



## WELCOME

Dear Family,

We welcome you and your family to Early Years Development Center and look forward to supporting you in your role as parents. We value the uniqueness of each family and will make every effort to meet your individual needs. While Early Years Development Center is primarily for your child, it is your school also. We encourage you to participate in our programs/trips, invite you to observe our classroom settings, and enjoy an impromptu visit. We hope that you will find Early Years Development Center to be a wonderful place that continues to strengthen your relationship with your child.

As with any service organization, however, we must set forth policy to promote the common good and ensure compliance with state rules and regulations. This handbook is written as a guide to summarize helpful information and to highlight our policies. We encourage you to keep it on hand and use it as a reference, but it is not intended to take the place of open, personal communication. We encourage you to voice any concerns you may have to your child's teachers, the supervisors or director.

We believe that it is through these and other efforts that Early Years Development Center will continue to grow toward the goal of developing and educating children for a useful and purposeful place in society.

Thank you for choosing Early Years Development Center. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Joi Jenkins  
Executive Director  
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Early Years Development Center

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## **ABOUT US**

### **Philosophy**

We believe the children are the future to a brighter path. We believe early interaction in a child's Education; along with the right experiences can have a direct positive outcome as the development into mature and a successful adult. We, at Early Years Development Center put forth our best to make sure each child will mature into a productive and successful adult. We strive to give each individual attention in every area; be it emotional, academically or physically.

At Early Years Development Center each classroom presents an exceptional group of learners that differ not only in their abilities, but also in their style of learning. The staff, as well as the director make certain each child have the tools and or materials necessary to help them stimulate and promote their own style and wealth of knowledge.

### **Mission**

#### **Our Mission**

We the Administration, Faculty, and staff of Early Years Development Center join in the belief of the Board of Directors, that every child is born with the potential and gifts necessary to become a useful, purposeful human citizen of our world. It is with this belief in mind that we have dedicated ourselves to maintaining a high standard of excellence in education and complete development of our children. We recognize that our responsibilities include but are not limited to:

- Providing an atmosphere wherein our children are considered and treated with respect.
- Providing an atmosphere wherein their God given gifts and talents are nurtured into maturity.
- To instill in our children an attitude of respect for themselves and for others.
- To provide academia that will develop the children's physical, social, emotional, and mental potential.

### **Hours of Operation**

Child care services are provided from 6 AM to [6] PM [Monday] through [Friday].

School age care will also be conducted at these times.

## Holidays

We are closed for the following holidays:

New Years Day, Martin Luther King JR day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas day, and possibly the week between Christmas Day and New Years day.

There will be early closings on Christmas Eve and New Years Eve.

## Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

## Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee paid prior to your child's first day of attendance.

An enrollment fee of \$25 per family is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, our facility admits children from 6 weeks to [12] years of age.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

## Inclusion

Early Years Development Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

## Non-Discrimination

At Early Years Development Center equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

## Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members

to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

### **Confidentiality**

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

### **Staff Qualifications**

. Early Years Development Center's staff is highly motivated and dedicated early childhood professionals. All of our Lead Teachers are now required to have or be enrolled in at LEAST a CDA (Child Development Associate) class to obtain a certificate, a two-year degree, or a four-year degree to teach at Early Years Development Center. All staff is trained in principles of child development, methods in early childhood programs and child guidance, as well as CPR and First Aid. Each year our staff members complete at least fifteen- twenty hours of continuing education through professional development and in service activities. Our support staff, in food service and in the office, also participates in on-going training appropriate to their role at Early Years.

We are committed to our staff and recognize them as vital components of a successful program for your children. We make every effort to ensure the work environment is pleasant and supportive of their needs. We value each staff member's life experience and want to empower him or her as individuals. We support staff development and continuing education because we believe that adults who are learning bring that same enthusiasm for learning to the children.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Early Years Development Center.

### **Child to Staff Ratios**

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
0-12 months	<u>4 to 1</u>	<u>8</u>
12-24 months	<u>5 to 1</u>	<u>10</u>
3-5 year olds	<u>10 to 1</u>	<u>20</u>

### **Communication & Family Partnership**

Daily Communications. Daily sheet from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day and on the daily sheet.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Signing in is required for the safety and protection of our children.

Conferences. Family & teacher conferences will occur twice per year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

### **Open Door Policy**

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

## Publicity

Unless the family indicates that they do NOT want their child to participate, we will use pictures for website advertising, banners, and photos to be displayed throughout the center.

