

Key West

Early Childhood Center



Parent/Guardian Handbook

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Parent/Guardian-Child Handbook

General Procedures and Policies for Preschool and Childcare

Philosophy and Mission Statements

The mission of the Key West Early Childhood Center is to provide a safe, nurturing environment to young children. We strive to develop their cognitive, social/emotional, physical, language and aesthetic skills. Through guidance and instruction, our goal is to help children grow into caring responsible individuals and life long learners.

Notice of Non-discrimination

Equal Opportunity/Multicultural Assurances

Key West Early Childhood Center is an equal opportunity educational institution; it does not discriminate on the basis of race, color, ethnic origin, or religion except as a bona fide reason.

No person at Key West Early Childhood Center, shall on the grounds of race, color, age, gender, national origin or physical disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school/child care.

Program Goals

Children Will Demonstrate:

- a positive self-concept, appropriate self-control, and sense of belonging
- curiosity about world, confidence as a learner, creativity and imagination and personal initiative
- relationships of mutual trust and respect with adults and peers, understand perspectives of others, and negotiate and apply rules of group living
- respect for social and cultural diversity for community and social roles
- appreciation for fine arts, humanities and sciences
- knowledge about the care of their bodies and maintain a desirable level of health and fitness
- use of language to effectively communicate through reading, writing, listening, and speaking
- ideas and feelings through creative play, drama, dance and movement, music, art and construction
- critical thinking, reason, and solve problems
- understanding of relationships among objects, people and events (i.e. classifying, ordering, number, space and time)
- knowledge of the physical world, manipulate objects for desired effects and cause-and-effect relationships
- competence in management of their bodies using both gross and fine motor skills

Program Expectations:

- develop experiences that foster feelings of self-worth, self-respect and love
- develop a cooperative and supportive teaching partnership between family and school
- offer a flexible environment for a child to grow in self-expression and non-competitiveness

Children Learn:

- about all aspects of the arts
- to develop meaningful, learning experiences, facilitate thinking and learning, use language to communicate, sustain a natural curiosity and become an independent life-long learner
- to practice safety procedures, develop motor skills while maintaining physical fitness, learn social skills in a physical activity setting
- to value and respect individual contributions, cultural identity, heritage, accept and demonstrate empathy, establish cooperative social skills, respect and care for the environment and adapt to a changing world

Curriculum

THE CREATIVE CURRICULUM for EARLY CHILDHOOD is the curriculum used throughout the center. This curriculum is endorsed by the Iowa Department of Education and used throughout the Dubuque Community School District. The philosophy behind the curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says: it requires active thinking and experimenting to find out how things work and to learn first hand about the world we live in. We're teaching them *how* to learn, not just in preschool, but all through their lives. The flexible lesson structure specifically develops critical early learning skills, oral language, listening comprehension, vocabulary, phonological awareness, print awareness and alphabet knowledge as well as teaches early mathematics skills on a daily basis. Group activities and learning centers complete the program's comprehensive approach, addressing social and emotional development, motor skills, science, social studies, music, and art.

Business Information

Calendar

A calendar will be provided to parents identifying days when the preschool/childcare center is scheduled to be closed. Childcare parents should be aware that additional days of closure may be added should the census of the childcare be low. Parents are always given at least one week's notice on additional closure days unless it is weather related.

Change of Address

Please notify the preschool/childcare immediately if you have a change of address or telephone number for you home or work place. This information must be kept up to date, particularly in the case of an emergency.

Child/Staff Ratios

Child/staff ratios are maintained in accordance with policies established by the Department of Human Services.

- Two-year-olds: 1 caregiver to 6 children
- Three-year-olds: 1 caregiver to 8 children
- Four-year-olds: 1 caregiver to 12 children
- DCSD Four-year old Preschool: 1 caregiver to 10 children
- Five- through eleven-year-olds: 1 caregiver to 15 children

Non-Center Activity Policy

You may receive fliers and information about activities occurring outside the center's regular business hours. We are giving you this information as a courtesy.

