- For extended day programs, tuition will be prorated when ECC is closed due to weather
- For Before/After school programs, tuition will be prorated on in-service days and breaks
- The day after Thanksgiving
- All families with children who attend ECC **full-time year-round** will be allowed two weeks of vacation time. One week must be taken during the school year and one week must be taken during the summer months. The Administrative Assistant must be given a two-week notice prior to your desired vacation time. All other families will be allotted a one-week vacation. *You must be enrolled in ECC for 6 months prior to any vacation requests.*

### **Late Payment**

For each week of late or nonpayment, a \$10.00 fee will be charged to your account.

**At anytime, if your account falls 2 weeks behind in payment, your child(ren) will automatically be discharged from our program and you will be responsible to pay your remaining balance, in full, within two weeks of the discharged date.** As little as one day's notice may be given by the Director.

## **HOURS AND DAYS OF OPERATION**

### **Full Day Child Development Programs\* (6:30am-6:00pm)**

Infant Care /ages 6 months -24 months (Prairie Crest)

Toddler Program / 2 years of age (Prairie Crest Portable)

3-year-old program (Prairie Crest Portable)

3/4-year-old program (Prairie Heights Portable)

\*All Full Day Child Development programs include Preschool with wrap-around care

### **Extended Day Preschool Programs**

*4 year olds:*

- 8:30-3:00, Monday – Friday; Full Inclusion Program (Prairie Crest)
- 8:30-3:00, Monday – Friday; Empowerment; Qualifying Families (Prairie Crest Portable)

### **Part Day 3-Year-Old Preschool Program**

*3 year olds:*

- 9:00-12:00 M-TH (Prairie Crest)
- 9:00-12:00 M, W, F (Prairie Heights Portable)
- 9:00-12:00 T, TH (Prairie Heights Portable)

### **Wrap-Around Care for Prairie Hawks Preschool**

*4 year olds:*

- 12:00-3:00 M-TH (Crest, Heights, Ridge, View)
- 7-8:45, 3-4:30 M-TH; 7-4:30 F (Crest only)
- 7-4:30 F (Crest only)
- 6:30-class time, end class time-6:00 M-TH; 6:30-6pm F (Crest, Heights, Ridge, View)
- 6:30-6pm F (Crest, Heights, Ridge, View)

### **School Age Program (6:30am–6:00pm)**

Before and After School care (K-6<sup>th</sup> Grade); includes care on weather related cancellations, delays, or early releases. Scheduled In-Service day care is offered to children who are enrolled in Before school, After school, or both programs.

- Before school care is provided at each elementary school and the intermediate school starting at 6:30 AM. At the elementary schools, children will participate in the School Breakfast Program and fees will be deducted directly from your child's meal account with the school
- After school care is also provided in each elementary school and the intermediate school beginning at dismissal, until 6:00 PM that evening

Locations for District In-Service and school cancellation days has yet to be determined.

Summer Camp is located in Prairie Crest Elementary. Any child signed up for Summer Camp will be required to sign-up for CCSD Summer School as well.

### **Center Closings\***

#### *Holidays:*

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, and Christmas Day are the holidays. If a holiday should fall on a weekend, the center will be closed either the Friday before or the Monday after the holiday, whichever is closest to the holiday itself. We will also be closed Christmas Eve and close at 3:00 pm on New Year's Eve. Advanced notice of these closings will be posted in each classroom.

#### *Professional learning days/In-Service/:*

On-going professional development for staff is a key component of quality programs. ECC believes it is important to provide these opportunities for our staff to ensure we are providing quality care to all the children and families we serve. We will be closed one day in October, February and one day in April each year for staff trainings. In addition, the center is always closed the week prior to school starting, each fall, to prepare our classrooms and programs for the coming year. These days will be posted throughout the schools in advance for parents to make other childcare arrangements.

