

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**PARENT HANDBOOK FOR  
CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

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**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: WELCOME**  
**EFFECTIVE DATE: 1-14-12**

**POLICY NO: 1**

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Thank you for choosing Children Central Child Care / Learning Center. This handbook is designed to ensure your family has a rewarding experience within the center. In this handbook, we have tried to anticipate all of your questions about the program.

Our goal is to provide high quality care and education for children and to ensure that parents are valued and respected. To accomplish this, we depend on parents to be responsible and active child care consumers. We expect parents to read this handbook, follow the policies and procedures, provide us with all the necessary information, and be open and honest with us regarding their feelings about the program. We welcome your comments, questions, concerns and suggestions about your child's experience and the program.

Changes to specific policies and/or procedures will be distributed to parents in writing. The handbook is to be used as a guide and is not inclusive of all policies and practices. Any questions and/or concerns should be directed to the Director/Owners.

Children Central Child Care / Learning Center reserves the right to revise or cancel policies or programs at its sole discretion.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: MISSION & VISION STATEMENT**  
**EFFECTIVE DATE: 1-14-12**

**POLICY NO: 2**

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**MISSION STATEMENT:**

We believe we need to be a vital extension of your family, sharing love and concern for your children as we walk together to build a foundation for their happiness and success. The Children Central philosophy is based on three meaningful words... Love, Learning and Understanding.

**VISION STATEMENT:**

Our purpose is to provide the highest quality child care and preschool education in a secure, nurturing and stimulating environment.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: PROGRAM PHILOSOPHY**  
**EFFECTIVE DATE: 1-14-12**

**POLICY NO: 3**

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**STATEMENT OF PHILOSOPHY:**

We believe we need to be a vital extension of your family, sharing love and concern for your children as we walk together to build a foundation for their happiness and success.

The Children Central Philosophy is based on three meaningful words: **LOVE, LEARNING AND UNDERSTANDING.**

Young children learn by doing. The complex process of learning begins at birth and results from the interaction of a child's own thinking and experiences. Maturity and emotional development are important contributing factors in learning because they provide a valuable framework, which precedes learning.



## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: GOALS FOR CHILDREN

POLICY NO: 4

EFFECTIVE DATE: 1-14-12

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Children learn by hearing, seeing, moving, and touching. With a foundation of security, love, and encouragement, children will explore and learn to understand the exciting world around them.

Children acquire information about their physical and social world through playful interaction with other children, adults, and objects. They are motivated by a natural desire to explore and make sense of the world around them.

Each child is unique. Children Central Child Care / Learning Center's program recognizes the individual needs of children while providing an environment full of stimulating, as well as challenging materials, and activities for all children. Skilled staff members closely observe the children to see how much and what they understand, and then construct additional experiences and challenges to expand the children's thinking. Learning information in meaningful context is not only essential for a child's understanding and the development of concepts, but is also critically important for stimulating self-motivation in children.

Young children need basic understanding and skills to make their experiences more meaningful. Through play with various diverse and similar items, children are able to classify, sort, & count.

Children learn language through daily fun experiences, through the five senses, and through listening and talking to other children and adults. Staff can help children learn language by speaking to them continually about whatever they are experiencing at the time (what is happening while it is happening) and by telling them the words they need to understand their experiences.

Children's ability to learn is directly related to their use of language effectively. Children should be given every opportunity to express what they need and what they think. Conversations and questions should encourage thinking and require more than a simple answer from older children.

Children Central Child Care / Learning Center's program encourages and fosters the development of creativity. Children are full of wonder and excitement; they are eager to explore, experiment, test, touch, and experience.

Encouraging children to discover and use their natural curiosity fosters the development of their creativity. Curriculum and lessons should enhance the development of children's creativity.

Children develop a more complete understanding of the world around them through physical awareness.

## **CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

Gross motor skills develop first, making movement the basis for all learning in the earliest months and years. Children use and develop gross motor skills while crawling, walking, jumping, climbing, sliding, throwing a ball, etc. Children also gain a sense of control and self-confidence by using these new skills.

Self-help skills, such as dressing, toileting, washing and eating are among the more important skills young children acquire, encouraging, and allowing children to become more independent and self-confident. A quality pre-school program encourages children to acquire independence by giving them numerous opportunities to develop self-help, as well as many other skills.

Children have daily opportunities for aesthetic expression and appreciation through art and music.

Children experiment with and enjoy many forms of music. A variety of art media is available for creative expression.

Fine motor skills help children develop small muscle control as they mature. When they learn to use their hands in coordination with their eyes, they are able to learn about the world around them by reaching, grasping and holding, as well as letting go. These skills aid in later success with learning to read and write.

Social development is an important part of every child's maturation process. These skills are developed during daily interaction with staff and other children. Children learn what behavior is socially acceptable by example and instruction. They are encouraged to take turns, to share equipment and gain the attention of adults in a loving, understanding environment.

Self-esteem, independence, and good manners are strengths and qualities every child needs. Encouragement, support, love, and respect strengthen confidence and build self-esteem.

Staff members facilitate the development of self-control by using positive guidance techniques such as modeling and encouraging expected and desirable behavior, redirecting children to a more acceptable activity, and by setting clear limits. The staff's expectations match and respect children's developing capabilities.

A quality program works in partnership with parents and families, communicating regularly to build mutual understanding and greater consistency for children.

# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: LICENSING INFORMATION AND  
PROFESSIONAL AFFILIATIONS

POLICY NO: 5

EFFECTIVE DATE: 1-14-12

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## A. LICENSING

CHILDREN CENTRAL CHILD CARE / LEARNING CENTER is a private, for-profit, community child development center, licensed by the PA Department of Public Welfare. Inspections are performed annually and our license is posted in the lobby of the building. Copies of the DPW handbook are available in the office and the front desk.

Children Central Child Care / Learning Center is accredited by the Council on Accreditation (COA) of Children and Families.

## B. PROFESSIONAL AFFILIATION

Children Central Child Care / Learning Center is a proud member of the following organizations:

Quality Child Care Coalition  
Keystone Stars Program  
Pennsylvania Childcare Association (PACCA)

For more information about these programs please contact the office.

Please feel free to visit our website  
[www.childrencentral.net](http://www.childrencentral.net)  
or e-mail us at [www.infoatchildrencentral.net](mailto:www.infoatchildrencentral.net)

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: ADMISSIONS**  
**EFFECTIVE DATE: 1-14-12**

**POLICY NO: 6**

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Enrollment at Children Central Child Care / Learning Center is open to children from 6 weeks to 12 years of age. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child(ren) in Children Central Child Care / Learning Center by completing the enrollment application, paying the annual, non-refundable registration fee, deposit, and one-week tuition. Tuition prices, registration fees, and the parent obligation are listed on the tuition agreement sheet.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, activity fee/curriculum (if applicable), emergency contact form, immunization records and signed, parent handbook receipt.

The enrollment application and fee agreements are not meant to serve as contracts guaranteeing service for any duration. Children Central Child Care / Learning Center reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Children Central Child Care / Learning Center is contingent upon the parent's or guardians, or any authorized person's adherence to the policies and procedures of Children Central Child Care / Learning Center as outlined in the handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Children Central Child Care / Learning Center immediately, should any of the information collected at the time of enrollment change. Failure to do so may result in the child(ren) being excused from the program and forfeiture of any deposit.

# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: ENROLLMENT  
EFFECTIVE DATE: 1-14-12

POLICY NO: 7

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Prior to the child’s attendance, a conference with the parent or legal guardian and the child is required to acquaint each new family with the environment, staff, and schedule for child care. During this visit, the parent or legal guardian will have an opportunity to review the “Parent Handbook” and other written materials maintained at the facility. Each child may spend time at the program with a parent or legal guardian before remaining in care without a family member.

The following forms will be completed and submitted to the office prior to the child’s first day of attendance. The information in these forms will remain confidential and will be shared with other caregivers only as required to meet the needs of the child.

1. **Registration/Enrollment Agreement for Child Care Services-** completed by parent or legal guardian.
2. **Child Health Assessment-** signed by the child’s physician or certified registered nurse practitioner.
3. **Child Care Emergency Contact Information-** signed by a parent or legal guardian for each child enrolled. These forms will be updated by a parent or legal guardian every 6 months and whenever the information changes.
4. **Special Care Plan-** when the parent or legal guardian informs the facility staff that a child has a disability, a special care plan will be completed by a parent or legal guardian and/or health care provider(s) for that child.
5. **Consent for Child Care Program Activities-** completed by a parent or legal guardian.
6. **Child Care Agreement-** completed by a parent or legal guardian.

All incomplete forms will be returned to the parent or legal guardian for completion prior to the child’s first day of attendance. If upon review of a child’s health record it is determined that a significant health service (e.g., vision, hearing, or immunization) has not been done; the office will notify the parent or legal guardian. Health care referrals will be provided when requested or needed. The parent or legal guardian will be given 6 weeks to obtain the required health services before the child is considered for exclusion from the program. When an outbreak of a vaccine-preventable disease occurs in the child care facility, the parent or legal guardian may be asked to obtain special immunization. In the event of an outbreak, all children whose immunizations are not up to date with the current recommended schedule of the American Academy of Pediatrics and the U.S. Public Health Services will be excluded from childcare until properly immunized.

Confidentiality of information about the child and family will be maintained. Enrollment forms and all other information concerning the child and family, compiled by the childcare facility, will be accessible only to the parent or legal guardian, and child care Director/Owner, person designated by the state licensing department to review records for licensing, validator from the

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

National Association for the Education of Young Children (NAEYC), and validators from Keystone Stars and Children Central Child Care / Learning Center administrative personnel.

Information concerning the child will not be made available to anyone, by any means, without the expressed written consent of the parent or legal guardian.

### A. CHILD TRANSITION

#### **POLICY:**

At Children Central we are committed to providing the best care and education for all of the children who enter our program. As educators and caregivers we understand how important it is to have a smooth transition from one program to the next. The following is a list of *some* example activities that may be done during a child's transition to the next level. \*

#### **Infant to Toddler:**

The infant care givers begin working with the babies on eating finger foods, the use of toddler cups and napping on a mat. One of the caregivers will escort the child to the toddler room on the days of transition. Infants are introduced to the Toddler room gradually over a few days (this time may be longer according to the needs of the child.) They are able to "visit" the Toddler room during different times of the day including morning snack, A.M. activities, lunch and naptime.

#### **Toddler to Twaddler:**

Toddlers that are coming close to 24 months of age will begin to transition to the Twaddler program. The toddler caregivers work with the children on sitting at the table, using utensils and introduce the use of plastic cups as well as other self-help skills. The older toddlers visit the 2-year-old program with their primary care giver on several occasions and participate in the program's daily activities.

#### **'Twaddler to Preschool:**

Children approaching the age of three years begin working on potty training and self help skills that are necessary to move to the preschool program. The teacher and children of the older group begin visiting the preschool program to utilize the learning centers and become familiar with the routine. Individual children are given the opportunity to visit for the day (may include morning snack, A.M. activities, lunch and naptime). Caregivers also read stories (such as stories about using the potty and being a "big kid"), teach the importance of hand washing and allow children the opportunity to help make their nap mats.

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

### **Preschool to Pre-kindergarten:**

Children in the older preschool program work on some of the skills necessary for the pre-kindergarten program. They practice using pencils to write their names, cutting with scissors, self-help skills such as toileting, hand washing and clean-up. Discussion of appropriate behavior and what is expected of the children in pre-k is discussed regularly at group/circle time. The children who are eligible (by age) to attend our pre-kindergarten program are invited to join our summer Cub Camp program. This allows the children to become familiar with the staff and environment where the pre-k program is held.

### **Pre-kindergarten to Kindergarten:**

The pre-kindergarten program focuses on preparing children for Kindergarten. The class focuses on name writing, letter/number recognition, social and self help skills and values. During the final weeks of the program the children are given the opportunity to visit our kindergarten program and read the teacher's favorite transition story "Miss Bindergarten Gets Ready for Kindergarten".

\*Documentation of transition and graduation to the next level is sent home to inform families of the change in program. This information includes a list of items the child will need as well as an invitation to schedule a transition meeting. The transition meeting is offered to answer any questions or concerns of the family.

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

### TRANSITION PROCEDURE

#### Transition Schedule

Day 1	Day 2	Day 3	Day 4	Day 5
Child will go to new classroom for morning snack and circle time. Child will return to previous class after circle.	Child will go to the new classroom at morning snack time. Child will stay for circle and learning centers. Child will return to previous class after learning centers.	Child will go to the new classroom at morning snack time. Child will stay for circle, learning centers and lunch. Child will return to previous class after lunch.	Child will go to the new classroom at morning snack. Child will stay for circle, learning centers, lunch and rest time. Child will return to previous class after rest time.	Child will go to the new classroom after parent drops off. Child will stay for circle, learning centers, lunch, rest time and pm snack. Child will return to previous class after pm snack time.
Teacher Comments:	Teacher Comments:	Teacher Comments:	Teacher Comments:	Teacher Comments:

\* After first week of transition, teachers from each class will meet. If a second week of transition is needed, day 5 outline applies. If not, on day 6 the child should be dropped off and picked up from the new classroom by the parents.



## **CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

### **45 DAY ASSESSMENT**

Each child entering a program for the first time (due to new enrollment or new classroom) will be assessed using the Ages & Stages Questionnaire (ASQ) for their current age level. Staff may include families by offering the ASQ for use at home, but is not required.

This assessment will provide teachers with useful information so that they may best plan according to the child's needs.

A notification letter will be sent to the parents of the child to offer a conference regarding their child's 45 day assessment, and/or the child's transition. The parent may return the slip requesting the conference in person, via the telephone, or they may decline to have a conference. If the conference is declined, the letter will be signed by the parent with a check indicating they do not wish to meet, and the letter will be filed in the child's assessment file folder. If the parent chooses to have a conference in person or via telephone, the assessment will be signed off by the parent, as well as the conference form and filed in the child's assessment folder.