Program Description

The children will be involved in various art, music, science, literacy, math social/emotional and movement activities appropriate for their age. The teacher and associate(s) will be responsible for planning the preschool curriculum. We have a theme for each week with activities relating to that theme.

Special Services

Students enrolled in the preschool and child care have access to a variety of special services should the need arise. Our center has access to the AEA1 Keystone Early Access team, which is available for services including speech, audiology and cognitive development. The VNA supports the Center by providing a child care nurse consultant and information and services regarding health.

Staff

Staff includes the director, lead teacher, teacher associates, and student teachers/practicum students. All staff members are required to receive the following within the first three months of employment:

- First Aid, CPR, Mandatory Child Abuse, Universal Precautions
- In-service training hours each year according to DHS regulations including 12 hours of Essentials Pre-Service Training within their first 3 months of hire date.
- Orientation during the first week of employment to explain all policies and procedures

All volunteers help us to meet each child's specific needs and have completed a criminal records check before receiving permission to volunteer.

Enrollment

Dual Parent Reporting

In the case of a child whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of both parents should be on file.

Unless otherwise decreed by a court order, information commonly made available to parents of any child will be made available to both parents. This also is true for parental contact unless court ordered both parents will have access to their child.

Enrollment Guidelines

To enroll a child, the following must be completed one week prior to admission:

1. A physical exam form, including a record of immunization, must be completed and signed by a licensed medical doctor, doctor of osteopathy, physician's assistant or advanced registered nurse practitioner. This excludes doctors of chiropractic medicine. Copy of birth certificate must be on file.
2. Enrollment forms must be completed and signed by parent or guardian.
3. Payment Form must be signed by parent or guardian.
4. Handbook Agreement Form must be signed by parent or guardian.
5. Sunscreen Permission Form must be signed by parent or guardian.
6. Registration fee must be paid.
7. Intended Schedule Form must be completed.

Enrollment Forms

Enrollment forms **MUST** include the name of the child's doctor and dentist with current address and phone number where they can be reached. A parent's signature for emergency medical and/or dental care in case of emergency must also be provided. It is the parent's responsibility to provide accurate names, relationships, and phone numbers of people authorized to pick up their child. This is done when you complete your enrollment form. Any changes should be reported to the director immediately. You will be asked to annually update this information.

Registration Fee

A fee is to be billed upon registration to secure a spot in the center. This is non-refundable if you decide not to attend the center.

Lunch Fees

Lunches will be provided by Hy-Vee at a cost per day. (See rate insert). The menu was created by a registered dietician.

Payment policies

For child care and preschool rates - see insert.

A contract of hours/minimum payment must also be completed before your child begins attending the center. This contract will be in effect through-out the academic school year. Contracted hours will not apply during the summer. Refer to summer scheduling on page 8.

- Center hours are from 6:30 am-5:30 pm.
- **Preschool** payments are due the 1st of each month.
- **Childcare fees** are due the first day of service for the week (Contract amount). If you exceed your contracted hours, you will be charged accordingly for those hours on the following week's billing. (Over contract amount)
- The part-time rate will be applied if you exceed your contracted hours.
- A one-hour minimum will be charged to students that are attending preschool only and are dropped off or picked up outside of the preschool hours.
- A fee will be charged for schedules turned in late, if applicable (after 12:00 pm on Wednesday for the following week). (See insert for amount.)
- A fee will be charged for returned checks(See insert for amount.)
- A fee is due upon registration.

- Late fee- charged weekly on balances 14 days past due. After two concurrent late fees have been applied, service may be discontinued until balance is paid in full. (See rate insert for amount)

Activity Fee: The center may charge participants an activity fee to cover the costs of additional activities.

Drop-in Service: Drop-in services will be provided at the director's approval only. These services are available if and only if, census is low and the appropriate staff are available. Such services are billed at a higher rate than regular scheduled childcare.