### **Inclement Weather**

In the event that College Community School District cancels classes, has a two hour delay, or has an early dismissal due to inclement weather, all part day programs will be cancelled. All Inclusion classrooms will follow the school district in cancellations, delays and early dismissals. Extended day programs, including the Before and After School program, will always try to remain open. However, if the safety of our staff and children becomes a concern, ECC reserves the right to shut down or close early. If weather is deemed too severe or prevents us from providing adequate care, a decision to close programs will be made no later than 6:00am. If this occurs, ECC will provide updated information on our automated voicemail. You may access this information by calling 848-5296. In addition, the district will strive to post information on local news stations and [www.prairiepride.org](http://www.prairiepride.org)

If a decision is made to close programs early, in addition to providing updated information on our automated voicemail, all parents whose children are in attendance that day, will be directly notified by phone, 2 hours prior to the designated closing time. If we are unable to reach parents, emergency contacts will be notified. If your child is picked up later than the designated closing time, late fees will be assessed.

### **Early Dismissals – School Age Programs**

If the College Community School District announces an unscheduled early dismissal, all children enrolled in our Before/After school program will remain at their school sites where care will be provided for the remainder of the day. ECC will strive to post information at the main entrances of Prairie View, Ridge, and Heights reminding parents where they may locate their child.

\* Please refer to Tuition Policies regarding charges for center closings, delays, cancellations, etc.

## **GENERAL POLICIES & PROCEDURES**

### **Guidance and Discipline**

We believe that all people, adults and children, deserve love and respect. Our discipline policy is positive, consistent and emphasizes the teaching of new skills to reduce and/or replace unwanted behavior through a variety of techniques including; preventive strategies, choices, redirection, and natural & logical consequences.

When necessary, a supervised, “break” away from the group will be used when a child needs to regain control of their emotions or unsafe behavior. The amount of time will depend on the individual child’s ability to calm him/herself down and regain control. We will discuss with you any significant behavior problems experienced at the center. If you have questions about your child’s behavior, please contact the Director immediately. Also, please refer to the Guidance and Discipline Handout that you receive from your child’s teacher at the center open house in the fall.

### **Activities**

Each program/classroom establishes and follows a consistent, yet flexible, daily routine based on developmentally appropriate practices and the individual needs of each child in the group. Daily schedules and weekly lesson plans are visibly posted in each classroom. Please take the opportunity to become familiar with your child’s routines and activities and enjoy discussing your child’s experiences with him or her daily.

### **Outdoor Activities**

We feel it is important for all children to go outside to not only exercise and develop their large motor skills, but to get a breath of fresh air and to expand their knowledge through natural science opportunities. Children will go outside unless it is raining or the temperature is below 10 degrees Fahrenheit. It is vitally important to send the appropriate outerwear for your child each day, including closed toe shoes. Sandals and open toed shoes put your child’s safety at risk. *If your child is too sick to go outside, she/he is considered too sick to be at school that day.*

### **Field Trips**

Field trips provide the opportunity for us to enhance your child’s development by becoming more engrossed in what she/he is learning through hands-on, real life experiences. We like to take advantage of these opportunities whenever possible and plan many field trips throughout the year.

Parents will be notified in advance of each field trip. If you arrive at the center after your child's class has departed from the center, we cannot guarantee that care for your child can be provided. We must maintain the staff: child ratio in all rooms, at all times, as required by the Department of Human Services Licensing regulations. If such instance should arise, you will have the choice to:

- stay with your child until her/his class returns
- take your child with you and return to the center after her/his class has returned
- upon availability of space on the bus for your child, you may meet her/his class at their destination and leave your child with the group. Your child may then return to the center with the class.

The majority of our field trip expenses are included with your regular fees. Occasionally, it will be necessary to ask parents to assist us with admission costs to afford certain special events. If you are financially unable to contribute to those trips, please let us know.

### **Toys from Home**

We believe that our center has more than an adequate amount of toys and learning materials to foster and enhance your child's development. We appreciate your cooperation by not sending toys from home with your child. If your child arrives at the center with a toy from home, you will be reminded to take the toy with you when you depart from the center. In the event that it becomes a consistent disruption to the child or class, we will work with the parent and child in effort to find an alternative solution. If necessary, a decision may be made to no longer allow the child to arrive at the center with a toy from home.

Individual teachers reserve the right to have special days, (or clubs during Summer Camp), where they allow children to bring an item from home. In the event of these special days (clubs), parents will be notified.

PLEASE MARK ALL ITEMS WITH YOUR CHILD'S NAME as they may be lost, stolen, or broken. ECC is NOT responsible for lost, stolen, or broken items.