## CURRICULA & LEARNING

### Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

### Curricula & Assessment

Early Years Development Center uses the [adaycare.com](http://adaycare.com) curriculum, but will be soon moving on to Mother Goose in the coming months.. In addition to the curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources (CSR'S and Ages and Stages Questionnaires)

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

### Outings & Field Trips

Weather permitting; we conduct supervised walking trips around the neighborhood. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

### **Transition**

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

#### **Transition from home to center**

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

#### **Transition between learning programs**

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

#### **Transition to elementary school**

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

#### **Television Time**

Our normal daily routine does not include television watching, but from time-to-time, we may record a television show without advertisements as a teaching aid and discussion stimulator. Television consumption will not be longer than one hour and the program will be screened prior to showing. Programs will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

#### **Electronic Media**

Electronic Media are limited to 45 minutes or less per day per child. Internet sites and software are pre-screened to contain non-violence and high-quality educational content.

## **Multiculturalism**

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

## **Rest Time**

Infants sleep according to their own schedule and are put to sleep on their backs.

After lunch, all children less than 6 years of age participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

Please do not send in pillows for any child. A clean sheet and blanket each week will suffice.

## **Toilet Training**

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

In general, the toilet training process begins in our Small Wonders 2 class (2 year olds) with the hope of being fully potty trained by age 3.

## **GUIDANCE**

### **General Procedure**

Early Years Development Center is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### **Child Guidance and Discipline Policies**

A critical area of our curriculum is helping children gain self-control. This goal is best achieved in a loving, supportive environment where children are treated with respect and fairness.

Our philosophy on discipline is based on respect for the child. The key to success for children is in preparing a supportive learning environment and using selective intervention to guide children in their behavior. We believe that when the environment and activities are prepared, children can initiate their own play and exploration, and the need for teacher control is reduced.

Our policy in helping children gain self-control is to intervene and redirect energies before problems begin. Our positive discipline approach consists of redirection, choices, consequences, warnings, supplying language, and problem-solving. We cannot write enough guidelines to fit every child or situation. Therefore, each child is treated as an individual, and parents are expected to work as partners with the Early Years staff in helping the child practice self-discipline in the classroom.

When an unacceptable behavior begins to occur at Early Years, the parents are asked to participate in a conference to develop a plan to correct the behavior in a positive way. The plan will depend on the child and the situation.

We recognize that children often respond to changes and situations they do not fully understand. It is important that you keep the staff informed of matters that may be affecting your child's behavior. In this way, we can offer support when they are at our school.

Our goal is to assist you in raising a happy, well-adjusted child. We can accomplish this goal best through mutual respect and support. We are confident that you, as a parent will give us that support.

### **Physical Restraint**

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.

Undue burden on our resources and finances for the child's accommodations for success and participation

### **TUITION AND FEES**

#### **Payment**

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the *Enrollment Agreement*.

#### **Late Pick-up Fees**

Late pick-up is not a normal program option and will only be considered an exceptional occurrence. Late fees of [\$1] per minute will be assessed beginning 10 minutes after your agreement time. Late fees will be due no later than 1 week of the invoice.

#### **Special Activity Fees**

From time-to-time there will be additional fees associated with special activities ie graduation, field trips etc. These fees are due prior to the event, activity or trip.

#### **Returned Checks/Rejected Transaction Charges**

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee up to the maximum amount allowed by law. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "NO CHECK" status.

#### **Additional Fees Credits**

##### **Credits & No Credits**

- Credit will be given for Excused Absences - if your child is hospitalized, absent due to a contagious disease, or absent at the request of the child's doctor, the absence is considered excused. A written doctor's note is required to receive a credit (THIS IS FOR CASH PAY ONLY).
- Credit will [not] be given for Sick Days - there are [no] credits for sick days. Sick days are considered in determining tuition and are [not] refundable.
- Credit will [not] be given for Inclement Weather - if we do not open due to inclement weather on a day that your child is scheduled to attend, your account will [not] be credited for that day.

## **ATTENDANCE & WITHDRAWAL**

### **Absence/lateness**

No child will be permitted after 9:45 AM without a doctor's note. In the case of an emergency, please contact the office.

If a school age child will not be attending before or after school care, please notify the front office.

### **Withdrawals**

A written notice, [2] weeks in advance, is required by the center when a child is being withdrawn..

### **Transfer of Records**

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

### **Closing Due to Extreme Weather**

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on KYW NEWSRADIO 1060AM.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

## **DROP-OFF AND PICK-UP**

### **General Procedure**

We open at 6 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 6 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

### **Cell Phone Usage**

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at anytime while visiting the center.