### **B. PROVIDING HELP FOR FAMILIES**

Observations and assessments are completed for each child in our program. If a concern should arise on the part of the teacher/caregiver and/or the family of a child, the following steps shall be taken.

- ⇒ Teachers will consult with Administration regarding concerns with the student and discuss the findings of the observation and/or assessment.
- ⇒ A private meeting between the teacher, parent or guardian will be arranged to address the concerns that are present for the child. (A member of Administration may attend meeting)
- ⇒ Staff will help guide the parent or guardian in the direction of proper help or services available to the early learning community. This could be the family physician or pediatrician, the local Intermediate Unit or other community agencies.

There are numerous resources available in our community to address needs or concerns and it is our job to encourage and assist families in finding the right type of support services for their child.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

POLICY: DAILY RECORD KEEPING/  
DAILY HEALTH CHECKS

POLICY NO: 8

EFFECTIVE DATE: 1-14-12

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**For each child, two forms will be completed daily:**

1. **Family/Caregiver Information Exchange:** Upon daily arrival at the program site, each child will be observed by the caregiver for signs of illness/injury that could affect the child's ability to participate in the day's activities. The family will supplement these observations with an oral or written exchange of information with the child's caregiver. The written record of illness findings from these daily checks will be kept for at least 3 months to help identify outbreaks.
2. **Enrollment/Attendance/Symptom Record:** The classroom teacher will complete the Enrollment/Attendance/Symptom Record to log attendance and any illness/injury the child is known to have. The E/A/S Records will be reviewed by the office to identify patterns of illness.

# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: TUITION  
EFFECTIVE DATE: 1-14-12

POLICY NO: 9

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All custodial parents and/or legal guardians are required to sign a fee agreement prior to enrollment of their child in Children Central Child Care / Learning Center. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

## **A. Payment schedule**

Tuition payments are due on a weekly or monthly basis as determined at enrollment, and in advance of services delivered. Two weeks tuition (One week tuition for deposit, plus first week tuition), is due prior to the first day of enrollment. Cash, check, or money order are accepted forms of payment. Receipts will be given for tuition payments made by cash. There are no deductions for holidays, illness, or closure due to extreme circumstances.

There will be a \$35.00 service fee charged for any checks returned by the bank. Parents will be responsible for re-issuing payment. If the tuition payment is not re-issued by the 7<sup>th</sup> of the month, it will be considered late, and a late fee will apply (see #D below).

## **B. Early Drop**

Tuition covers a 10 1/2 hour day starting at 8:00 am to 6:30 pm. An “Early Drop” fee of \$12 per week, or \$5 per half-hour before 8:00am, pro-rated on half-hour increments (up to a maximum of \$12).

## **C. Late Pick-up**

Children Central Child Care / Learning Center closes at 6:30 pm.

There is a late fee of \$10.00 for every five minutes past 6:30 pm.

## **D. Late Payments**

For monthly payments, if tuition payment is not received by the 7<sup>th</sup> of the month, it will be considered late and a late fee of \$25 will apply. A \$15 fee will be assessed for each week thereafter until tuition payment is received. For weekly payments, the tuition is due on Friday prior to the week of attendance. A late fee of \$15 will be charged each week if tuition is not paid by Monday at 6:30pm. If at any time (within a 12 month period) the bank returns another check for non-sufficient funds, all future tuition payments must be made by cash or money order.

## **CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

### **E. Vacation / Sick Days**

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Children Central Child Care / Learning Center.

### **F. Subsidized Care**

Children Central Child Care / Learning Center accepts child care subsidies from Bucks County CCIS/Apple Child Care Services, Inc., NACCRA, any other organization at the Owners' discretion.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Children Central Child Care / Learning Center. Parents of subsidized children are also required to sign a tuition/ fee agreement, agreeing to be personally responsible for the payment of their co-pay.

### **G. Family Discount**

A 10% discount will be given to the lowest tuition to families enrolling two or more children. The registration fee for one child is \$75, for two children it is \$125, and for 3+ children it is \$140. Discounts cannot be combined on one child.

### **H. Additional days / Change of schedule**

Requests for schedule changes and additional days must be in advance and approved by the office. Children will not be allowed to attend Children Central Child Care / Learning Center on unscheduled days without prior approval.

There is a charge of \$50 fee for each additional day added to the regular schedule, and a \$35 fee will be charged for switching regularly scheduled days.

Any reduced change of schedule requires a 2 week notice (i.e. going from 5 days per week to 4 days per week). The tuition for the current schedule will be charged during the 2 week notice.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: SCHEDULING**  
**EFFECTIVE DATE: 1-14-12**

**POLICY NO: 10**

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Parents who wish to change their child’s days, times of enrollment or add additional days at Children Central Child Care / Learning Center must submit a request to do in advance of the proposed change. Schedule changes are subject to availability and approval and are on a first come first serve basis.

The Director will notify the parents if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available, parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

POLICY: SUPERVISION  
EFFECTIVE DATE: 1-14-12

POLICY NO: 11

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**A. Principle:**

No child will be left unsupervised while attending the program. At least two staff will always be available at all times. Caregivers will directly supervise children by sight and hearing at all times, even when the children are sleeping. Caregivers will regularly count children on a scheduled basis, at every transition, and whenever leaving one area and arriving at another to confirm the safe whereabouts of every child at all times. Staff will assess the environment for opportunities to improve visibility and hearing of child activities with such devices as convex mirrors.

**B. Child: Staff Ratios:**

Child:staff ratios followed by this program will always comply with the following requirements according to state regulations. Our goal is to maintain the following standards for child:staff ratios, which are recommended by the Department of Public Welfare whenever children are in care:

Class	Age	Child:Staff	Maximum Group Size
Infant	0-12 months	4:1	8
Young Toddler	12-24 months	5:1	10
Older Toddler	24-36 months	6:1	12
Preschool	36 months-5 years	10:1	20
Kindergarten	5 -6 years	15:1	15
Kindergarten Enrichment & Young School Age 1 <sup>st</sup> - 3rd grade		12:1	24

When there are mixed-age groups in the same room, the child:staff ratio and group size will be consistent with the age of the youngest child.

**C. Supervision of Active (Large Muscle) Play:**

1. Observation of active (large muscle play in indoor and outdoor spaces) will be as follows: High-risk play areas (i.e., climbers, slides, and water play) will receive the most staff attention.
3. All children using playground or indoor play equipment will be supervised. No children will be permitted to go beyond a caregiver's range of direct supervision. Child:staff ratios will be at least as stringent as for other child care activities. Every child will be specifically assigned
4. to a caregiver to be regularly counted to confirm their safe whereabouts at all times.

## **CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

### **D. Family/Staff Communication:**

The facility will promote communication between families and staff by using written notes as well as informal conversations. Families are encouraged to leave written notes with important information so all the caregivers who work with the child can share the parent's communication. Caregivers will write notes for families on a daily basis. Staff will use these notes to inform families about the child's experiences, accomplishments, behavior, sleeping, feeding and other issues related to personal care such as wet diapers and bowel movements for infants and toddlers.

# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: DISCIPLINE  
EFFECTIVE DATE: 1-14-12

POLICY NO: 12

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## **A. Philosophy of Discipline:**

A young child needs to learn about the world. He/she is trying to make sense of their surroundings, relationships and is trying to learn how to behave in this “mysterious place.” Young children are striving for understanding, independence, and self-control. A child learns by exploring, experimenting and testing the limits of his/her environment and experiencing the consequences of his/her behavior. In this way, he/she comes to understand how the world works and his/her own limits.

Our approach to guidance and discipline is to promote a sense of independence, autonomy, and self-esteem, while maintaining the control necessary for a safe and non-threatening environment. The basis of this control is a secure, developmentally appropriate care giving environment. This positive “yes” environment allows children to experiment and test their own behavior within clearly defined limits.

Caregivers will use positive guidance, redirection, planning ahead to prevent problems, encouragement of appropriate behavior, consistent clear rules, and involving children in problem solving to foster the child's own ability to become self-disciplined. Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. Caregivers will encourage children to respect other people, to be fair, respect property, and learn to be responsible for their actions.

Caregivers will guide children to develop self-control and orderly conduct in relationship to peers and adults. Aggressive physical behavior toward staff or children is unacceptable. Caregivers will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior. Caregivers will use discipline that is consistent, clear, and understandable to the child.

## **B. Permissible Methods of Discipline:**

For acts of aggression and fighting (e.g., biting, hitting, etc.) staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems that they have not yet learned to solve. In addition, staff may:

1. Separate the children involved.
2. Immediately comfort the individual who was injured.
3. Care for any injury suffered by the victim involved in the incident.
4. Notify parents or legal guardians of children involved in the incident.
5. Review the adequacy of caregiver supervision, appropriateness of facility activities, and administrative corrective action if there is a recurrence.

**Physical restraint** will not be used except as necessary to ensure a child's safety or that of others, and then in the form of holding by another person as gently as possible only for as long as is



## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

necessary for control of the situation.

**Medicines or drugs** that will affect behavior will not be used except as prescribed by a child's health care provider and with specific written instructions from the child's health care provider for the use of the medicine.

**Redirection** will be used if other management techniques are ineffective. Redirection or removal of a child from the environment may be used selectively for children over 18 months of age who are at risk of harming themselves or others. The redirection will be just long enough to enable the child to regain self-control. As a general rule this period will not exceed one minute per year of age. Caregivers will monitor the effectiveness of "time-out" and seek the help of a mental health consultant when approved behavior management strategies do not seem to be effective.

### **C. Prohibited Practices (Child Abuse):**

Caregivers will not use physical punishment or abusive language.

### **D. Biting**

Children Central Child Care / Learning Center recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 year old classrooms. Due to the fact that biting is developmentally appropriate, staff must realize that a child may either bite or be bitten. The staff needs to understand that parents are concerned and can be upset when their child is involved in a biting incident. The staff must work to identify situations, which provoke or elicit this behavior so it can be prevented in the future. The staff will not punish or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. The staff will first care for the child that is injured then talk to and redirect the child who did the biting.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will redirect the child, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Furthermore, children, in the older age groups, who have recurring instances of biting in a school year will have their services terminated, since the safety of all the children in the program is of the utmost concern to Children Central Child Care / Learning Center.

Staff will notify parents by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Children Central Child Care / Learning Center cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: MANDATED REPORTING OF SUSPECTED  
CHILD ABUSE AND/OR NEGLECT

POLICY NO: 13

EFFECTIVE DATE: 1-14-12

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Employees of Children Central Child Care / Learning Center are required by law to report any suspected incidences of child abuse or neglect.

Violation of this policy will result in disciplinary action.

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Children Central Child Care / Learning Center are considered mandated reporters, under this law. The employees of Children Central Child Care / Learning Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Children Central Child Care / Learning Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Children Central Child Care / Learning Center cannot be held liable for reports made to Child Protective Services, which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- “ Unusual bruising, marks, or cuts on the child’s body
- “ Severe verbal reprimands
- “ Improper clothing relating to size, cleanliness, season
- “ **Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)**
- “ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- “ Not providing appropriate meals for your child
- “ Leaving a child unattended for any amount of time
- “ Failure to attend to the special needs of a disabled child
- “ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- “ Children who exhibit behavior consistent with an abusive situation

Please refer to the child abuse and neglect procedures for additional information.

# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: AUTHORIZED CAREGIVERS  
EFFECTIVE DATE: 1-14-12

POLICY NO: 14

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## **A. Documentation of Authorized Caregivers:**

Children Central Child Care / Learning Center will maintain in the files, written authorization by the child's parent or legal guardian of the names, addresses, and telephone numbers of individuals whom the parent or the legal guardian have approved to care for the child, to pick up the child for them, and to take the child out of the facility on trips.

## **EMERGENCY CONTACT FORMS**

At enrollment, parents will be presented with an emergency contact form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick up their child from Children Central Child Care / Learning Center. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

The persons on the emergency contact form will be required to provide Government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

DPW regulations require that the emergency contact form be filled out annually with a 6-month up-date. Failure to properly update emergency contact forms can result in dismissal from Children Central Child Care / Learning Center. All changes and/or additions to the emergency contact form must be made in writing, be signed and dated. Only custodial parents have the right to make changes or additions to this form.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program. Parents do not need to be listed on the emergency contact form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the emergency form have the right to act "In Loco Parentis". In loco parentis status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the emergency contact form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

Children Central Child Care / Learning Center reserves the right to refuse/ban any person listed on the emergency contact form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

each person on the Emergency Contact Form of the policies/procedures.

### **B. Sign-In/Sign-Out Procedure:**

Upon arrival at Children Central Child Care / Learning Center, 882 Town Center Drive, Langhorne, the parents or the adult dropping the child off, must check their child(ren) into the computer sign-in terminal located in the lobby. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the child care facility. Parents are required to help children put away their outerwear and get settled for the day.

Due to strict ratios, parents are not permitted to bring their child into the center prior to their scheduled hours without proper notification and approval by the center. Parents must adhere to their scheduled hours.

Parents are required to notify the child's teacher or the Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or the Director. These special instructions include but are not limited to: early pick-up, alternative pick-up person, health issues which need to be observed and/or any general issues of concern the child care providers should be aware of to best meet the needs of the child throughout the day.

Children Central Child Care / Learning Center does not serve or provide breakfast in the morning. Parents are expected to feed their child a nutritious breakfast prior to arriving at Children Central Child Care / Learning Center. Parents may make prior arrangements to bring in breakfast for their children. Any breakfast meal must be finished before 8:00 am.

### **C. Notification of Absence**

**Parents should to inform the center by 9:00 am if a child will not be at the center** on a scheduled day or will be late. This will enable the center to maintain appropriate ratios and help the classroom teacher effectively plan for the day.

### **D. Policy for Handling an Unauthorized Person Seeking Custody:**

1. Children Central Child Care / Learning Center will contact the custodial parent or legal guardian named on the Application for Child Care Services.
2. Telephone authorization to release a child to someone who does not usually pick up the child will be accepted only with prior written authorization from the custodial parent or legal guardian for such an exceptional release of the child. The Director, or staff person will document the results of this and to whom the custodial parent or legal guardian gave telephone authorization for release of the child.
3. No child will be released without the presence or permission of the custodial parent or legal guardian.
4. Any authorized person who is not recognized by the staff will be required to provide photo

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

identification such as a driver's license, work or school ID before the child is released. The custodial parent or legal guardian may provide a photograph of authorized persons for pick-up of the child which will be kept in the child's record at the facility.