### **Meals**

ECC strives to model healthy eating habits by providing nutritionally balanced meals and snacks. All food served through ECC follows the Child and Adult Care Food Program (CACFP) guidelines. The goal of the CACFP is to improve the diets of children by providing nutritious meals and to help children develop good eating habits that will last through the years. If sending a lunch from home with your child, please make sure their meal meets the CACFP guidelines which are the following: meat/meat alternative, fruit, vegetable, grain/bread, milk (juice can be used). Sending fatty foods and candy from home for lunch does not meet the CACFP guidelines.

#### *Menus:*

Menus will be posted in your child's classroom and are available for individual copies, at your request.

If your child requires a special diet and is unable to eat an item(s) on the menu, please discuss it with the Director. We will provide you with an Allergy/Dietary Restrictions form for you and your doctor to fill out. Special medical/health diets require written instructions from a doctor, including substitutions. We are willing to work with you and your doctor to meet your child's special dietary needs. Religious or personal preferences may be made if a parent provides written instructions. **All food provided by parents must meet CACFP guidelines.**

### *Breakfast & Lunch:*

ECC provides breakfast and lunch each day for children in the extended day programs. Breakfast is served from 7:00-7:45 a.m. and lunch is typically served around 11:30.

When school is in session, school age children will receive breakfast and lunch through the school breakfast/lunch program. Meals will be purchased through their school accounts.

During no school days or Summer Camp program, ECC will provide breakfast and lunch for school age children.

Breakfast and lunch may or may not be served for children enrolled in our part day programs. At the time of enrollment, you will be notified if breakfast will be served to your child and at what time.

### *Snacks:*

ECC provides morning and/or afternoon snacks each day for all children in extended day and school age programs and for children enrolled in our part day programs for qualifying families. Parents will provide snacks for all other part day programs and will receive a monthly snack calendar outlining which day they are responsible for providing a nutritious snack.

### *Food from home (not medically related):*

ECC discourages food brought from home or other venues to eliminate disruption in our programs. Classroom meal times are posted in each program classroom. If your child is not in attendance at the time a meal is served, we ask that you either notify us in advance if your child is going to need to eat so that we can make the necessary accommodations or have fed your child prior to arriving at the center. Furthermore, children may become jealous or reluctant to eat if another child has brought food from home that is more enticing than what is offered through ECC.

On occasion, families and children will want to celebrate a special event with food. In addition, some school age children may choose to bring a sack lunch from home on no school days or during Summer Camp. ECC welcomes these opportunities. It is strongly encouraged that nutrition is kept in mind when choosing which foods to bring. Please notify your child's teacher in advance if you take advantage of these opportunities.

### **Supplies**

#### *Classroom supplies:*

Given out at the time of Open House in the fall will be a supply list for your child, specific to her/his classroom. Please provide these items upon your child's first day of enrollment.

#### *Nap/Bedding:*

All children enrolled in our extended day programs will need a crib sheet and blanket for rest time, (pillows are optional). We ask that you please mark these items with your child's name. Each Friday, these items will be sent home for laundering. In the event of an accident, nap items will be sent home that day. Please provide your child with clean bedding each Monday or the following day in the event of an accident.

We understand that some children prefer to have an item to sleep with for comfort and/or security. Please encourage your child to limit her/his choice to one item per day.

### *Clothing/Shoes:*

It is important for children of all ages to have a change of clothing at the center, since even those beyond the stage of “accidents” will occasionally spill juice, milk, paint, etc. Again, we ask that you please clearly mark all items with your child’s name.

Please dress your child appropriately for the environment, (we do a lot of messy activities), and the weather, (refer to Outdoor Play). Though ECC tries to keep extra clothes on-site, we do not have a large enough surplus to meet every need. If your child needs a change of clothing and has none available, we will call you to bring the items in immediately!

For the safety of your child, we request that your child refrain *from wearing sandals, dress shoes, flip-flops, crocks, etc.* and wear rubber-soled, closed-toe shoes to school each day. Tennis shoes are highly recommended. We understand individual children’s personalities and preferences, as well as busy mornings, therefore we suggest that your child has an alternate pair of tennis shoes in her/his cubby as back up if there are any days in which your child arrives at school with non rubber-soled, closed-toe shoes. In addition, ECC reserves the right to determine if your child’s shoes place your child’s safety at risk and/or are inappropriate for the day’s activities. If such circumstances arise and alternate shoes are not available for your child to wear, you may be contacted and required to provide alternate shoes immediately.