Schedules

- Upon enrolling, you will receive an master schedule form to fill out. Your contract of hours/minimum payment is based on this schedule. Any changes to this schedule must be reported to the director immediately. If the schedule is turned in late it is possible there will not be space for your child to attend.

Summer Scheduling: Allows for parents to change their schedule weekly and pay for only the hours scheduled. All schedules are due by Wednesday at noon for the following week. A late fee will be applied for schedules turned in late. It is very important that these schedules are accurate and on time. This ensures that we will have the correct number of staff on hand at all times.

Absences and Arrivals/Departures

Absences for Preschool/Childcare

If your child will not be attending class for any reason, we ask that you notify the center at least 24 hours in advance, or as soon as possible of your child's scheduled time of arrival. It is expected that your child attends preschool consistently with the same registered class as staffing and curriculum is planned based on their scheduled attendance. No refunds or credits will be given for absences. Should a child become ill while at the Center, the parent will be notified and the child isolated from the group. The isolated child will be placed on a cot away from the other children. In the interest of the child, the parent will be expected to remove the child from the preschool/child care center as soon as possible.

Arrival

Upon arrival, parents are responsible for bringing their children into the center. Parents are never to drop a child off and allow him or her to come into the center or classroom unattended. Likewise, at the end of the day, parents should personally inform the staff when taking a child home. This enhances communication between the center and the family.

Checking In/Checking Out

- Parents are required to use the computer management system for checking their child in and out. Please remember to sign in and out! **Adults only** may use the computer terminal for logging in and out of the system.
- When arriving at the center, log into the computer system. Take your child to the staff when admitting your child for the day.
- When picking up your child and leaving for the day, log out of computer.

Those enrolled in preschool will be checked in and out for preschool by a staff member. However, this is the parent's responsibility in all other situations (i.e. doctor's appointment, etc.)

Departure/Pick-up

If you are going to be later than your scheduled pick up time, you must call as soon as possible to notify the staff. We will let your child know so they do not become anxious. Children must be picked up by **5:30 pm**. Child Protective Services will be called in the event that a child has been left at the center thirty minutes past closing and the parents cannot be reached. The child can be handed over to the Department of Human Services at that time. A late pick-up (after 5:30 pm) results in a penalty of \$1.00 per minute after the closure of the center. Only persons listed on the Pick-up Permission Form in the registration packet will be allowed to take a child from the center. If you know that such a person will be picking your child up, you must inform us of this - in writing or e-mailing is best. Children must be brought into the center and picked up by adults only, as often we must communicate with adults about their child and for security purposes. School age siblings are not to be sent into the center for drop off or pick up.

Assessments/Conferences

Assessments of each child's progress are completed several times a year. This information will be given to parents. Information will include such items as cutting and coloring samples, self portraits, academic assessments and art work. Conferences will be held in the Four year old preschool program.

Policies and Procedures

Discharge Policy

Situations may occur that could result in discharge from our preschool/child care environment.

Examples include:

- Failure to meet center policies
- Failure to pay fees as explained in handbook
- Inability of child to adjust to group setting
- A child that is a threat to other children, staff, or self.

A conference will be scheduled with your child's teacher and director to discuss and identify the problem and work at resolving it. If a child's behavior and attitude continues to be disruptive to the group or to other children's welfare, we reserve the right to ask you to withdraw the child from our program.

Discipline

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

If your child is exhibiting a consistent behavior problem, we will call you to discuss the situation. Please discuss with the staff any changes, observation, questions, or suggestions you might have in dealing with your child. No punishment will be used in connection to rest, food, or toileting. The goal of discipline is to help children develop self-discipline. Discipline practices should be consistent, a logical consequence to the action of the child, and appropriate to the age and circumstances of the child.