5. Children Central Child Care / Learning Center will notify the police if an unauthorized person seeks custody of the child.

### **E. Policy for Handling Persons Who May Pose a Safety Risk:**

(Includes abusive parents or legal guardians and any adults who cannot take the child safely from the facility).

1. The child will not be released to anyone who cannot safely care for the child.
2. The Director will notify the police by calling 911 to manage an adult under the apparent influence of drugs/alcohol or an individual who poses a safety risk.
3. The Director will contact the emergency contact person to make arrangements for the child's transport to a place of safety. If no one is available to care for the child, child protective services will be contacted for guidance.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: PICK UP PROCEDURES**  
**EFFECTIVE DATE: 1-14-12**

**POLICY NO: 15**

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**A. PICK-UP**

Parents or other authorized adults are required to sign their child out of care on the computer sign-out terminal located in the lobby. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on Center premises.

Parents or authorized adults must be prepared to provide government issued photo ID when picking up child. Children Central Child Care / Learning Center reserves the right to refuse release of a child to any person who does not have proper ID.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up.

**B. LATE PICK-UP:**

Late pick-up of child(ren) at the center past their scheduled time must be previously approved by the office.

All measurements of time are to be according to the Children Central Child Care / Learning Center’s clock located in the lobby. Children Central Child Care / Learning Center closes at 6:30 PM. A late fee of \$10.00 per every 5 minutes after 6:30PM will be charged, payable directly to the teacher upon pick-up.

Children Central Child Care / Learning Center reserves the right to terminate enrollment should a child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up.

**C. PARKING**

Parking spaces have been reserved for parents dropping-off and picking-up their children, in front of the center. Handicap parking is available near the ramp in front of Langhorne Dialysis and should be used by only those with handicap plates.

For the safety of the children all cars should be turned off when parked in the lot. At no time should a car be left running while unattended.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

POLICY: SAFETY SURVEILLANCE  
EFFECTIVE DATE: 1-14-12

POLICY NO: 16

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**A. Hazard Identification and Correction:**

Children Central Child Care / Learning Center will conduct quarterly inspections of the facility for hazards. The results of the site inspections will be reviewed by the Owners and Director to arrange for correction of hazardous conditions identified.

**B. Fire Emergency Drills**

Children Central Child Care / Learning Center conducts monthly fire drills, and annual emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, staff may not release children to parents. Parents must wait until the drill is complete and children have returned to the building to sign their child into or out of the program.

In the event of a real fire/emergency situation, the Director or designee will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in or out will have to leave the premises with their child. All other parents or emergency contact persons will be notified by the office of the situation.

**C. Alternate Safe Location**

Should the administration of Children Central Child Care / Learning Center or any emergency services personnel determine the building, which houses the child care center to be too dangerous to be occupied, the staff and children, will be taken to the lobby of the building across the street that has previously been designated as the alternate safe location. This has been pre-arranged by the Middletown Township Fire Marshall. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 1 hour of the telephone call.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: CONFIDENTIALITY**  
**EFFECTIVE DATE: 1-14-12**

**POLICY NO: 17**

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Within CHILDREN CENTRAL CHILD CARE / LEARNING CENTER, confidential and sensitive information will only be shared with employees of CHILDREN CENTRAL CHILD CARE / LEARNING CENTER who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as CHILDREN CENTRAL CHILD CARE / LEARNING CENTER strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with CHILDREN CENTRAL CHILD CARE / LEARNING CENTER.

Outside of CHILDREN CENTRAL CHILD CARE / LEARNING CENTER, confidential and sensitive information about a child will only be shared when the parent of the child has given written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of CHILDREN CENTRAL CHILD CARE / LEARNING CENTER, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality Policy will not be permitted on the Center’s property thereafter. Refer to the policy regarding parent’s right to immediate access for additional information regarding disenrollment of a child when a parent is prohibited from accessing the Center’s property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of CHILDREN CENTRAL CHILD CARE / LEARNING CENTER are strictly prohibited from discussing anything about another child with you.



**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

POLICY: RELEASE OF CHILD'S RECORDS  
EFFECTIVE DATE: 1-14-12

POLICY NO: 18

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**RELEASE OF CHILD'S RECORDS**

Upon written request, Children Central Child Care / Learning Center may release a child's educational records, including health records and other information that would be helpful in planning his/her educational program. Request forms are available through the office. Please allow a minimum of 48 hours to process your request.

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: CARE OF ACUTELY ILL CHILDREN  
EFFECTIVE DATE: 1-14-12

POLICY NO: 19

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### A. ADMISSION AND EXCLUSION:

Children Central Child Care / Learning Center follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education Young Children (NAEYC) 1-800-424-2460.

Parents will be required to pick up a sick child within 1 hour of notification by phone. If the parent cannot be reached, the staff will call the people listed on the emergency contact form until arrangements can be made for the child to be picked up. Teachers must get permission from administration before a parent or guardian is called to pick up the child.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Parents of children who have been diagnosed with a contagious disease must present a doctor's note stating their child is no longer contagious in order to return to the program. Children Central Child Care / Learning Center reserves the right to refuse to allow a child to return if the Director or designee believes the child to be too ill to participate in the program.

All schools and child care programs must have health care policies in place per the Department of Public Welfare. These policies are based on the advice of health care experts. We will not allow children with any of the following symptoms to be or remain in our care:

1. Children with higher than normal temperature of **98.6 degrees** may be asked to be picked up by a parent/guardian. The decision will be based on whether other symptoms exist such as the following:
  - a. Diarrhea, earache, signs of irritability or confusion, fatigue, dizziness, sore throat, and/or rash.
  - b. Child is unable to participate comfortably in activities that the facility routinely offers for well children or mildly ill children.
  - c. Keeping the child in care poses an increased risk to the child or the other children or adults with whom the child will come in contact.

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

2. In the **first 24 hours of any antibiotic treatment-** including eye drops for conjunctivitis (1 full school day.)
3. Vomiting on 2 or more occasions in a 12 hour period. (includes time at home)
4. Diarrhea of 2 or more watery stools in a 12 hour period. (includes time at home)
5. Draining rash or sore.
6. Yellow skin or eyes.
7. Eye discharge or pink eye.
8. Any oozing sore that cannot be covered.
9. Lice or scabies – readmitted after treatment and no visible signs or symptoms.
10. Stiff neck

**\*A child with above normal temperature must be fever free for 24 hours without medication to return\***

While having a sick kid is a hardship for most families, it is important that parents enact the Golden Rule (do unto others as you would have them do unto you) in that if you wouldn't want your son or daughter playing with a sick child who exhibits certain illnesses, then the same holds true for them as well.

**HERE'S A SIMPLE TEST:** Whenever in question of whether or not to bring in your child to day care/school, ask yourself, 'would I be upset if someone brought their child, in the same condition mine is in, to play with my healthy child and risk my having to stay home with a sick child the following day?'

If the answer is 'YES' - **DO NOT BRING YOUR CHILD TO DAY CARE/SCHOOL!**

Providers and teachers report that families will often drop off a sick child with a fever or who has just recently thrown up because of work arrangements. That creates not only a major health risk to *all youngsters* but is terribly unfair to the sick child as well. Plus, recovery time is shorter with a sick patient who is given plenty of rest, and some good ol' TLC.

Parents will be required to pick up a sick child within **1 hour** of notification by phone. If the parent cannot be reached, the staff will call the people listed on the emergency contact form until arrangements can be made for the child to be picked up.

We will strictly adhere to the Children Central healthcare policies. If your child is home for more than one day due to an illness please provide us with a physician's note with diagnosis, treatment, and approval to return to care.

**However, Children Central reserves the right to refuse to allow a child to return to school if Administration believes the child to be too ill or contagious to participate in the program.**

We ask for your continued cooperation to keep our children healthy!

**\*Changes may be made to this policy as deemed necessary in the event of possible outbreaks of certain illness (for example:flu, rotavirus, RSV etc.)**

**Children will be excluded if:**

1. The child's illness prevents the child from participating comfortably in activities that the facility routinely offers for well children or mildly ill children.
2. The illness requires more care than the child care staff members are able to provide

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

without compromising the needs of the other children in the group.

3. Keeping the child in care poses an increased risk to the child or to other children or adults with whom the child will come in contact as defined in Preparing for Illness.

### **B. ADMISSION AND PERMITTED ATTENDANCE:**

Specific conditions that do not require exclusion are:

1. Children who are carriers of an infectious disease agent in their bowel movement or urine that can cause illness, but who have no symptoms of illness themselves. Exceptions include E. Coli 0157:H7, shigella or Salmonella typhi.
2. Children with conjunctivitis (pink eye) who have a clear, watery eye discharge and do not have any fever, eye pain, or eyelid redness.
3. Children with a rash, but no fever or change in behavior. Children with Cytomegalovirus infection, Parvovirus B19, HIV or carriers of Hepatitis B.

### **C. PROCEDURE FOR MANAGEMENT OF SHORT TERM ILLNESS:**

The Director will decide whether a child who is ill will be permitted to come for the day or remain in the program. If a child appears mildly ill, but will be staying for the day:

1. The child's caregiver will complete a symptom record to document date, time, symptoms of illness.
2. The caregiver will discuss with the parent or legal guardian treatment for the child and develop a plan for care. The staff should consult the Director if they have questions or do not understand the instructions provided by the health care provider.
3. The caregiver will complete the symptom record during the period the child is in care and give a copy of the symptom record to the parent or legal guardian when the child leaves the program for the day.

If the child becomes ill during the time the child is in care:

1. The caregiver will notify administration and complete the symptom record.
2. The Director will determine if the child may remain in the program or is too ill to stay in child care.
3. Administration or the classroom teacher will call the parent or legal guardian.
4. The child's symptoms will be treated as agreed upon with the parent or legal guardian. The treatment will be written on the symptom record. The child will be reassured by the caregiver.
5. The symptom record will be given to the parent or legal guardian so that the parent or legal guardian has the information needed to continue the child's care and, if necessary, to consult the child's health provider for management of the child's illness.
6. If the child is too ill to stay in child care, the child will be provided a place to rest until the parent, legal guardian or designated person arrives. The child will be supervised at all times by someone familiar with the child.

# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: HEALTH PLAN  
EFFECTIVE DATE: 1-14-12

POLICY NO: 20

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## **A. Child Health Services:**

All children are required to have a physical examination form filled out by a licensed medical professional in order to attend Children Central Child Care / Learning Center. The physical examination form, indicating the child's fitness to attend Children Central Child Care / Learning Center must be completed by a licensed healthcare professional and returned to the Center Director within the first 30 days of enrollment. The Department of Public Welfare requires that each child have a "well check-up" at the following ages: 6 weeks, 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 2 years, 3 years, 4 years, 5 years, 6 years, 8 years, 10 years and 12 years. The Director will supply you with a child health appraisal to be completed and signed by your doctor.

Regulations regarding attendance of children who are not immunized due to religious or medical reasons will be followed. Un-immunized children will be excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Children will not be excluded for failure to be immunized if they have an appointment for immunizations and have their immunizations initiated within one month. A child whose immunizations are not kept up-to-date will be dismissed after three written reminders to the parent or legal guardian over a 3 month period. The Director will check the facility's records to be sure each child's immunization and other routine preventive health services are current and will remind parents and legal guardians to provide documentation of health assessments.

## **B. Health Consultation:**

To serve as health consultants for child care, nutrition professionals, oral health professionals, mental health professionals and other health professionals should have pediatric credentials or advanced training in pediatrics.

## **C. Health Education:**

Health education will be a part of the curriculum for staff, families and children. Topic areas for staff and families may include: nutrition, stress management, exercise, child development, prenatal care, management of chronic disease, substance abuse, safety, first aid, control of infectious disease and other topic areas based on community needs and interests.

Speakers and materials may be obtained from community hospitals, children's hospitals, voluntary health organizations, public health departments, health consultants, drug and alcohol programs, medical/oral health/nursing/mental health providers and organizations, health agencies, and local colleges and universities.

All health education activities and materials for children will be developmentally appropriate.

Health practices will be integrated into daily routines and focused on topic areas such as Child Passenger Safety Week, Heart Month, Week of the Young Child, and Fire Prevention Month. Topic areas for children include: physical health, oral health, social health, emotional health, medication and substance abuse, safety, first aid, and preventing infectious diseases.

## **CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

Children Central Child Care / Learning Center will notify parents and legal guardians if sensitive topic areas are included in the health education plan. Parents or legal guardians must notify the staff of the facility if they do not want their children to be involved in activities related to a specific topic.

### **D. Children with severe allergies**

For the safety of each child, parents are required to provide a signed copy of the “Authorization For Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy. This form can be obtained by request from the Director.

Parents also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases Children Central Child Care / Learning Center from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the

“Authorization for Emergency Care for Children with Severe Allergies” form,

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: MEDICATION POLICY**  
**EFFECTIVE DATE: 1-14-12**

**POLICY NO: 21**

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Children Central Child Care / Learning Center will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Children Central Child Care / Learning Center follows the instructions on the prescription bottle and will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Authorization Form ('Medication Log') each time medication is to be dispensed. Medication Authorization Forms, doctor's notes and medication are to be turned into the child's teacher or the Director.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: PARENT CODE OF CONDUCT  
EFFECTIVE DATE: 1-14-12

POLICY NO: 22

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Children Central Child Care / Learning Center require that the parents of enrolled children behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals of Children Central Child Care / Learning Center is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Children Central Child Care / Learning Center, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct may no longer be permitted on the Center property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding disenrollment of the child when a parent is not permitted on agency property.

## **A. SWEARING/CURSING:**

No parent or adult is permitted to curse or use other inappropriate language on Center property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff. Staff receiving such treatment are to notify the Director before addressing the situation.