### **Transportation Policy**

In an effort to provide a safer service to our students, we have decided to continue with an existing policy that effects all ECC children. The policy states that if your child/children are enrolled in ECC they will be removed from the bus route that coincides with when you have elected to enroll them in ECC. This means there is no bus service for children traveling to/from their daycare class, preschool class, or Before School/After School care for **any** ECC child can be provided by the CCSD busses.

## **ATTENDANCE POLICIES & PROCEDURES**

### **Consistent Daily Schedule (extended day and school age programs only)**

To better meet the needs of children, families, and staff, we request that you provide the center with a permanent schedule for your child. This schedule will be used to determine staff schedules, classroom schedules, and availability for drop in care. Please notify the center of any changes in your schedule so that we can make appropriate accommodations.

ECC prides itself in providing quality learning experiences for each child in our programs. You are strongly encouraged to have your child arrive at the center by 9:00am allowing your child the full benefits of the enrichment of our programs. Furthermore, classrooms have established consistent daily routines and often this routine becomes disrupted when children arrive during ongoing activities.

### **Arrival and departure**

For the safety of your child, each day you are responsible for:

- Making sure your child is escorted into her/his classroom by a responsible individual. A sibling enrolled in our programs is not allowed to be the responsible party. We encourage such individual to be 16 years of age or older.

- An attendance record will be available in your child's classroom each day. You are responsible each day for documenting the time of your child's arrival and departure from our programs.
- You are strongly encouraged to make verbal contact with an ECC employee in the classroom your child is arriving and departing from. This will guarantee that ECC staff are aware your child has arrived or departed for the day.

### **Notification of tardiness or absence**

It is vitally important that you notify the center immediately of any changes in your child's attendance and the reason for the change, particularly if it is due to your child's health status. The Department of Human Services Licensing Regulations requires that ECC post any notification of a communicable disease that children may have been exposed to at the center. Without such notification, we are unable to notify you and/or other parents to be on alert for illness.

In addition, advance notification of your child's absence allows for the availability of drop in care.

### **Authorizing Individuals to Pick Up**

On the enrollment forms, you will name individuals who are authorized to pick up your child from the center at any given time. You may choose to authorize as many individuals as you wish or to not authorize any individuals other than yourself. We will not allow your child to leave with an unauthorized person, and we are sure you will understand that this is completely for the protection and safety of your child. Please remember to keep this form updated.

#### *Identification:*

Individuals picking up your child should have identification with them. A staff member that is unfamiliar with the pick up person may request identification to verify they are authorized to release your child. If a named individual does not have any identification with them and staff members are unable to identify him/her, ECC will not release your child until proper identification is obtained or verified. If an individual provides identification, but authorization was not given by you, ECC staff will not release your child to the individual. In either case, you will be contacted immediately.

**A special keychain is given out yearly at enrollment. This keychain shall accompany any person(s) picking up a child in an ECC class. If your designee doesn't have a keychain, she/he will have to stop by the ECC office to get a visitor's badge before going through the school hallways.** This keychain changes yearly.

### **Vacation**

Families are granted either one or two weeks of vacation per calendar year. Families whose children attend year round receive two weeks of vacation. Families whose children only attend programs that run on the school year calendar or Summer Camp only, receive one week of vacation. Vacation is considered an absence of five consecutive business days where tuition would not be applied. However, you must notify the Director or Administrative Assistant, in writing, at least two weeks in advance of your vacation. If we are not notified, your account will be assessed your regular weekly tuition fees and you are required to pay these fees.

We do understand emergency related circumstances and will be sympathetic to the needs of the families. Written requests to utilize vacation is required. However, advance notice is not required. This means in the case of an illness causing an absence of one week, you will be allowed to use your vacation time without the advance notice requirement.

### **Discharge**

An individual may be required to remove their child(ren) from any of our programs for a designated amount of time because of noncompliance with any of our program policies or in cases of extreme developmental or behavior concerns in which the safety of the child and others is at risk.

When a child is discharged from our program for more than one day, the parent will receive verbal and written notice specifying the child's last day and what needs to be completed or changed prior to re-entry into the program. If a parent wishes to appeal the discharge decision, she/he should request a meeting with the Director.