Dress (Clothing and Shoes)

We ask that you dress your child in comfortable clothing so that he or she will feel free to participate in all activities from easel painting to water play. We will be playing outside as daily, so please send your child in a coat, hat, mittens, boots and snow pants when necessary. LABEL ALL ITEMS

SHOES: Be sure your child wears comfortable shoes to the center. **ONLY** closed-toe shoes are allowed. **NO flip-flops.** This ensures safe participation in activities and prevents unnecessary slips and falls as well as to practice gross motor skills.

JEWELRY: Children who wear earrings should only wear stud earrings. No other jewelry will be allowed.

Please be sure that your child has at least one extra set of clothing at the center. All articles of clothing should be clearly marked with your child's name. We will not be responsible for unmarked clothing.

Emergency Closing

In the event of school closings due to inclement weather, the childcare will usually remain open. Please listen to area radio stations for announcements.

Field Trips and Transportation

- Field trips and guest speakers are part of the curriculum and are offered throughout the year. Examples of trips that may be taken include: library, pumpkin patch, apple orchard, fire station, and veterinary clinic. Guest speakers may include: VNA, humane society and parent volunteers. Permission slips will be sent out in advance and will include the following information:
 - means of transportation
 - time and date
 - what child may need to bring
 - cost
- A child will NOT be able to go without a signed permission slip. If you choose not to have your child participate in the field trip, they will not be able to attend the center during the scheduled time of the trip.
- The following safety precautions for field trips will prevail:
 - First aid kit will be available
 - Extra staff and parent volunteers will go along
 - Emergency information for each student and staff member available
 - Staff cell phone will be available
 - All volunteers will have a criminal record check prior to field trip
 - In case of medical emergency, 911 will be called
 - The leader of the field trip will take a count before, during and after the trip.
 - Driver of vehicle will check to make sure all children have exited vehicle.
- Transportation Code 441IAC 109.10(12) will be followed:

As outlined in Iowa Code section 321.446, all children transported in a motor vehicle subject to registration, except in a bus, and shall be individually secured by a safety belt, safety seat, or harness in accordance with federal motor vehicle safety standards and the manufacturer's instructions.

 - a. Children under the age of six shall be secured during transit in a federally approved child restraint system.
 - b. Children under the age of 12 shall not be located in the front seating section of the vehicle.

- c. Drivers of vehicles shall possess a valid driver's license and shall not operate while under the influence of alcohol, illegal drugs, prescription or non-prescription drugs that could impair their ability to operate a motor vehicle.
- d. Vehicles that are owned or leased by the center shall receive regular maintenance and inspection according to manufacturer-recommended guidelines for the vehicle and tire maintenance and inspection.

Health Policies

Accidents/Incident Reports

Incidents or accidents resulting in injury to a child will be reported to the parent on the day of the incident/accident. The written report will be prepared by the staff person who observed the incident or accident and shall include a general description of the incident/accident and of the action taken, if any, by the staff at the center. Parents will receive dated reports on the day of the incident/accident. If a child is hurt more severely, the staff will call 911 or transport the child as quickly as possible to the emergency room and contact the parents.

Daily Contact

Each child must be accompanied by a parent or guardian when entering the center. Parents are never to drop off a child and allow him/her to come into the center unattended. A staff person will welcome you when dropping off your child. This is a great time to talk to staff about any concerns that you have or ask questions. A staff member will look for any signs of illness, communicable disease or unusual condition or behavior that may adversely affect the child or the group.

First Aid Kits

A first aid kit is available and clearly labelled and accessible to staff at all times whenever the children are at the center, in an outdoor play area, and on field trips. Each first aid kit will include the following items: adhesive strip band aids, plastic bags for cloth and gauze, American Academy of Pediatrics standard first aid chart, bandage tape, cold pack, latex gloves, emergency medicine needed for children with special needs, emergency phone numbers of the poison control and parent's home and work, eye dressing, flexible roller gauze, liquid soap, non-glass thermometer, pen and note paper, safety pins, scissors, small plastic or metal splints, sterile gauze pads, triangular bandages, tweezers and water.