## **B. THREATENING OF STAFF, CHILDREN OTHER PARENTS OR ADULTS :**

Threats of any kind will not be tolerated. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the Center will not assume the risk of a second chance.

PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

## **C. PHYSICAL/VERBAL PUNISHMENT OF CHILDREN**

Since Children Central Child Care / Learning Center does not support or condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish a child not their own. If a parent should witness a child, not their own, behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or center Director.



## **CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

Furthermore, it is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention. At that point, the teacher and/or the Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our center have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

### **D. SMOKING:**

For the health of all of Children Central Child Care / Learning Center there is no smoking in the building, on the grounds, and in the immediate parking lot of Children Central Child Care / Learning Center.

### **E. VIOLATIONS OF THE SAFETY POLICY:**

Parents are required to follow all safety procedures at all times. These procedures are designed to protect the welfare and best interest of the employees, children and associates of Children Central Child Care / Learning Center. Please be particularly mindful of Children Central Child Care / Learning Center's entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may be polite, however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Director.

### **F. CONFRONTATIONAL INTERACTIONS WITH STAFF, OTHER PARENTS OR ASSOCIATES OF Children Central Child Care / Learning Center:**

While it is understood that parents will not always agree with the employees of Children Central Child Care / Learning Center or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

### **G. VIOLATIONS OF THE CONFIDENTIALITY POLICY:**

Children Central Child Care / Learning Center takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the center. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but to all children, families and employees associated with Children Central Child Care / Learning Center. Any parent who shares information considered to be confidential, pressures employees, or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: PARENT'S RIGHT TO IMMEDIATE ACCESS AND COURT ORDERS**

**POLICY NO: 23**

**EFFECTIVE DATE: 1-14-12**

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Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Children Central Child Care / Learning Center as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Children Central child Care / Learning Center must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order** on file with Children Central Child Care / Learning Center **both** parents shall be afforded equal access to their child as stipulated by law. Children Central Child Care / Learning Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Children Central Child Care / Learning Center suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Children Central Child Care / Learning Center staff will contact the local police should a conflict arise.

Children Central Child Care / Learning Center will dismiss any child whose parent is prohibited from entering agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Children Central Child Care / Learning Center cannot have a child at the agency when the child's parent is prohibited access on Children Central Child Care / Learning Center grounds/premises. Children Central Child Care / Learning Center will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Children Central Child Care / Learning Center is obligated to follow the order for the entire period it is in effect. Employees of Children Central Child Care / Learning Center cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Children Central Child Care / Learning Center will report any violations of these orders to the court.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

POLICY: DISMISSAL  
EFFECTIVE DATE: 1-14-12

POLICY NO.: 24

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Children Central Child Care / Learning Center reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within three weeks of the dismissal. A company check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Director or designee will assist the parent in gathering their child's belongings at the time of dismissal. Parents are required to leave agency property in a calm and respectful manner, immediately. Children Central Child Care / Learning Center will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Director if they wish to return to center property following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the Center by calling, writing, or any other means, will be prosecuted to the fullest extent of the law.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: WITHDRAW**  
**EFFECTIVE DATE: 1-14-12**

**POLICY NO.: 25**

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Two weeks written notice is required when withdrawing a child. If the required notice is not given, parents will be charged tuition for the two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter the Center property without prior permission of the Director/Owner. A withdrawn child and his/her parents are required to call and request an appointment with the Director if they wish to return to agency property following the last day of enrollment. Appointments are made at the discretion of the Director and are not a right of the withdrawn child or parent.

# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: TRANSPORTATION AND FIELD TRIPS  
EFFECTIVE DATE: 1-14-12

POLICY NO.: 26

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## **A. Daily Transport to and from the Program:**

All motor vehicle transportation provided by parents, legal guardians, child care staff or others designated by the legal guardians will include use of age, and size-appropriate seat restraints. If the parent or legal guardian does not provide appropriate seat restraints or resists using them for their children, staff will remind them about the risk involved and any applicable laws that require use of restraints for transport of children. Education of families and staff will be provided by local public safety and emergency personnel with specialized training. The trainer will be identified by the National Highway Traffic Safety Administration. Restraints for children with special needs will be appropriate for the child.

Staff will encourage families to safely secure their children appropriately when they arrive and depart the program site. The number of adults and children transported in the vehicle will be limited to the manufacturer's stated capacity for the vehicle.

## **B. Vehicular Requirements:**

1. The vehicle will be licensed according to state law.
2. The vehicle will be insured for the type of transport being provided.
3. The vehicle will be equipped with a first aid kit and emergency information for all children being transported.
4. The vehicle will contain a cell phone to communicate with the center.
5. All vehicles and passenger restraint systems used by the facility will be inspected weekly to be sure they are kept clean and safe.

## **C. Driver Requirements:**

1. Requirements for drivers will apply to staff and any others who transport children on behalf of the facility.
2. Requirements for staff qualifications related to child abuse and criminal records will apply to drivers.
3. Drivers will hold a current state driver's license that authorizes them to operate the vehicle.
4. Drivers will be certified in Infant/Child First-Aid as required of other staff.
5. Drivers will be instructed in child passenger safety precautions, including:
  - use of safety restraints
  - permissible drop-off and pick-up sites
  - how to check the vehicle before and after each trip for children who might be hiding in, under and behind the vehicle
  - handling of emergency situations
  - responsibility for supervision of children in usual and unusual circumstances that

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

involve the vehicle or the passengers.

6. Drivers will obey the signs posted in the vehicle, will not use earphones while driving, and will not have used alcohol for at least 12 hours prior to transporting children or operating the program's vehicles. Drivers will not take any medications that will impair their ability to drive. The program will require drug testing when necessary.
7. Drivers will know and keep instructions in the vehicle for the quickest route to the nearest hospital from any point on their route.

### **D. Seat Restraint Requirements:**

1. Each child will be fastened in his/her own individual, correctly installed safety seat, seat belt, or harness federally approved for the child's weight, height, and age until they are 8 years of age. The safety restraint device must display a label that says that the restraint meets federal Motor Vehicle Safety Standard 213. Car seat harness straps will be properly adjusted to fit the child.
2. Restraints will be installed and used according to the instructions provided by the manufacturer of the vehicle and the manufacturer of the seat restraint. Since the method of installation of car seats differ from one another, car seats will be installed in vehicles under the control of the facility only by staff who have received training in use of this equipment and in a manner verified as correct by an NHTSA-certified car seat technician.
3. Compliance with the above policies will be determined by spot checks and interviews performed by the Director.

### **E. Route Planning and Trip Safety:**

1. Children Central Child Care / Learning Center will map out all routes in advance, provide this information to drivers, parents, legal guardians and accompanying caregivers, and ensure adequate insurance coverage.
2. The location of rest rooms, sources of water and telephones will be determined in advance. Children may only use a public rest room if they are accompanied by a staff member.
3. All trip participants will wear identifying information that, for children, gives the program's name and phone number.
4. A parent or legal guardian will sign an informed consent before each trip & for each child.
5. A first-aid kit, emergency contact information, and emergency transport authorization the children in the group will be taken on all trips.
6. Children will be counted every 15 minutes while on a field trip.
7. Walking trips:
  - The children will learn pedestrian safety by caregiver role-modeling and verbal reinforcement.
  - Caregivers will keep younger children together, by having an adult hold each child's hand, or by another means that keeps the child physically connected to an adult at all times.
  - A designated adult will supervise the children at the front and another adult at the back of each group.
8. Motor vehicle trips:

## **CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

- No children who are too small to use a shoulder-lap belt restraint and airbag system will ride in the front seat.
- Staff will explain rules of the road and provide a positive example by obeying these rules; children will be asked to point out and identify traffic warning signs.
- Children will not be transported for more than an hour, one way, on a daily basis.
- All children will be accounted for before the vehicle leaves the facility & when the children re-enter the vehicle upon return to the facility. Staff will conduct a 'sweep' of the vehicle each time the vehicle is parked to be sure that no child is left in the vehicle.
- Each child will be assigned to an adult for every part of the trip.
- Children will never be left alone in a vehicle or unsupervised by an adult.

### **F. Emergency Transportation**

In the event of a serious injury, accident or medical emergency involving your child for which immediate medical care is necessary, it is our intention to obtain that immediate care by arranging for him/her to be taken to the hospital. The child's teacher or the Director or designee will accompany the child.

Children Central Child Care / Learning Center frequently supplements the class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, and reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for any child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. Children Central Child Care / Learning Center provides all required supervision for all field trips, but always invites and welcomes parents to attend. Entrance fees are the responsibility of the parent.

Parents will not be permitted to transport any child, other than their own, on a Children Central Child Care / Learning Center sponsored trip.

If a child is not scheduled to attend on the day of a field trip and the parents wish for their child to participate in the trip, the parent must fill out an extra day form and administration will determine if space is available.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: SCHOOL CALENDAR**  
**EFFECTIVE DATE: 1-14-12**

**POLICY NO.: 27**

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Children Central Child Care / Learning Center will be closed in observance of New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Day, and up to two In-service Day (staff must report to work).

A current schedule of upcoming events is available in the office.



# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: EMERGENCY PLAN  
EFFECTIVE DATE: 1-14-12

POLICY NO: 28

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## **A. First-Aid Kits:**

First aid kits will be located in each classroom and will be kept inaccessible to children. It will be restocked following use to maintain the supply of items. An appropriately supplied first aid kit will be taken on trips (walking or vehicular) to and from the facility. The classroom teacher will check the contents of the first aid kits and replace missing or expired items monthly.

## **B. Emergency Phone Numbers:**

All caregivers will have immediate access to a device that allows them to summon help in an emergency.

The telephone numbers of the Fire Department, Police Department, Hospital, and Poison Control will be posted by each phone with an outside line. Emergency contact information for each child and staff member will be kept readily available. Telephone numbers for contractors who provide specific types of building repairs for this facility are kept in the front office. These contractors can be called for problems with electricity, heating, plumbing, snow removal, trash removal, and general maintenance. The list of emergency telephone numbers and copies of emergency contact information and authorization for emergency transport will be taken along anytime children leave the facility in the care of facility staff.

Emergency phone numbers will be updated at least every 6 months.

## **C. Lost or Missing Children:**

1. To prevent lost or missing children, staff will conduct a 15-minute count throughout the day, especially while on a field trip. A staff person will be responsible for performing a 'sweep' of the area or vehicle the children are leaving to be sure that no child is overlooked. Staff will identify and implement specific systems for speedy recovery of missing children, such as uniform, brightly colored T-Shirts, accessible identification and contact information for the children, and instructions to older children about what to do if they separate from the group. Staff will not make the child's name visible to a stranger who might use the child's name to lure the child from the group.
2. If it is determined that a child is missing or lost, the classroom teacher will immediately notify the local police or sheriff, the program Director, the parents or legal guardian, and other authorities as required by state regulations. If on a field trip, the staff will notify the facility management to assist in the search for the child.

## **D. Child Abuse: (See Discipline)**

## **CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

### **E. Injuries or Illnesses Requiring Medical or Dental Care:**

1. The caregiver who is with the child and who has had pediatric first aid training will provide first aid.
2. The classroom teacher will activate the Emergency Medical Services (EMS) system by dialing 911 when immediate medical help is required. The Director will contact a parent or legal guardian or, if the parent or legal guardian cannot be reached, the alternate emergency contact person. The emergency facility used by the program is Aria Hospital.
3. A staff member will accompany the child and remain with the child until the parent or legal guardian assumes responsibility for the child. Child:staff ratios will be maintained at all times for the children remaining in the facility. The Director will substitute for the missing caregiver in such emergencies.
4. The classroom teacher will complete an injury report form as soon after the incident as possible. The form will be signed by the parent or legal guardian. Copies will be distributed to the parent or legal guardian, the child's record at the facility, and the facility's Injury Log.
5. Dental Emergencies: Dental injuries will be given first aid as in #1 above. If emergency dental care is required, a staff member will accompany the child and remain with the child until the parent or legal guardian assumes responsibility for the child.

### **F. Serious Illness, Hospitalization, and Death:**

Children Central Child Care / Learning Center will immediately notify the Department of Health and DPW of a serious illness, hospitalization, or death of a child or staff member that occurs related to child care or during the child care day. The Director will plan and carry out communication with staff, families, children, and the community as appropriate.

### **G. Media Inquiries:**

Refer all media inquiries to the Director or Owners of Children Central Child Care / Learning Center. Do not allow access by the media to the facility during a crisis situation. Media access will be pre-arranged at times when staff and families have been informed and when such visits will cause the least amount of disruption to the program.

# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: SECURITY AND EVACUATION PLAN, DRILLS  
AND CLOSINGS

POLICY NO: 29

EFFECTIVE DATE: 1-14-12

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## **A. Security Plan:**

1. Entrances will be protected from unauthorized access by keeping all doors into the facility locked (to the outside).
2. In the event of an admission of an individual who subsequently demonstrates threatening behavior, the Middletown Township Police department will be called and all caregivers will be instructed to avoid the area where the threatening individual is located.

## **B. Evacuation Procedure:**

1. Child:staff ratios will be maintained, and the children will be evacuated.
2. Children who cannot walk out of the building on their own will be evacuated as planned in consultation with a fire safety professional.
3. Staff will count the children in each group being evacuated and count the children again when they reach the evacuation destination.
4. Staff will give children clear, simple instructions about exiting the facility. Children will stop their activities immediately at the sound of the alarm and proceed to the exit door.
5. The classroom teacher will carry attendance and emergency contact information from the facility to the meeting place and compare attendance at the meeting place to the attendance sheet to be sure no children or staff have been left behind.
6. To assure complete evacuation has occurred, the last person to leave each part of the facility will conduct a final, thorough 'sweep' of all areas accessible to children (whether or not children are allowed in those areas).
7. If re-entry into the building is not possible, children will be evacuated to a temporary shelter. Staff should remain calm and speak to the children in a reassuring manner.
8. Teachers will carry backpacks that have previously been packed with minimal supplies, as well as a first aid kit necessary to take care of the children until parents, legal guardians, or designated person can take the child home.
9. The temporary shelter has good lighting, ventilation, seating for the children and restroom available.
10. Families will be notified by telephone.
11. Evacuation procedures will be posted in the facility in each classroom.
12. Evacuation drills will be held annually. The timing of the drills will be varied to include early morning, mealtimes, and nap times. Children will be appropriately prepared for and reassured during drills.
13. All new staff will receive pre-service training on the evacuation plan.