In cases of extreme developmental or behavior concerns, all efforts will be made by ECC to meet a child's individual needs. However, if a child's needs become greater than the abilities of ECC, or a parent is unwilling to work with ECC and support our efforts, ECC reserves the right to determine if our programs are appropriate for the child. If determined that our programs are not appropriate for the child, parents will be required to find alternative arrangements and ECC will no longer provide care.

ECC staff frequently consult with Grant Wood AEA staff to determine how to best meet the needs of children with developmental or behavioral concerns. Grant Wood AEA staff are frequent observers in our program and provide information and suggestions to ECC staff regarding ongoing practices and programs. If the ECC staff have a concern with a child(ren), parents will be notified prior to Grant Wood staff conducting an observation specific to the child.

### **Withdrawal**

Parents are required to provide ECC with a two week, written notice of decision, if they choose to remove their child from our programs at anytime. This shall be given to the Director or Administrative Assistant. If this notice is not provided, ECC will assess two weeks of regular tuition fees after your child's last day.

### **Extended Leave of Absence**

Parents choosing to remove their child from ECC for an extended period of time and desiring to guarantee their child's placement in our programs upon return will be required to pay the full tuition prior to the onset of the child's extended leave of absence.

#### *Reservation fee:*

College Community School District employees, on a 10 month contract, will have the option of removing their child from the center during the summer months and paying a fee to reserve their child's placement when ECC's fall programs resume. A contract outlining the terms and conditions of this option will be signed and dated by the child's parent prior to the onset of the child's extended absence.

#### *Part-time child care:*

College Community School District employees, on a 10 month contract, will have the option of placing their child on a part time status during the summer months. A contract outlining the terms and conditions of this option will be signed and dated by the child's parent prior to the onset of the child's part time status. The child will return to full time status when ECC's fall programs resume.

### **Late Pick Up**

The program your child attends will determine the program hours. It is important to insure that you arrive on time to pick up your child from their program. Child-care staff often plan activities after work hours and expect to leave at the end of their shift each day. If your child remains at the center after program hours, you will be charged \$5.00, per child, for every 5 minutes or fraction thereof. Payment will be given immediately to the staff providing care for your child(ren) at that time. If you are unable to pay at the time of pick-up, payment must be paid on the following business day in order for your child to return to the center. It is preferred that payments are made in cash, but if paying by check, CHECKS MUST BE MADE OUT TO THE INDIVIDUAL STAFF MEMBER.

Parents who arrive late to pick up their child also often upset their child. Please be considerate to all parties involved and arrive on time to pick up your child(ren).

If a child remains at the center for 45 minutes or more after the program ends and ECC is unsuccessful in making contact with parents and individuals listed as emergency contacts or authorized to pick up, ECC reserves the right to contact the Department of Human Services and make a child abuse report.

## **HEALTH AND SAFETY POLICIES & PROCEDURES**

### **Sick and Exclusion**

Parents or other authorized guardians will be notified when their child has a sign or symptom that requires exclusion from the center. A quiet area will be provided for a child who appears to be sick or injured. You, or your emergency contact, will be required to pick up your child immediately upon notification of your child's condition. Reasons for exclusion are described below.

#### *Fever:*

A child with a fever of 100 °F or more is to be sent home. She/he may return when fever-free (less than 100°F) for 24 hours without the use of fever reducing medication.

#### *Vomiting:*

If a child is acting ill and has vomited 1-2 times, she/he is to be sent home. The child may return if there has been no vomiting for 24 hours and she/he is tolerating bland foods or 1/2 strength formula.

#### *Diarrhea:*

A child having uncontrolled diarrhea will be sent home. The child may return to the center when normal stools are present for 24 hours.

An increase in number of stools, compared with the child's normal pattern

1. Increase stool water; or
2. Decrease form that is not contained by the diaper or use of toilet.

#### *Mouth Sores:*

A child who has mouth sores and is drooling will be excluded from day care. She/he may be readmitted when sores are scabbed and healed or health care provider determines they are non-infectious.

*Eye Infection:*

Parents will be notified if child has signs and symptoms of conjunctivitis/pink eye. The child will be sent home with recommendations to see a physician. She/he may return after 24 hours of antibiotic therapy or sooner if we receive a written statement from the physician that your child does not have a communicable disease.