Hand washing

Hand washing should be done regularly and especially at the following times:

- Upon arrival at the center
- Immediately before eating or participating in any food service activity
- After diapering (children's hands should also be thoroughly cleaned)
- Before leaving the restroom
- After handling animals
- Before and after administering non-emergency first aid

Illness – Children must be symptom free for 24 hrs. before returning to the center.

Should a child become ill while at the center, the parent will be notified and the child isolated from the group. A child isolated at the center will be placed on a cot away from the other children. In the best interest

of the child, the parent will be expected to remove the child from the center as soon as possible. If your child has any of the following illnesses, we ask that they do not attend preschool or child care.

Please keep the staff informed of any changes in your child's health status and/or eating habits (i.e., a child who develops an allergy). See page 18 for Communicable Disease Chart.

- **Diarrhea and Vomiting** - If there is any diarrhea or vomiting, the child may not be brought to the center. If the child has any loose stools while at the center, or if the child vomits at the center, he/she will be sent home. The child may return to the childcare center if he/she has been free from diarrhea or vomiting for 24 hours from last stool or emesis. If there is diarrhea of several days duration, a physician should be notified.
- **Eye Infection** - If a child has eyes that are mattering or draining, the child shall not be brought to the center. The child may return to the center after he/she is on antibiotic ointment for 24 hours, the eyes have shown marked improvement or doctor's release.
- **Impetigo** - A child with impetigo shall be excluded from the center for 24 hours after treatment has begun. The return shall depend upon the location of the infected area and if the area is dried and healing well.
- **Ear Infection** - If purulent drainage, the child shall not be at the center. (Exception: If the child has tubes and has been on an antibiotic for 24 hours.) A child with a diagnosed ear infection with no drainage must be on medication or a release must be obtained from a physician stating that the child is free of communicable disease.
- **Lice/Pediculosis and Scabies** - When pediculosis or scabies is suspected in a child, the parent will be notified. The child will not be allowed to attend the center until the child has been treated under direction of physician. A checklist will be sent home with the child of procedures that need to be completed before the child is allowed to come back to the center/preschool. A form needs to be completed by the parent stating they have completed the checklist. It is advisable that members of the family be treated at the same time. All nits must be removed before a child may return.
- **Pinworms** - When pinworms are diagnosed in a child, the child shall be restricted from the childcare center until the day after appropriate medication. All clothing worn by the child prior to treatment should be laundered. It is advisable that family members also be treated.
- **Sore Throat** - A child with a sore throat may be restricted from the center. A physician should see the child.
- **Strep Throat** - A child with strep throat may be restricted from the center. The child shall be readmitted 24 hours after antibiotics started and no fever is present.
- **Fever** - If a child has an elevated temperature and exhibits any of the above conditions, the child will be sent home. A child with a temperature of 101 ° F will be sent home immediately. The child may return after 24 hours or when fever free without medication.

Medication Policy

The following medications will be administered by the staff:

- Oral prescription drugs
- Salves (including ointments and sunscreen)
- Acetaminophen

All medications require a permission slip signed and dated by the parent before medications can be administered to the child. This permission slip is only good for a total of 30 days. After 30 days a new permission slip must be signed even if giving the same medication. The permission slip must give specific instructions on the time and dose to be given. A parent cannot instruct a staff member to give medication "as needed." Each medication must be in the original container and be accompanied by a physician's or

pharmacist's direction. The director or your child's teacher will be responsible for administering your child's medication. If special training needs to be given for us to give a certain medication, the parents must provide and set up that training for our staff.

Since the administration of acetaminophen, etc. may disguise the symptoms of what could be a contagious disease; the staff will administer acetaminophen for analgesic discomforts only.

Centers may not store any medication unless there is a signed permission slip directing staff to do so.

Physical Exam Reports and Immunization Certificates

Preschool Age Children - For each child five years of age and younger not enrolled in kindergarten, the childcare center requires an annual physical examination report, submitted one week prior to admission, signed by a licensed medical doctor.