## **C. Fire or Risk of Explosion:**

1. Anyone who discovers smoke, fire or risk of explosion will pull the fire alarm.
2. Staff will follow the posted Evacuation Procedures.

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

3. The last person to leave a room will close the doors of that room, and turn the light off.
4. All staff is authorized to use the fire extinguisher where necessary and safe.
5. The Director will report a fire or explosion to the child care licensing agency within 24 hours.

### **D. Power Failures:**

1. Caregivers will comfort the children, explain the situation, and model for them how to remain calm.
2. The Director or Owners will discover if the power outage is confined to the facility or includes the neighborhood or surrounding areas.
3. Unless the power failure is accompanied by an emergency situation requiring evacuation (e.g. fire, flood, etc.), children will be kept inside. Should it be necessary to leave the building, staff will follow emergency evacuation procedures. Staff will look for and avoid any downed power lines.
4. The Director or Owners will call the local power facility and explain the situation, and request assistance.
5. If weather conditions do not permit the maintenance of safe temperatures within the facility, families will be notified by telephone.

### **E. Closing Due to Snow/Storm:**

1. Should Children Central Child Care / Learning Center need to close in the middle of the day, the school staff will attempt to reach each child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.
2. If weather conditions prevent a parent or legal guardian from reaching the facility to recover a child, Children Central Child Care / Learning Center will care for the child (maintaining proper child:staff ratios) until such time as the parent or legal guardian can safely reclaim the child.

### **F. Floods, Tornadoes, Hurricanes, Earthquakes, Blizzards or Other Catastrophes:**

1. Children Central Child Care / Learning Center is responsible for contacting local Emergency Preparedness Authorities and obtaining written instructions for what to do in the event of emergency that may occur in the region.
2. Anyone who learns about a significant health or safety hazard will notify the Director so appropriate action can be taken.
3. Staff will follow the appropriate, posted Emergency Procedures for the catastrophe and will wait for authorities to arrive.

# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: SANITATION AND HYGIENE  
EFFECTIVE DATE: 1-14-12

POLICY: 30

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## **A. Hand-washing:**

1. Teachers must make sure signs are posted at each sink with the times when hand-washing is required and the steps to follow.
2. All staff, volunteers, and children will wash their hands at the following times (as applicable):
  - Upon arrival for the day
  - When moving from one child care group to another or coming in from outdoors.
  - Before and after: eating, handling food, or feeding a child.
  - Giving medication.
  - Playing in water that is used by more than one person.
  - After: diapering and toileting, handling bodily fluids and wiping noses, mouths, and sores.
  - Cleaning or handling garbage.
  - Handling pets or other animals.
  - Playing in sandboxes.
3. All staff, volunteers, and children will wash hands as follows:
  - Moisten hands with water and apply soap. Rub hands with soap and water for at least 10 seconds. Include between fingers, under and around nail beds, backs of hands and any jewelry.
  - Rinse hands well under running water with fingers down so water flows from wrist to finger tips. Leave the water running.
  - Dry hands with paper towel.
  - Use a towel to turn off the faucet and, if inside a bathroom with a closed door, use the towel to open the door. Discard the towel in an appropriate receptacle.

If a child is too heavy to hold for hand-washing at the sink, and cannot be brought to the sink for hand-washing, use disposable wipes or a damp paper towel moistened with a drop of liquid soap to clean the child's hands. Then wipe the child's hands with a paper towel wet with clear water. Dry the child's hands with a fresh paper towel.

## **B. Diapering:**

1. Diapering will be done only in a designated diapering area. Food handling will not be permitted in diapering areas.
2. Surfaces in diapering areas must be kept clean, waterproof, and free of cracks, tears, and crevices.
3. All containers of lotions and cleaning items are to be labeled with each child's name and instructions and stored off the diapering surface and out of reach of children.

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

4. All staff and volunteers will follow the following diapering procedures:
- Collect all supplies, but keep everything off the diapering surface except the items you will completely use up during the diapering process: Bring a fresh diaper, as many wipes as needed for this diaper change, non-porous gloves, a plastic bag for any soiled clothes, and a dab of any diapering cream if used. Take the supplies out of the containers and put the containers away where they will not be touched during the diaper changing process.
  - Avoid contact with soiled items and always keep a hand on the child. Anything that comes in contact with stool or urine is a source of germs. These will have to be cleaned and sanitized after each diaper change where potential contact with soiled items occurred.
  - Carry the child to the changing table, keeping soiled clothing from touching the caregiver's clothing. Bag soiled clothes and, later, securely tie the plastic bag to send the clothes home.
  - Unfasten the diaper, but leave the soiled diaper under the child. Hold the child's feet to raise the child out of the soiled diaper and use disposable wipes to clean the diaper area. Remove stool and urine from front to back and use a fresh wipe each time. Put the soiled wipes into the soiled diaper. Note and report any skin problems such as redness.
  - Remove the soiled diaper, clean soiled surfaces, and then remove gloves. Fold the diaper over and secure it with the tabs. Put it into a covered, lined, foot pedal-operated step can. Check for spills under the child. If there is visible soil, remove any large amount with a wipe. Remove the gloves if gloves are being used and put them directly into the step can. Use disposable wipe to wipe the caregiver's hands.
  - Put on a clean diaper-slide the diaper under the child, adjust it, apply any skin cream if the child uses it, and fasten the diaper.
  - Clean the child's hands, using soap and water at a sink if you can. If the child is too heavy to hold for hand-washing and cannot stand at the sink, use disposable wipes or soap and water with disposable paper towels to clean the child's hands. Dress the baby before removing him from the diapering surface. Take the child back to the child care area.
  - Clean and disinfect the diapering area. Clean any visible soil from the changing table. Disinfect the table by spraying it so the entire surface is wet with bleach solution (1 tablespoon of household bleach to 1 quart of water; mixed fresh daily). Leave the bleach on the surface for 2 minutes. The surface can then be wiped dry or left to air dry.
  - Wash hands thoroughly as directed.

### C. Toileting:

- Toilets need to be kept visibly clean. Children less than 5 years of age and older children who require assistance must be accompanied to the toilet by an adult.
- Toilets and step stools will be cleaned and sanitized daily.
- Potties (potty chairs, training chairs) are not permitted because of the risk of spreading infectious diarrhea.

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

- Anyone who cleans toilets will wear nonporous gloves. Staff who are involved with toileting or cleaning of toilets will adhere to hand-washing routines before leaving the toilet room and again before food handling.

### **D. Facility Cleaning Routines:**

The facility will be maintained in a clean and sanitary condition. When a spill occurs, teachers must make the area inaccessible to children. When surfaces are soiled by body fluids or other potentially infectious material, they will be disinfected after they are cleaned with soap and water to remove all organic material. Surfaces will be disinfected using a non-toxic cleaning solution. To disinfect, the surface will be sprayed until glossy. The solution will be left on for at least 2 minutes before it is wiped off with a clean paper towel, or it may be allowed to air dry.

The facility will provide training for staff that are responsible for cleaning. Such training will include cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the United States Occupational Safety and Health Administration about the use of any chemical agents.

Routine cleaning of the facility will be supervised by the Director. Caution will be used when shampooing rugs in areas used at any time for children to crawl. Facility cleaning requiring potentially hazardous chemicals will be scheduled to minimize exposure of the children.

### **E. Pets:**

Classroom teachers will be responsible for checking that the appropriate care instructions for pets are followed.

All pets must meet with the following guidelines:

- Any pet or animal present at the facility, indoors or outdoors, must be in good health, show no evidence of carrying any disease, and be a friendly companion for the children. Dogs, cats and other furry animals, if allowed will be immunized for any disease, which can be transmitted to humans and will be maintained on a flea, tick, and worm control program.
- Pets will be kept clean and housed in clean living quarters. Bedding must be changed weekly or more often if necessary. Children will not be allowed access to the pet's food or excrement.  
Animal tanks and cages will be secured in such a manner that prevents children from climbing on the structure and prevents the structure from tipping over.
- All pets will be enclosed in cages or separated by some other means from the children except when children are handling them under adult supervision. Children will not put their mouths on pets or put their hands in their mouths after touching the pet or areas used by the pet. Pets will not be allowed in areas where food is prepared, stored or eaten.
- Children, caregivers and staff will follow proper hand-washing procedures after handling animals.
- In the event of an animal bite or scratch, procedures for first aid and notification of parents or legal guardians contained in these policies will be followed.

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### **F. Plants:**

Classroom teachers will be responsible for checking that all plants receive the appropriate care and meet the following guidelines:

- A list of poisonous plants, their appearance, location, and commonly produced reactions is available from local poison control centers. These plants will not be permitted in the facility environment.
- No plants are permitted that are toxic; generate a lot of pollen, or that drop small flowers or leaves.
- Plants will be regularly dusted. Children will not be allowed to put plants in their mouths.
- Children, caregivers, and staff will follow proper hand-washing procedures after handling plants.
- In the event of contact with a poisonous plant, the regional poison control center will be consulted for instructions, emergency procedures will be followed, and the child's parent or legal guardian will be notified as soon as possible.

### **G. Toys:**

Classroom teachers will be responsible for checking that all toys receive the appropriate care and meet the following guidelines:

- Teachers will check toys accessible to children under 4 years of age using a small object tester or ruler. Objects are prohibited that have removable parts, or a diameter of less than 1 1/4 inch and a length of less than 2 1/4 inches, or are small enough to fit completely in a child's mouth. No latex balloons, plastic bags, and Styrofoam objects can be accessible to children under 4 years of age.
- Children in diapers can have washable toys. Each group shall have its own toys and will not share toys with other groups, unless they are sanitized first.
- All toys that are mouthed during the course of the day need to be set aside in an inaccessible container before another child plays with the toy. Mouthed toys must be thoroughly washed with soap and water, and disinfected. Toys may be washed and disinfected by hand or by washing in a dishwasher. To wash and disinfect hard plastic toys: soak and scrub the toy in warm, soapy water. Use a brush to get the crevices clean. Rinse in clean water, then immerse the toy in a solution of disinfecting solution.
- Cloth toys for children who are still mouthing toys will be limited to use by only one child and cleaned in a washing machine and dried in a clothes dryer every week, or more often if heavily soiled.
- Toys used by children who do not put these objects in their mouths will be cleaned at least weekly and when obviously soiled. Soap or detergent and water followed by clear water rinsing and air drying will be used. No disinfecting is required.
- Water tables where more than one child plays in the same water will not be used unless the container and toys are disinfected before each use of the table, the children all wash their hands before they use the table, and staff supervise water play closely to be sure no child drinks the water or has any contact between body fluids (from the child's nose, mouth, eye) and the water in the water table. An alternative to these precautions is to give each child a personal basin of water for play and supervise to be sure children confine



## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

their play to their own basin.

- Toys that develop sharp edges, are coated with lead paint, have breakable glass, have screws that have unthreaded, or that present risks of injury from common use will be repaired or discarded.

### **H. Exposure to Blood and Other Potentially Infectious Materials:**

1. Staff will follow the standard precautions for child care recommended by the Centers for Disease Control and Prevention in handling any fluid that might contain blood or other body fluids.

Standard precautions require treating all blood, fluids that may contain blood or blood products, and other bodily fluids as potentially infectious. The instructions for implementing standard precautions are:

- Spills of body fluids, feces, nasal and eye discharges, saliva, urine and vomit should be cleaned up immediately.
- Use a barrier such as nonporous gloves or sufficient quantity of paper or cloth to clean it up without hand contact with the spilled material.
- Be careful not to get any of the fluid you are handling in your eyes, nose, mouth or any open sores you may have.
- Clean and disinfect any surfaces, such as countertops and floors, on to which body fluids have been spilled.
- Discard fluid contaminated materials in a plastic bag that has been securely sealed.
- Mops used to clean up body fluids should be cleaned, rinsed with a disinfecting solution and hung to dry completely.
- Be sure to wash your hands after cleaning any spill.

The Director is responsible for: developing the Blood-borne Pathogens Exposure Plan, ensuring all staff members are trained in ways to protect themselves.

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POLICY: FOOD HANDLING AND FEEDING POLICY

POLICY: 31

EFFECTIVE DATE: 1-14-12

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## A. DRINKING WATER

Safe drinking water must be accessible to children who serve themselves, available at all times and offered between meals to all children, while indoors and outdoors. The drinking water source will be approved by the local health department. Staff will contact the local health department to be sure their source of drinking water is free of lead, parasites, bacteria, and other contaminants. Drinking water will be dispensed by personal water bottle, in drinking fountains, or by single-use paper cups. Younger children will be offered water by caregivers during the day, such as between feedings. Caregivers will offer water to children more frequently when the temperature is above 80 degrees F.