*Ear Infection:*

If a child exhibits symptoms of an ear infection and is acting ill, parents will be notified so that they may take the child to a physician. The child may return after initiation of antibiotic therapy or if cleared by a physician. Your child must be fever-free for 24 hours without the use of fever reducing medication.

*Strep Throat:*

A child with fever and strep throat will be excluded from day care. She/he may return after 24 hours of antibiotic therapy and if fever-free for 24 hours without use of fever reducing medication.

*Chicken Pox:*

A child will be sent home when chicken pox lesions are detected. She/he may return when all chicken pox lesions have dried and crusted. Parents will be notified when a case of chicken pox occurs.

*Head Lice:*

A child with head lice will be excluded from day care and may return when hair has been properly treated and all nits have been removed.

*Skin Outbreak:*

If a child develops a rash, (this includes ringworm, impetigo, hives, severe diaper rash, or any other undiagnosed rash), parents will be notified to remove the child from day care and see a physician. Child may return after 24 hours of medication or written clearance from a physician that states the child does not have a communicable disease.

*Other Illnesses or Conditions:*

A child will be excluded from the center if she/he has an illness or condition that

- prevents the child from participating comfortably in center activities  
and/or
- results in greater care needs than the child care staff can provide, without compromising the health and safety of other children

The child may return to the center when the symptoms or conditions causing exclusion have subsided.

A child that is too sick to go outdoors is considered too sick to be at the center.

An illness or condition requiring treatment by a physician will be managed as directed by the physician, after approval by the director.

Often times a physician will state that the child can return to group care contrary to our exclusion policies. In such cases, a written statement signed by the physician is required upon the child's return to the center. However, ECC reserves the right to still exclude the child from care. A written doctor's statement will NEVER override the center's 24 hour, fever free, exclusion policy.

### **Notification of Communicable Disease/Illness**

If your child comes down with a communicable disease/infection or condition, it is important to let the center know of the details. We will notify you if your child may have been exposed to any communicable disease or condition by posting any information in your child's classroom.

### **Medication**

ECC will dispense medication ONLY upon proper written permission from a parent or authorized guardian. If your child will need medication while attending the center, please notify your child's teacher and complete, sign, and date the Permission to Medicate form with the following information:

- name of medication
- physician's name (if prescription)
- dosage
- number of days to be dispensed
- time(s) to be dispensed
- method of administration (oral, topical, etc.)

Be sure the teacher understands the directions and knows if the medication needs to be refrigerated. The Lead Teacher in your child's room will be designated or will designate another staff to be responsible for giving medication to your child. Each time a medication is dispensed or applied to your child, the administering staff will document the date, time, and dosage on the authorization form. In addition, when medication is not given, the designated staff will indicate the reason on the form.

ECC will NOT dispense any medication for fever, unless your child's doctor deems it medically necessary. In such case, a written statement, signed and dated by your child's physician outlining specific details of the conditions and symptoms in which to dispense the medication and the duration of such, must be obtained and in your child's file at ECC.

#### *Over-the-counter medications:*

It is a parent's responsibility to consult with their doctor to determine which over-the-counter medications are appropriate and the correct dosage. The child's first and last name must be written on the label. The label must be intact and legible. The medication must not exceed the manufacturer's expiration date. ECC reserves the right to acquire written permission from a physician in addition to the parent's permission.

#### *Prescription medications:*

Prescription medication must be in its original container from the pharmacy or doctor's office. Your pharmacist will divide your prescription into a separate bottle for the Center if you ask. The container must be clearly marked with the child's name, date, name of medication, doctor's name, and the frequency and amount to be given. The medication must not exceed the expiration date.

### *On-going medications:*

Conditions or illnesses that require medication on an on-going or “as needed” basis must have a medication permission form filled out monthly for use at ECC. Expiration dates for these “long term” medications will be observed. If a medication expires, a new prescription must be obtained before the child will receive the medication.

### **Mandatory Reporting**

As outlined in the Iowa state law and by the Iowa Department of Human Services, all providers of childcare services are mandated to report all suspected cases of sexual abuse, physical abuse or neglect of children. Iowa law states that the preschool and childcare personnel may take, at public expense, photographs of any injured area. Any person participating in the making of or in investigation of a report shall have immunity from liability, civil or criminal, which might otherwise be imposed.