The date of the physical examination shall be no more than 12 months before the first day of attendance at the center. The written report shall include past medical history, status of present health including allergies, medications and acute or chronic conditions, and recommendations for continued care when necessary.

School Age Children – A physical is required upon initial enrollment for each child five years of age and older and enrolled in school. Each year after the initial physical, the childcare center will require a statement of health status signed by the parent or legal guardian that certifies that the child is free of communicable disease and that specifies any allergies, medications, or acute or chronic conditions. The statement from the parent shall be submitted annually thereafter.

Immunization certificates must be updated any time your child receives a vaccine. Below are the vaccines that are required to attend a child care or preschool.

AGE IMMUNIZATIONS

2 months	First DTP (Diphtheria-Tetanus-Pertussis) First Polio (Oral Trivalent) First Haemophilus B (HIB) First Pneumococcal
4 months	Second DTP Second Polio Second HIB Second Pneumococcal
6 months	Third DTP Third HIB
15 months	MMR (Measles-Mumps-Rubella) Fourth DTP Third Polio Third Pneumococcal Fourth HIB
18 months	Varicella (chicken pox)
24 months	Fourth Pneumococcal
4-6 years	Second MMR Fifth DTP
14-16 years	Td (Adult-type Tetanus-Diphtheria)
Every 10 yrs	Td
For complete protection it is important that all doses be taken. Partial Immunization does not insure against the disease.	

Posting of Illness and Disease

Staff will post in the center any time your child is exposed to illness or communicable diseases.

Quiet Area for Ill Children

A supervised quiet area will be provided for any child who appears to be sick or injured. The parent or emergency contacts shall be notified of the child's status and will be asked to pick up the child within the hour.

Lost and Found

The lost and found is in the hallway. Articles that can be easily lost should be marked with the child's whole name rather than using initials or first name. Periodically, lost and found items are donated.

Lunch/Snack/Meals

A mid-morning snack, lunch, and an afternoon snack are served at the center.

Menus are posted.

Children eating lunch will follow this schedule:

- Lunch -2 year olds 11:30 a.m.
- Lunch-A.M. preschool at 11:35-11:45 a.m.

Children coming after the scheduled time should be fed at home.

Please notify the staff if you wish to bring a snack or birthday treat. They will be able to tell you how many children are scheduled to attend that day and give suggestion for an appropriate snack. Foods served must be a creditable food item from one of the four food groups. All foods must be **purchased** at a store, **pre-packaged showing the ingredient list** and stored at the recommended temperature. For the health and safety of all children **no home baked goods are allowed**. Any child needing specific foods because of food allergies must provide his/her own food. Please no cupcakes.

Nap Time

Our schedule provides for a quiet time after lunch. Children will lie down on individual cots with sheets, blankets and supervision provided. If a child must bring an item to nap with, only ONE item is allowed. This item should fit comfortably in their book bag with artwork, newsletters, extra clothes, etc.

Nutrition Policies

- Menus will be posted throughout the site and parents will be given a copy for at home use.
- Parents must provide proper documentation for any allergies, medical conditions, religious exemptions signed by a physician or clergy.
- Centers will evaluate each medical or religious case and will work closely with the parents to make accommodations based on a staff to child ratio.
- We strongly discourage anyone from bringing meals and/or snacks from home due to the fact that we must meet all children's nutritional requirements and follow the guidelines set by CACFP.
- Menus are kept on file for a minimum of two years. Any changes will be noted on the menu.

Parental Participation

We encourage you to contact us with any questions or suggestions. Please feel free to participate in our program in any way-- such as sharing a hobby with the children or observing morning activities.

Visiting: Parents/Guardians are welcome and encouraged to visit and observe at any time unless a court order prohibits contact. Parent visits are especially helpful after a child has had the opportunity to adjust to their new center. When you visit, you will probably be asked, either by the children or the teacher, to read a story, build with blocks, or get involved in some way. Parents may come at any time to visit or pick up their child. As a parent, you will have unlimited access to your child unless a court order prohibits contact.