### **Authorized & Unauthorized Pick-up**

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance. Your child will not be released without prior authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency and Philadelphia police.

### **Right to Refuse Child Release**

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

## **PERSONAL BELONGINGS**

### ***What to Bring***

- Infants:: at least 5 pre-made bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day.

- Toddlers: 6 diapers and at least two changes of clothes per day.
- Older Toddlers: at least three changes of clothes or more per day if going through the toilet training program.
- Preschoolers: at least one change of clothes, socks and shoes.
- Kindergarteners: at least one change of clothes, socks and shoes.
- After School Care Children: books for homework, appropriate play clothes

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items.

### **Cubbies**

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name . Please check your child's cubby on a daily basis for items that need to be taken home.

### **Toys from Home**

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

## **NUTRITION**

### **Foods Brought from Home**

[A] If you are on the food program, We request that you do not bring food from home into our center.

[B] Food brought from home is permitted under the following conditions:

- Food must be labeled with child's name and date
- Must be something that the child can eat cold. We are not allowed to "warm" food in a microwave oven.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.	
$\frac{1}{2}$ turkey sandwich Celery sticks Raisins Milk/water	Chicken strips Roll Orange wedges Broccoli Milk/water

Peanut butter on graham crackers Apple slices Carrot sticks Milk/water	Yogurt Crackers Sugar snap peas 100% juice
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### **Food Prepared for or at the Center**

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

### **Food Allergies**

If your child has a food allergy and is on the food program, you must notify us in writing, as well as have the child's doctor submit to the center in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually by both the parent and physician. You must provide your children's meals until the food program approves the documentation from your child's physician. They will notify both you and the center when your child is approved and also let us know when substitutions will be sent.

Food allergies can be life threatening and each child with a food allergy MUST have an action plan for emergency care completed by the family physician.

### **Infant Feedings**

Infant feedings follow these procedures:

- Bottle-fed infants are fed while being held or sitting up.
- Infants are fed "on demand" to the extent possible (at least every 4 hours and usually not more than hourly).
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.
- Formula must be brought to the premises in a factory-sealed container in a ready-to-feed strength or powder or concentrate. Formula will be diluted at the child care site according to the instructions provided by the manufacturer or from the

child's health provider, using water from a source approved by the local health department. Formula brought from home must be labeled with the child's name.

- Solid foods will only be introduced after a consultation with the child's family.

### **Toddler Feedings**

- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

## **HEALTH**

### **Immunizations**

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Every [January], we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

### **Physicals**

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). A copy of your child's physical should be received before but must be received no later than 30 days after your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

### **Illness**

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.

- Diarrhea - stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting - green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

### Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

### Medications

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- Prescription medications require a medication log signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- Non-prescription medications require a medication log signed by the parent. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- Non-prescription topical ointments (e.g., diaper cream) require a medication log signed by the parent, specifying frequency and dosage to be administered.

### **Communicable Diseases**

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

### **SAFETY**

#### **Clothing**

Please note that uniforms are REQUIRED for ALL children ages 2 and up. The uniform shirt is yellow and bottom is navy blue.

For young toddlers, please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities. We will ask you to take your child back home if they do not have closed-toe shoes.

### **Extreme Weather and Outdoor Play**

Outdoor play will not occur if the outside temperature is greater than [99] °F or less than [37] °F degrees. Additionally, outdoor play will be cancelled if the air quality rating is [50] or below.

### **Injuries**

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

### **Biting**

Biting is a normal stage of development that is common among infants and toddlers - and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

### **Respectful Behavior**

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

### **Smoking**

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

### **Prohibited Substances**

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

### **Dangerous Weapons**

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

### **Child Custody**

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

### **Suspected Child Abuse**

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate

action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **EMERGENCIES**

### **Lost or Missing Child**

In the unlikely even that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within [10] minutes, the family and the police will be notified.

### **Fire Safety**

Our center is fully equipped with alarms, extinguishers and emergency evacuation cribs.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

### **Emergency Transportation**

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

## **CENTER POLICIES**

Our center policies not included in this handbook are reviewed [quarterly] and updated as needed. They are available for review upon request to the center director.

# Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the Early Years Development Center Family Handbook, and I have reviewed the family handbook with a member of the Early Years Development Center staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the Early Years Development Center Family Handbook that I do not understand.

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Recipient Signature

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Date

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Center Staff Signature

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Date