### **Emergencies**

ECC staff are capable of responding to emergency situations and providing treatment for minor injuries. All staff receive certification in 1<sup>st</sup> aid and CPR within their first year of employment and there is a certified individual on site at all times. In the event of an emergency, we will attempt to contact the child’s parent or individuals listed as emergency contacts. If necessary, 911 will be contacted as well. ECC will not transport children to the hospital if proper child restraint systems are not available.

### **Intoxicated Parent Emergency Policy**

If an obviously intoxicated parent comes to the center to retrieve a child, the center staff should encourage the parent to find someone else to pick up the child. If the parent insists on retrieving the child and drives away with the child in the car, the police will be called and given the license plate number. The staff will notify the Director and make a report to the Department of Human Services. If the parent/guardian’s behaviors do not seem to be impaired, the staff will ask the parent if they are OK to drive, if so, the staff will let them go. If they are not OK to drive, the staff will help them call for a ride. The staff will notify the Director and document the incident.

### **Earthquake Emergency Policy**

*In-side building:* Staff and children will place head between knees and get under a strong table away from windows.

*Out-side building:* Staff and children will move as far away from buildings, power lines and trees as possible.

After quake is over—keep children calm. If inside the building, assess damage. If structural damage has occurred, evacuate the building using safest route. If no damage, recognize that power will probably be off. Find flashlights, turn on radio and listen for information. Call parents with information on child and instructions on pick-up. If outside the building and structural damage has occurred, DO NOT re-enter the building. Wait for office staff to exit the building with emergency contacts. Call ESC office for instructions. If no damage, enter the building and follow “inside building” procedure

## **PARENT/FAMILY INVOLVEMENT**

### **Unlimited Contact/Participation Policy**

We believe it is important for parents to participate in their child's life as much as possible. Parents are encouraged to visit our center any time throughout the day to spend additional time with their child. We want you to feel like you are a part of our learning environment. Parents are granted unlimited access to their child unless parental contact is prohibited by court order. In this event, a copy of the court order must be on file at ECC in order for it to be enforced.

### **Parent Partnership**

ECC values the importance of parents in our programs and we encourage you to join other parents in the Parent Partnership group. This group is dedicated to working with ECC staff to provide information on the needs of families, support teachers, and help with special events.

### **Volunteers/Visitors**

We value the unique contributions individuals have to offer our programs and we welcome all opportunities for persons to visit our center and/or volunteer their services. To ensure the safety of our children and the quality of our programs, all volunteers must receive approval from the Director, schedule their services in advance, and will be required to fill out a criminal background check and a statement certifying they are free of any communicable disease. Any individual that places the safety of our children at risk will not be allowed to participate in our programs. **ALL Volunteers/Visitors must check in at the ECC office before going to a classroom.**

### **Conferences**

On-going communication between parents and center staff is a vital component of quality programming. Parents will be provided, but not limited to, opportunities throughout the year to formally meet with the child's Lead Teacher to discuss the child's strengths, needs, development, goals, and progress. We strongly encourage parents to take full advantage of these opportunities and maintain on-going communication with the center.

### **Appeals and Grievances**

ECC strives to offer the highest quality care to each individual child and family, however situations may arise that cause a parent to be concerned. In this event, parents are encouraged to first talk directly to the staff involved in the situation, asking questions to clarify what happened and why. It is further encouraged that parents work with staff towards resolution. If parents are not satisfied with the results or if the concern is serious enough to warrant immediate attention of an administrator, parents are encouraged to contact the Director. Again, with quality as our goal, every effort will be made to work with families to resolve any issues brought to our attention.

### **Parent Resources**

ECC is committed to providing quality services to all of our children and families, including empowering children and families to access available resources. ECC has access to a variety of resources available to both parents and teachers. These resources range from handouts and pamphlets to services through Grant Wood Area Education Agency, including the Parent Education Consortium. Please contact your child's teacher or the Director if you are interested in utilizing any of these resources.

### **General Disclaimer**

We understand that not all policies and procedures can be applied to all situations. Under such circumstances, the Director reserves the right to assess each situation and make decisions regarding the proper course of action.