## B. FOOD SAFETY/DISHES, UTENSILS, AND SURFACES

1. No one with signs of illness (including vomiting, diarrhea, open infectious skin sores), or who is known to be infected with bacteria or viruses that can be carried in food, will be responsible for food handling.
2. Those who prepare food will not change diapers and vice-versa. Hand-washing routines followed by those who prepare food will be monitored by the Children Central Child Care / Learning Center Director at least once a week.
3. Hand-washing sinks will be separate from food preparation sinks.
4. Refrigerators will be maintained at temperatures below 40 degrees F, and freezers will be maintained below 0 degrees F.
5. All ground meat will be cooked to reach 160 degrees F; poultry breasts will reach 170 degrees F; dark meat poultry will reach 180 degrees F and pork will reach 160 degrees F. All other foods will be fully cooked to reach at least 140 degrees F.
6. Hot foods will be kept at or above 140 degrees F after they are fully cooked, and cold foods will be kept at or below 40 degrees F. These temperatures will be maintained until the foods are served. Children Central Child Care / Learning Center's Director will check food temperatures using a food thermometer. Freezers will remain a temperature of 0 degrees F. Refrigerators and freezers will have thermometers, which the Children Central Child Care / Learning Center Director or Chef will check weekly to be sure the appropriate temperature is being maintained.
7. All food stored in the refrigerator except fresh, whole fruits and vegetables will be covered, wrapped or protected from contamination.
8. Inside a refrigerator, cooked or ready-to-eat foods will be stored above raw foods that require cooking.
9. Food preparation, storage, and service areas and equipment will be kept clean, sanitary, and will conform to national guidelines.
10. Foods that do not require refrigerated storage will be kept at least 6 inches above the floor in clean, dry, well-ventilated storerooms or other approved areas. Storage will facilitate

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

- easy cleaning.
11. Containers will be of a type that protect food from rodents and insects. Dry, bulk foods (cereals) which are not in their original, unopened containers will be stored off the floor in clean metal, glass, or food grade plastic containers with tight-fitting covers. These containers will be labeled and dated.
  12. Medications requiring refrigeration will be stored in the infant room refrigerator in a secure medication container.
  13. Cutting boards will be made of nonporous material and will be scrubbed with hot water and detergent and disinfected with bleach/water solution made of 1 tablespoon of household bleach to one quart of water between use for different foods. Boards with crevices and cuts will not be used.
  14. A dishwasher will be used to wash dishes and food service utensils whenever possible. If dishes and utensils are washed by hand, the following procedure will be followed:
    - a. Use a three compartment sink or three basins for separate tasks of washing, rinsing, and disinfecting. No compartment that is used for this purpose will ever be used for hand-washing or diaper changing activities. Use a dish rack with a drain board for drying. Where possible, cloth that can be laundered will be used instead of sponges. If a sponge is used during dish washing, it must be cleaned and disinfected between uses by being squeezed out in a bleach solution according to the instructions on the bleach container.
    - b. In the first compartment, wash the dishes and utensils in hot tap water with a dish washing detergent.
    - c. In the second compartment, rinse the dishes and utensils thoroughly with hot tap water.
    - d. In the third compartment, immerse the dishes and utensils for at least one minute in a solution of bleach water that contains 1½ tablespoons of bleach for each gallon of hot tap water that is at least 75 degrees F.
    - e. Place the dishes in a rack to air dry. Do not use a dish towel to dry dishes or utensils.
  15. Bottles, bottle caps, and nipples will not be reused without first being cleaned and disinfected.
  16. Washable napkins and bibs will be laundered after each use; tablecloths will be kept clean.
  17. Children who can feed themselves will sit in a chair that puts the table at a level between their waist and their mid-chest and allows their feet to rest on the floor or on a firm surface while they eat.
  18. Food that has been served and not eaten from individual plates, containers, and family-style serving bowls will be discarded.
  19. Containers, which hold organic material (food, soiled tissues), shall be covered with a tight-fitting lid. These containers will be closed after each use except when children are participating in clean-up. Garbage/trash will be removed from the facility daily.
  20. Cleaning agents will be stored separately from food. When cleaning agents or toxic materials are stored in the same room with food, these supplies will be kept in a clearly labeled, locked storage cabinet that is not used for food.

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### C. FOOD BROUGHT FROM HOME

The facility will supplement a child's home-provided meal if the nutritional content appears to be inadequate. The parent or legal guardian will be informed by staff if food brought from home is being supplemented on a regular basis. Caregivers will check for food allergies before providing any supplemental food.

In this facility, food may be brought from home under the following conditions: (for special occasions, for lunch, for snack). Meals may be provided by the family upon agreement between the parent or legal guardian and staff.

1. Perishable food brought from home to be shared with other children must be store bought and in its original packaging. Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with fresh purchased ingredients. There must be enough for all the children.
2. Lunch and snack foods brought from home will meet the Child and Adult Care Food Program for the types of food and the portion sizes. They will be prepared and transported in a sanitary fashion, including maintenance of safe food temperatures for perishable items. The Classroom teachers will check the arrival temperature and storage requirements of food brought from home. Food that is not at a safe temperature when it arrives will be discarded. Perishable foods that require refrigeration will be kept below 40 degrees F. until served. Food brought from home will be labeled with the child's name , the date, the type of food, and any need for temperature control. This only applies to the classrooms that have a refrigerator, and or microwave (Infant, Toddler and Twaddler classrooms).
3. Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all the children.
4. Leftover food will be discarded. The only food that may be returned to the family is food that does not require refrigeration or holding at a hot temperature, that came to the facility in a commercially-wrapped package, and that was never opened.

### D. FOOD PREPARED AT OR FOR THE FACILITY

1. **Menu Planning and Portion Control:**  
Children Central Child Care / Learning Center's Chef is responsible for menu planning and portions. Menu plans and food service routines may be reviewed by a registered dietician or person with a comparable nutrition and food service expertise.
2. **Food Purchasing/Ordering:**  
The Chef is responsible for assuring that all purchased food meets the following requirements:
  - Suppliers of food and beverages meet local, state, and federal codes.
  - Purchased meats and poultry have been inspected and passed by federal or state inspectors.
  - All milk products are pasteurized.

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### 3. **Food Preparation:**

Food will be prepared following the policies listed under B. Food Safety/Dishes, Utensils and Surfaces, above. In addition:

- Dry milk and milk products may be reconstituted in the facility for cooking purposes only, provided they are prepared, refrigerated, and stored in a sanitary manner, labeled with a date of preparation, and used or discarded within 24 hours of the date of preparation.

### **E. INFANT/TODDLER FEEDING**

Children Central Child Care / Learning Center's Director will obtain and review a written description of each child's feeding history before the child enters the program. Consultants, including nurses, nutritionists, speech therapists, occupational therapists, and physical therapists may assist in the formation of individual feeding plans. Otherwise, the following procedures will be used:

1. A caregiver trained in first-aid for choking will be present whenever infants or toddlers are being fed. No more than three infants will be fed by one caregiver. During feeding, the child's primary caregiver will sit near the child, make eye contact, and communicate with the child.
2. Food will be cut up into 1/4 - 1/2 inch pieces for finger feeding by children who are six months of age and older. Utensils will be available to children who can use them.
3. Round, firm foods that might lodge in the throat of a child under 4 years of age are not permitted. These include hot dogs (unless cut into quarters), whole grapes, peanuts, popcorn, thickly spread peanut butter, and hard candy.
4. When high chairs are used, caregivers will strap the child in securely and not rely solely upon the tray for restraint.
5. Caregivers will check that a child's hands are out of the way when attaching or detaching the tray from the chair.
6. Infants will not be allowed to stand in the high chair.
7. Trays, arms, and seats of high chairs will be cleaned and disinfected before and after each use. They will be stored out of the path of doors or walkways.
8. For bottle feeding, infants will either be held or fed sitting up. Bottle propping, feeding in cribs, beds or while using other sleep equipment, and carrying of bottles by young children will not be permitted.
9. Infants will be fed "on demand" to the extent possible, but at least every four hours and usually not more than hourly.
10. Infant meals and supplements (snacks) will contain at a minimum the food components specified in national guidelines. Food will be appropriate for a child's nutritional requirements and developmental stage specified in written instructions obtained from the child's parent, legal guardian, or health care provider.
11. The introduction of solid foods will be accomplished routinely between 4 and 6 months of age, as indicated by an individual child's nutritional and developmental needs after consultation with the parent or legal guardian. Modification of basic food patterns will be provided in writing by the child's health care provider.
12. After 6 months of age, children will be encouraged to self-feed to the extent that

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

- they have the necessary skills. They will be offered a choice of foods from a limited number of appropriate options. Caregivers will prepare food for self-feeding before presenting it to the child. Children will be encouraged, but not forced to eat a variety of foods.
13. Breastfeeding: Breastfeeding will be supported by providing a place for nursing mothers to feed their babies and by coordinating feeding routines in child care with the mother's schedule. 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 breastmilk must be used within 24 hours. Bottles will be labeled with the child's name and the date the milk was expressed. Frozen breast milk will be dated and kept in the freezer in the kitchen for up to 3 months. Frozen breast milk will be thawed under running cold water or in the refrigerator. Precautions appropriate to the handling of a bodily fluid will be followed. This includes good hand-washing. Gloves are not required while feeding expressed breast milk, but breast milk should be treated as a body fluid. Caregivers who have open cuts or sores on their hands should practice universal precautions. In the event that breast milk is accidentally fed to an infant whose mother did not provide the breast milk, the procedure in Standard 3.027 of *Caring for Our Children* will be implemented to address the potential exposure of the infant to a virus-containing fluid.
  14. Formula will be brought to the facility in a factory-sealed container. The formula will be in a ready-to-feed strength or prepared from powder or concentrate at the childcare site. Formula will be diluted according to the instructions provided by the manufacturer or from the child's health care provider, using water from a source approved by the local health department. Formula brought in from home will be labeled with the child's name.
  15. Only cleaned and disinfected bottles and nipples will be used. All filled bottles of breast milk or iron-fortified formula will be refrigerated until immediately prior to feeding, and will not be prepared and stored more than 24 hours before feeding occurs. Once open, liquid formula containers will be emptied into a glass or plastic container, the formula refrigerated and discarded after 48 hours. Any contents remaining in a feeding bottle after a feeding will be discarded.
  16. Bottled breast milk will be warmed in a bottle warmer and all formula to be warmed will be placed in a crock pot of warm water at a temperature not to exceed 120 degrees F for five minutes, gently mixed, and temperature tested before feeding. Bottled breast milk or formula will never be warmed in a microwave oven, nor warmed in the same container.
  17. Only whole, pasteurized milk will be served to children younger than 24 months of age who are not on formula or breast milk. Only formula or breast milk will be served to infants under 12 months of age. Skim milk, reconstituted nonfat dry milk, and 1-2% milk will not be served to children younger than 24 months of age, except at the written direction of a parent or legal guardian and the child's health care provider.
  18. Commercially packaged baby food will be served from a bowl or cup and not directly from the commercial container unless the entire container will be used in

## **CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

one feeding. Solids will be fed by spoon only, not by bottle. Uneaten food in dishes will be discarded.

### **F. PRESCHOOL/SCHOOL-AGE FEEDING**

1. Children will help with setting the table, serving food and cleaning the table. Where possible, family style service will be used to allow children to learn how to serve themselves.
2. Children will eat only when seated to decrease the possibility of choking.
3. Children will eat in social groups with a caregiver to guide and encourage, but not force appropriate conversation and eating behavior. If a child refuses to eat some type of food, staff will offer the food again a little later.
4. Food will not be offered as a reward or denied as punishment.
5. Adults will not eat or drink anything the children are not allowed to have while the adults are in view of the children.

### **G. FEEDING CHILDREN WITH NUTRITIONAL SPECIAL NEEDS**

Children with special needs related to their ability to eat or a nutritional need will have an individual management plan that includes a written description of each child's feeding history, including prohibited foods, and substitute foods where applicable, as supplied by the parent, legal guardian, and the child's health care provider on admission into the program.

### **H. FOODS**

#### **1. Lunch**

Children Central Child Care / Learning Center provides daily lunch for children in the Toddler program through the Pre-Kindergarten program.

A copy of the current lunch and snack menu will be given to new parents at enrollment. Thereafter, copies are available in the file pocket located in the lobby, and also on our website: [www.childrencentral.net](http://www.childrencentral.net). An alternate menu is not available. In cases of allergy or food preference, parents are required to supply lunch these days.

#### **2. Snacks**

Children Central Child Care / Learning Center provides a morning and afternoon snack every day, year-round, for all children enrolled in Children Central Child Care / Learning Center programs.

Children Central Child Care / Learning Center offers children a morning snack at approximately 9:00 a.m., a half-hour lunch at between 11:30-12:15 pm (depending on the classroom), and an afternoon snack at approximately 3:00 p.m.

#### **3. Infants**

Children enrolled in the infant program must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breast milk bottles, baby food, snacks, and juice bottles. Be sure to prepare one more bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the

## **CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

designated refrigerator and will be warmed prior to feeding. Bottles will not be microwaved. All bottles must be taken home by the parents each night to be washed.

If parents choose to provide utensils and bowls necessary for feedings, all items must be clearly labeled. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule as often as their child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much.

Breast feeding mothers are welcome to come to the Center during the day to feed their child. Please discuss with the classroom teacher, your desire to come to the Center to breastfeed your child.

### **4. All Age Groups**

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets).

Children Central Child Care / Learning Center never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

All meals are family style, with the children and adults sitting at tables, to promote good manners, eating habits and socialization skills. At no time, shall staff withhold any portion of the meal. Children will be offered all foods and drinks at the beginning of service. However, staff may encourage children to eat their main entrée first, followed by healthy snacks. At no time will a child be forced to eat. If parents include candy and junk food in their child's lunch this will be reserved for a "dessert" when an adequate amount of their lunch has been eaten.

All food items must be labeled with each child's name. Children Central Child Care / Learning Center does not permit children to share or exchange food items.

Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration should be placed, by the parent, in the refrigerator designated for your child's classroom use. This includes the Infant, Toddler and Twaddler classrooms only. Preschool, PreKindergarten, Kindergarten and Kindergarten Enrichment classroom's do not have a refrigerator, thus all food being brought in by the child must be non-perishable and must have the ability to stay fresh at room temperature.



## **CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

### **I. PEANUT RESTRICTED AREAS**

Due to the extreme nature of allergic reactions to peanuts and products containing peanuts in some children, Children Central Child / Care Center has designated peanut free areas/tables and reserves the right to prohibit peanuts and/or foods containing peanut products on Children Central Child Care / Learning Center's property, and/or other Children Central Child Care / Learning Center's sponsored events. These peanut allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling peanuts on another person's breath, or touching peanut oil residue left on a counter top, not only from consuming peanuts or peanut products.

# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: SLEEPING  
EFFECTIVE DATE: 1-14-12

POLICY NO: 32

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## A. AREA FOR SLEEPING/NAPPING

Play, dining and napping may be carried on in the same room (exclusive of bathrooms, hallways, and closets), provided that:

1. Programming is such that usage of the room for one purpose does not interfere with other uses (i.e. children playing loudly with toys while other children are trying to nap).

## B. HANDLING OF SLEEPING EQUIPMENT

1. Every Children Central Child Care / Learning Center classroom teacher needs to check that each crib, cot, mat, or pad is labeled for individual use. Before sleep equipment must be used for a different child, all surfaces of the equipment will be cleaned and disinfected.  
All sleeping equipment must provide a firm surface for sleeping and meet the safety standards of the U.S. Consumer Product Safety Commission. Sleeping surfaces should be firm. Soft bedding materials such as sheepskin, quilts, comforters, pillows, and granular materials (plastic foam beads or pellets) used in bean bags cannot be accessible to infants.
2. Infants must be put to sleep on their backs without loose bedding or soft objects. .
3. Teachers must check that cribs, cots, sleeping bags, mats, or pads are placed at least three feet away from where any other child sleeps and that sleep surfaces are sanitary.
4. Bedding materials are to be stored in such a way so that there is no contact between the sleeping surfaces of one child with the sleeping surface of another child or with surfaces which were in contact with the floor.

## C. BED LINEN

1. Teachers need to send children's bed linens home weekly. Children should be assigned spaces for sleeping. Children are not allowed to share bed linen.
2. Bed linen provided for cribs need to be tight-fitting.

# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: EARLY INTERVENTION AND REFERRALS  
EFFECTIVE DATE: 1-14-12

POLICY: 33

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Some children may need extra help and support that can be offered through Early Intervention Services.

Children learn naturally during their early childhood years, by doing, by watching you and other children, and by being taught how to do different things. Sometimes you or your child's teacher may notice that your child is growing or developing differently than other children of the same age.

The five developmental areas are:

- ✚ Ability to move, see, and hear - physical development.
- ✚ Ability to talk, express needs - language and speech development.
- ✚ Ability to relate to others - social and emotional development.
- ✚ Ability to eat, dress, and take care of themselves – self-help (or adaptive development).
- ✚ Ability to think and learn - cognitive development.

While all children grow and change at their own rate, some children can experience delays in their development. Sometimes this is cause for concern. Early Intervention can help.

Early Intervention in Pennsylvania includes services and supports to help families with children from birth to age five with general developmental delays or specific disabilities defined in federal and state legislation. Early Intervention promotes collaboration among parents, service providers, and others significantly involved with the child.

Early Intervention staff provides specially designed instruction and related services. They also provide information on child development and early childhood education. Programs and services are provided in a variety of settings based on the needs of the child and family.

The first step in obtaining Early Intervention services is screening. Screening is a brief check to see if the child might have some delays that suggest a need for further evaluation. If the child does have some areas that might represent a delay, then Early Intervention staff work with families to arrange for the child to have a full evaluation. In this more comprehensive assessment, skilled professionals look at the child's overall development. The Early Intervention team members work with the family to develop a written plan that details the services the child will receive and identifies a service coordinator. For children under three years of age, this plan is called an Individual Family Service Plan (IFSP). For children age three years to five years of age, the plan is called an Individualized Education Plan (IEP).

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

Early Intervention services can include, among others, information on how children develop, early childhood education, therapies which help the child to move his/her body, information for the family to help enhance a child's growing and learning, and ideas for their classroom teacher to help the child in their early childhood program.

The first step is to determine if the child is eligible for Early Intervention. Families should contact their local early intervention service coordinator (in Bucks County it is the Bucks County Intermediate Unit #22 (1-800-770-4822)). With the family's permission, the coordinator will do a screening. If the family continues to have concerns after the initial screening, they have the right to request a full evaluation.

If there are areas of delay, the child may be eligible for early intervention services or supports. A plan is developed for each child who is eligible called an Individualized Education Plan (IEP). This plan will outline the services that are needed, based on the identified needs of the child and will include the family's concerns, the child's strengths and needs from the evaluation.

Services are delivered in the setting that is consistent with the needs of the child and family. Considerations are made to reflect the child's best place for learning. Services may take place in the child care setting or another community setting.

The child's pediatrician, the local mental health provider, the blue pages in the phone directory and/or the parent's insurance carrier can be a resource for additional social, mental health, educational, and medical services.

While the BCIU generally screens for a 25% delay in order to receive services, the teacher and/or parent who has well documented information to indicate a need for services can refute the screening results if they come back as not needed. This may result in a different outcome.

Should you identify a child in your classroom who is developing differently or who, in your professional opinion, is in need of support, you should follow these steps:

- Record observations of behavior or other developmental delay. Save work samples, if appropriate. Depending on need, use a running record or frequency chart to track the issue.
  
- Meet with the director to share your observations and brainstorm. Arrange for him/her to observe the child.
  
- Arrange for a conference with parents, teacher, and director to discuss observations and make recommendations. This conversation could take place during our regular conference day or any other appropriate time.

Information regarding the intermediate unit is available through the Director/Owners. We have also generated a list of counselors who have been recommended by parents and mental professionals as being effective with children. Frequently, the family's insurance carrier can recommend services that will be covered by insurance - private speech therapists, occupational  
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services, mental health providers, etc. Pediatricians may be able to recommend someone, but again, the parent would have to have detailed information from observations to “prove” the need for services.

- **Children who currently have an IEP/IFSP**

Because of the diverse set of needs of the children in our program we try to gather as much information about the best ways to educate each child. Parents are asked if they are willing to provide Children Central Child Care / Learning Center with any existing IEP/IFSP their child may have in place. Parents do not have to provide this information to the Center, although they are encouraged to give this information so we can work together to ensure that the guidelines established in the child’s plan are put into practice.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

POLICY: CURRICULUM INFORMATION  
EFFECTIVE DATE: 1-14-12

POLICY NO: 34

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**A. Program description**

**INFANTS**

This classroom is for infants' age 6 weeks through 12 months. The daily schedule is very individualized to meet the needs of each infant. The staff allows each child to develop at their own pace while encouraging age appropriate growth. Music and art are introduced as hands on learning experiences.

**TODDLERS**

The Toddler room is for children ages 12 months to 24 months old. This classroom begins to introduce the children to the world around them. Teachers emphasize playful learning, introduce learning centers, and help children develop independent eating skills. Music and art are purposefully introduced as hands on learning experiences.

**TWADDLERS**

The Twaddler room is for children ages 24 to 36 months. This classroom emphasizes playful learning as well as many self-help concepts. Staff expands the children's play into the learning centers with an emphasis on hands-on learning.

**PRE-SCHOOL**

Children in the pre-school class range from age 36 months to 4 years. The classroom activities are center and task oriented. Small motor and gross motor skills are rapidly developing at this time and varied activities are planned to enhance their development. Children learn and retain the most through playful interaction.

**PRE-KINDERGARTEN**

Children in this room range from age 4 years to 5 years. This classroom is center based and introduces early learning concepts through play and a hands-on approach, including art and music. Children develop kindergarten readiness skills and independence skills. They are encouraged to ask questions, as they learn about the world around them.

**SCHOOL-AGE / AFTER-CARE**

This program is designed for children in kindergarten to approximately age 12. The program includes care for children after school and school days-off. Transportation is available to several local schools. Time is made available for children to begin their homework assignments and participate in recreational activities. Snacks are provided.

## **CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

### **DAYS-OFF**

The Days-off program is for school age children in need of care on early dismissal days, scheduled days off and snow days. The schedule follows the Neshaminy and Pennsbury School calendars traditionally, or if staffing and space allow. Prior enrollment and schedule notification is required. Snacks are provided. Parents are required to provide lunch

### **CLASSROOM ASSIGNMENTS**

Children Central Child Care / Learning Center compares each child's age and level of development when determining the child's classroom assignments and move-up dates. Due to individual development, the classroom age definitions may vary slightly.

### **B. CURRICULUM STATEMENT**

Children Central is committed to provide children with an atmosphere rich in experiences, concepts, ideas and skills by providing opportunities each day to play and explore in a variety of developmentally appropriate center. We utilize the curriculum developed by HighReach Learning, Inc (HighReach) for our preschool and pre-kindergarten as well as our infant and toddler programs. HighReach is committed to creating high-quality; developmentally appropriate learning materials that allow teachers to easily facilitate a creative, integrated, hands-on learning experience for the whole child. HighReach's preschool curriculum excels in meeting accepted PA Early Learning Standards\* for child progress and program quality. The curriculum focuses on all early childhood developmental domains.

We believe that children learn best through actively engaging with people and things in their environment. With the HighReach curriculum, children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. The HighReach Learning curricular approach is based on: Relationship-based learning \*Sound early childhood research and theory \*Emergent curriculum development \*Project-focused play investigations \*Intentional planning and teaching strategies \*Involving families, culture, and community.

*\*Correlation charts that compare HighReach curriculum to the PA Early Learning Standards are available for review.*

Children Central's Kindergarten Teacher/Director has consulted with kindergarten teachers in the Neshaminy school District to coordinate curriculum content that is in line with the district. It is our goal to be consistent with the curriculum of the district to ensure the children in our kindergarten make a smooth transition to the public setting.

#### **Our Philosophy**

During the first years of life – from birth to age six, the intellectual and physical development of children is unparalleled, and the desire to learn and to know will never be more intense.

The philosophy behind Children Central Child Care / Learning Center's curriculum is that young children learn best by doing. Learning is not just repeating what someone else says; it requires

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

active thinking and experimenting to find out how things work and to learn firsthand about our world.

In their early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking).

In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors, and they notice relationships between different items.

In time, they learn to use one object to stand for another. This is the beginning of symbolic thinking. For example, they might pretend a stick is an airplane or a block is a hamburger. These early symbols – the stick and the block - are similar in shape to the objects they represent. Gradually children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They learn to "read" pictures which are symbols of real people, places and things. This exciting development in symbolic thinking takes place during the pre-school years as children play.

Play provides the foundation for academic or "school" learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts). Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of young children.

At Children Central Child Care / Learning Center, we believe:

1. the development of young children is largely influenced by the degree of intellectual, physical, and emotional and social stimulation in their environment.
2. children learn through play, exploration, hands-on observation and through positive feedback from adults who influence them which are primarily their parents and teachers.
3. in a safe, happy, clean, organized atmosphere, children learn at their own pace from everything they see, hear, touch, taste and smell.
4. unhurried, non-threatening, non-competitive and non-judgmental learning experiences and positive rewards are the most effective methods for the growth and development of young children.
5. learning cannot be forced and that the comparison of individual children to a "standard of normalcy" is non-productive except to detect generic or acquired abnormalities or defects that may require special attention.
6. a child who experiences "success" will see himself/herself as competent and that enhanced self-esteem increases the desire to learn.

Therefore, Children Central Child Care / Learning Center is committed to provide every child with:

1. an atmosphere rich in experiences, concepts, ideas and skills by providing opportunities each day to play and explore in a variety of developmentally appropriate centers.



## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

2. opportunities for exposure to computer programs to be in synchronization with technology of today and tomorrow.
3. skilled, professional and caring teachers who will participate with the children in the learning process throughout the entire day.
4. opportunities for success enabling the child to develop a strong sense of self-esteem and self-worth.
5. positive and loving direction to achieve self-discipline and develop appropriate social skills.
6. exciting and multifaceted educational experiences, including introduction to verbal communication skills including foreign languages, pre-reading and writing skills, as the logical steps in developing communication skills.

### Curriculum Goals

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We're teaching them *how* to learn, not just in preschool, but all through their lives. We're allowing them to learn at their own pace and in the ways that are best for them. We're giving them good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

### Our curriculum identifies goals in all areas of development:

- *Social*: To help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the group.
- *Emotional*: To help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- *Cognitive*: To help children become confident learners by letting them try out their own ideas and experience success, and by helping them to acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- *Physical*: To help children increase their large and small muscle skills and feel confident about what their bodies can do.

### Highreach Curriculum

#### *Curriculum Origins*

Our curriculum, currently Highreach, rests on a firm foundation of research and responds to new requirements for addressing academic content. The approach from its beginnings has been developed based on the theories and research that inform decision making in the early childhood field. The works of Piaget, Maslow, Erikson, Smilansky, Vygotsky, and Gardner are all implemented in our curriculum. Our curriculum helps children acquire social competence and the skills they need to succeed as learners. Our curriculum is directly linked to the Early Learning Standards.

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### *Teachers Role in Curriculum*

The Highreach Curriculum approach takes a look at the teacher and helps them observe children more purposefully. Through these observations, the teacher is able to comprise a plan, which can be administered to the individual or to the whole group. Our curricular approach enables teachers to integrate content learning and bring it into everyday experiences.

### *Curriculum Framework*

The Highreach Curriculum framework is composed of five components. Each of these five components is applied to interest areas throughout the classrooms.

Components	Interest Areas	Interest Areas
1. The Learning Environment	1. Blocks	7. Sand & Water
2. How Children Develop & Learn	2. Dramatic Play	8. Music & Movement
3. What Children Learn	3. Manipulatives	9. Cooking
4. The Teachers' Role	4. Art	10. Science and Math
5. The Families' Role	5. Library	11. Outdoors
	6. Discovery/Multicultural	

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give children a successful start in school.

### **C. CURRICULUM AND LESSON PLANNING/PREPARATION TIME**

Teachers will be provided paid weekly curriculum and lesson planning/preparation time away from children two hours per month. Teachers will have the option to take this time by allotting one-half hour per week in the morning before their shift begins, one-half hour per week after their shift ends, or one-half hour per week during their lunch break by taking a 30 minute lunch break, and 30 minute prep time. Refer to binder with teacher log in of preparation date, time and task.

### **D. LESSON PLANNING AND IMPLEMENTATION OF THE PA EARLY LEARNING STANDARD**

As part of our commitment to quality care and education, teachers will be responsible for incorporating the PA Early Learning Standards (ELS) on weekly lesson plans. Activities listed on lesson plans will reflect the ELS that are being satisfied. Each classroom will be equipped with a copy of the proper ELS for the age group of children in the class.

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### E. LESSON PLANNING ADAPTATIONS

To ensure developmentally appropriate practices in our programs, teachers will make adaptations to activities on lesson plans in accordance with observations and/or assessments of the children. Children with identified needs as outlined by and Individualized Education Plan (IEP) or assessment will be intentionally included in specific activities to assist in the achievement of those goals. The child's initials will be written on the lesson plan\* under the activity that is recommended to address needs.

\*Initial will only be written on the copy of the lesson plan that the teacher uses inside the classroom and will not be posted on bulletin boards for public viewing.

### F. DAILY SCHEDULE OF ACTIVITIES

The following is a sample of a classroom schedule. Each individual classroom has their own schedule posted within the classroom. Scheduling follows the Department of Welfare and Keystone STARS guidelines.

6:30 Center opens  
6:30-8:00 Combined Group play  
8:00-9:00 Free Play  
9:00-9:30 Wash Hands/Morning snack  
9:30-9:45 Diapering/Toileting/Wash Hands  
9:45-10:30 Arts and Crafts/Cooking/Small Group/Circle Time/Center play  
10:30-11:30 Outside Play  
11:30-11:45 Diapering/Toileting/Wash Hands  
11:45-12:15 Lunch  
12:15- 12:30 Diapering/Toileting/Wash Hands/Story time/Transition  
12:30-3:00 Naptime  
3:00-3:15 Wake-up, Potty, Wash Hands  
3:15-3:30 Snack  
3:30-5:00 Outside time/Free Play/Large Group/Small Group  
5:00 Potty  
5:45-6:30 Combined Play  
6:30 Center closed

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### G. Child to Staff Ratios:

Child to Staff Ratios followed by Children Central Child Care / Learning Center will always comply with state regulations: Our goal is to maintain the following standards for child to staff ratios, which are recommended by the Department of Public Welfare whenever children are in care:

	Age	Child:staff
Infant	0-12 months	4:1
Young Toddler	12-24 months	5:1
Twaddler	24-36 months	6:1
Preschool	36 months - 4 years	10:1
Kindergarten	5-6 years	15:1
Kindergarten Enrichment & Young School Age	1st-3rd grade	12:1

When there are mixed-age groups in the same room, the child:staff ratio and group size will be consistent with the age of the youngest child.

### H. NAP/REST TIME

Each child ages 12 months to 5 years (up to Pre-K) will have an afternoon nap/rest period as required by state regulations. Parents are responsible for the provision and weekly laundering of their child's sheets, blankets, and pillows case used at the Center. Each item must be clearly marked with the child's name. Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

### I. BIRTHDAY/HOLIDAY CELEBRATIONS

Children Central Child Care / Learning Center welcomes parents to participate in a celebration of their child's birthday. Birthday parties should be arranged in advance. For safety reasons, latex balloons are not permitted in the Center.

Children Central Child Care / Learning Center celebrates all holidays and encourages parents to participate. In an effort to affirm each child and family in their choices of cultural holiday celebration, we encourage families to share with us their rituals and traditions throughout the year. Within each class, we will share and discuss traditions of each child as they choose to contribute.

### J. PARENT/TEACHER CONFERENCES/COMMUNICATION

. Children Central Child Care / Learning Center welcomes continued communication with parents. All caregivers are expected to encourage parents to take an active interest in the center and its operations. Opportunities are available for direct and in-direct involvement with the children and the center. Written developmental assessments which are linked to Work Sampling and Ounce will be provided to parents three times per year, and a conference will be offered three

## CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

times per year following each assessment period. These assessments are completed based on daily observations by the child's teacher(s). As observations are made, it is written in a journal, or kept in the child file located in the classroom. Teachers will use these notes to complete the Work Sampling or Ounce assessment. Teachers will be responsible for distributing copies of the assessments to the parents and obtaining the parents signatures acknowledging their receipt of the assessments and their request for a conference. Parents who request a conference will be contacted by the office to set up a time for the parents and teachers to meet. Teachers will also be available for phone conferences during the school day if needed.

Each classroom is equipped with a bulletin board. Classroom teachers are responsible for updating these with useful, interesting and timely information.

### **K. GRADUATION**

Children who have completed our Pre-Kindergarten and Kindergarten programs at Children Central Child Care / Learning Center are invited to participate in our graduation ceremony at the end of the school year.

### **L. OUTDOOR PLAY**

Taking children outdoors is a healthy integral part of the daily schedule and curriculum. The Department of Public Welfare stresses that children should be taken outdoors daily. If a child is well enough to attend the center, the child is generally assumed to be well enough to go outside.

Taken from PA Position Statements relating to ECRS-R page 3:

Children are expected to go outside when the weather forecast temperature/wind chill are above 25 degrees, the forecast temperature/heat index is less than 90 degrees, there is no participation falling, and there is no current air quality alert. It is understood that given these parameters there may be portions of some days that do not meet the conditions of weather permitting since forecasts are generally targeted to a point in time in the day.

#### *Summer*

Children are given plenty of fluids and opportunities to rest in the shade if they become overheated. Children should be dressed in light, loose fitting clothes and a hat. Sun screen and insect repellent will be applied on parent request for children of all ages. Sprinkler and water play are great ways to keep the children cool in the summer.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

POLICY: TOYS FROM HOME  
EFFECTIVE DATE: 1-14-12

POLICY NO: 35

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Due to the risk of damage, sharing issues, and loss, children are **not** encouraged to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for regarding this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Children Central Child Care / Learning Center staff for safety and appropriateness, and may be prohibited at the sole discretion of Child Central Child Care / Learning Center.

# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: DRESS CODE  
EFFECTIVE DATE: 1-14-12

POLICY NO: 36

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## A. CHILDREN

### Clothing:

All clothing items must be clearly labeled with the child's first and last name. This includes, coats, hats, gloves, scarves, and boots. Children Central Child Care / Learning Center is not responsible for lost or damaged items of clothing or personal property.

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing. Washable play clothes and rubber soled shoes (preferably sneakers) are most suitable for active play.

Parents are encouraged not to dress their children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children when toileting.

Coats, hats, and gloves should be provided in the winter months.

Children ages 3 through 5 are required to have 1-2 seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have 2-3 seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

### Clothing Hazards:

Parents are encouraged not to dress their children in clothing with a draw string or any other type of clothing that could create a hazard for their child. Articles of clothing that tie around the neck can create a dangerous situation.

### Jewelry/Accessories:

Children are encouraged not to wear jewelry of any kind. It is a safety hazard for the child as well as the other children enrolled in the program. In addition, Children Central Child Care / Learning Center will not be responsible for lost or stolen articles. It is the parents' responsibility to enforce this policy with their children.

Hair beads, barrettes, bobby pins, etc. can be considered to be safety hazards.

## **CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

### **B. PARENTS**

#### **Clothing:**

With our proper modeling, parents are encouraged to be dressed in appropriate clothing while at Children Central Child Care / Learning Center, or involved in any Children Central Child Care / Learning Center sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Clothing or jewelry with suggestive or vulgar language is prohibited.



**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: PARENT PARTICIPATION/VOLUNTEERS**

**POLICY NO: 37**

**EFFECTIVE DATE: 1-14-12**

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Parents are invited and encouraged to be involved in their child’s school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items or help with the spring clean-up. These volunteer opportunities are posted on the parent bulletin board in the lobby.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the written permission of the custodial parent.

**PARENT ENGAGEMENT & PARTNERSHIPS**

Children Central believes that children in our program thrive on a secure foundation. For us to provide that foundation we want to engage and partner with our families.

We will continue to provide opportunities for communication with daily written summaries that will go home (Daily Grams). We would also like to offer parents the opportunity to communicate with total confidentiality through a suggestion box system. This will provided as to ensure that privacy is respected and your concerns are addressed.

Children Central Child Care / Learning Center has an open door policy and we invite families to partner with us to achieve our goal of providing a secure, nurturing, loving and educational experience for all of our children and families.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: SMOKING, PROHIBITED SUBSTANCES AND GUNS**  
**EFFECTIVE DATE: 1-14-12**

**POLICY NO: 38**

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The indoor and outdoor environment, and vehicles used by the program are designated as non-smoking areas. The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the facility premises. Signs to this effect will be kept posted around the facility.

The odor of cigarette/cigar smoke on child care staff is unacceptable to the families we care for, as it directly affects the quality of child care, is unhealthy for the children, and the perception of the Center to them. Children Central Child Care /Learning Center staff shall be free of cigarette/cigar odor during the employees working hours.

Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

All child care providers and staff will maintain sobriety while providing child care. Caregivers, staff, or other adults who are inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances will be required to leave the premises immediately.

No guns or other lethal weapons will be in a center.

Violations of this policy will result in disciplinary action, up to and including termination.

# CHILDREN CENTRAL CHILD CARE / LEARNING CENTER

POLICY: STAFF PRE-EMPLOYMENT REQUIREMENTS  
EFFECTIVE DATE: 1-14-12

POLICY NO: 39

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## A. HEALTH APPRAISALS

All employees will be required to obtain a health appraisal prior to employment including a TB test and physical (that is less than 1 year old). Employment at Children Central Child Care / Learning Center is conditional upon receipt of a satisfactory Health Appraisal at the initiation of employment and bi-annually thereafter.

Health Appraisals will be maintained as a part of the employee's medical information file.

Employees will be required to acknowledge the essential job functions prior to employment and at other times during their employment.

## B. CHILD ABUSE & CRIMINAL CLEARANCES

State law mandates that all new employees have current (less than 1 year old) clearances from PA State Police and the Pennsylvania Department of Public Welfare. These clearances include:

1. Pennsylvania Child Abuse History Clearance
2. FBI Fingerprinting
3. Pennsylvania State Police Criminal Record Check

When an employee is hired, he or she must provide the current clearances or copies of the completed clearance applications. These documents will become a part of the personnel record.

It is imperative to note that the applications are valid only for a 30 day period from the date of the signature. In addition, you will be required to sign a 'Disclosure Statement' affirming that you have not been convicted of or attempted, solicited or conspired to commit any crimes. This disclosure statement is valid for 30 days. If for any reason the clearances are not received by the Director prior to the expiration date of the applications and disclosure statement, the employee must and will be removed from direct child care until the clearances are received. This action is taken in order to comply with DPW regulations.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: STAFF EMPLOYMENT BY CLIENT'S POLICY**  
**EFFECTIVE DATE: 1-14-12**

**POLICY NO: 40**

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Children Central Child Care / Learning Center does not condone or recommend the soliciting of any staff member for the purpose of employment by any client (current or former). Children Central child Care / Learning Center is not responsible for any privately contracted services, does not assume responsibility, and is not liable for any claims or losses that clients may sustain.

Employment refers to any relationship outside of the agency's services, which involves an employee of Children Central Child Care / Learning Center to interact with a current or former client of Children Central Child Care / Learning Center. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

**CHILDREN CENTRAL CHILD CARE / LEARNING CENTER**

**POLICY: DESIGN & MAINTENANCE OF THE PHYSICAL  
PLANT AND ITS CONTENTS**

**POLICY NO: 41**

**EFFECTIVE DATE: 12-01-03**

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Children Central Child Care / Learning Center will meet or exceed federal, state, and local guidelines for physical plant contents and maintenance.

Cleaning of the facility will be performed according to guidelines written and monitored by the Director and Owners.

All potentially toxic materials such as pesticides, toxic cleaning materials, aerosol cans, and poisons will be used according to manufacturer's instructions and under the supervision of the Director and the Owners. These materials are to be locked up and inaccessible to children.

In no instance will these materials be used so the children are exposed to any hazard. Examples include: no spraying of pesticides while children are present or onto surfaces touched by children; using caution when painting or renovating to minimize the children's exposure to paint fumes and lead.

POLICY: ADOPTING & AMENDING POLICIES  
EFFECTIVE DATE: 1-14-12

POLICY NO: 42

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This policy manual has been adopted by Children Central Child Care / Learning Center and its administrators.

This policy manual will be reviewed at least annually. Recommendations for change to the policy manual should be directed to the Director/Owners.



## Parent Handbook Receipt

I/We, \_\_\_\_\_, the parent(s)/legal guardian(s) of \_\_\_\_\_, acknowledge that I/We have received a copy of CHILDREN CENTRAL CHILD CARE / LEARNING CENTER Parent Handbook and have been given the opportunity to read the manual, ask questions about the manual and I/We understand the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the manual.

I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between CHILDREN CENTRAL CHILD CARE / LEARNING CENTER and the parents. CHILDREN CENTRAL CHILD CARE / LEARNING CENTER reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I/We acknowledge that this Parent Handbook is the property of CHILDREN CENTRAL CHILD CARE / LEARNING CENTER and must be returned to CHILDREN CENTRAL CHILD CARE / LEARNING CENTER when the aforementioned child is no longer enrolled at CHILDREN CENTRAL CHILD CARE / LEARNING CENTER.

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

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

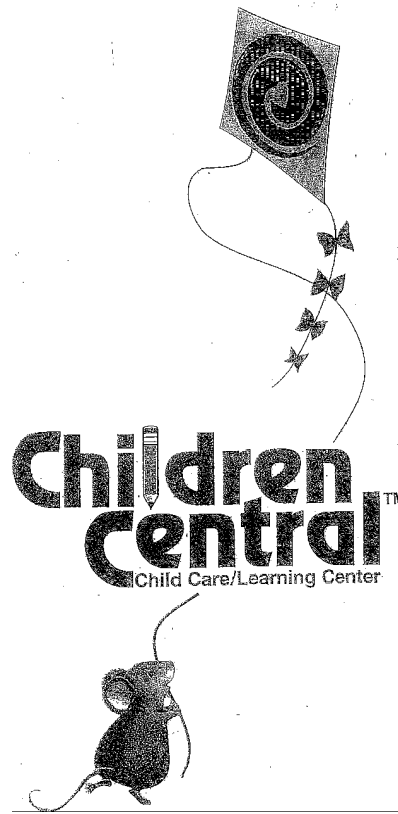
Print Name: \_\_\_\_\_

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

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

Print Name: \_\_\_\_\_

# Children Central Child Care / Learning Center



## Parent Handbook