Participation: Newsletters, informal chats with the teacher, and the things your child tells you about his/her preschool /child care experience are no substitute for actually “being there.” Parents are an important part of our program, and we offer many ways for parent participation in your child’s experiences. These might include sharing special talents with the children, helping at parties, or taping a story for use in the listening center.

Meetings: Events may be scheduled throughout the year for parents, offering chances to become better informed about issues relating to child development, parenting, and child care. In addition, social events will be planned to provide opportunities for families a chance to get to know each other.

Safety Policies/Compliance Issues

Blizzard

If road conditions are such that driving is difficult or impossible, children, staff and any parents in the building will remain until roads are passable. All parents will be notified of the situation and appropriate arrangements will be made.

Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools/early childhood centers in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The early childhood center is also to acquaint the local fire department with the location of hazardous chemicals in the building. If you want to know what chemicals are used in the school and where they are stored, please contact the director.

Chemical Spill

If there is a minor chemical spill of a non-hazardous substance, the area would be blocked off and cleaned up immediately. However, if it is a serious or hazardous chemical spill, the children would be removed from the building and we would call 911. If there would be a chemical spill within the community, we would follow the Dubuque City Crisis Management Plan.

Evacuation

If we need to evacuate our building in case of an emergency, we have designated specific locations. Parents will be given this information upon enrolment.

Fire/Tornado Drills

Emergency plans for fire and tornado are posted in every room and exit. Fire and tornado drills are practiced monthly so that the children become familiar with the procedure and are not frightened by the loud noises.

Intruders

In the event that an intruder would enter the center, they would be asked to leave immediately and the police would be notified.

Lead in the Drinking Water

Key West Early Childhood Center is not on city water. As a result, water quality samples are taken and tested monthly.

Lock Down

Upon direction from the police department, it may be necessary to lock down the center for the safety of the children. Upon receiving this direction from the police department, children will not be allowed entry or be released from the center under any circumstance until the “all clear” is directed by the police department.

Lost or Abducted Children

In the event that a child would become lost or abducted, the parents or guardian would be notified immediately and the police would be called. The director will be stipulated as the search person. Steps are outlined in the emergency response plan.

Mandatory Reporting

As outlined in the Iowa code, all providers of early childhood services are mandated by law to report any suspected cases of sexual abuse, physical abuse, or neglect. Iowa law states that the preschool and childcare personnel may take, at public expense, photographs of the injured area. Any person participating in the making of, or in the investigation of, a report shall have immunity from any liability, civil or criminal, which might otherwise be imposed. In compliance with School Laws of Iowa, all employees of Key West Early Childhood Center who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within 24 hours and follow the verbal report with a written report on appropriate forms. The phone number for the area Department of Human Resources is 557-8251.

Power Failure

In case of power failure, flashlights are available. Children will be kept calm and occupied with songs and games. The electric company will be called if needed. If it would become too hot or too cold for the children, parents will be notified to pick up their children early.

Radon Testing

Testing will be done every two years according to the DHS regulations for childcare centers and preschools.

Smoking / Smoke Free Building

Key West Early Childhood Center has been designated as a “smoke free building.” At no time will smoking be permitted within the buildings or in any child occupied areas (i.e. cars, playground) during business hours.

Structural Damage

In case of structural damage, the children will be taken out of the building to the primary relocation site immediately. We would proceed to call 911. We will not return to the center until the building is declared safe.

Weapons

It shall be the policy of the Key West Early Childhood Center that weapons and other dangerous objects are taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action.

For the purpose of this policy, a “weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to, clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, and billy clubs.

Schedule of the Day

Each classroom has a daily schedule posted inside the classroom door.

Supplies

Parents of children who are in the 2 yr. old group and not potty trained, will need to supply diapers and baby wipes. Preschool age/school age children will receive a supply list upon enrollment.

Toilet Training

Readiness for toilet training varies with each child. Please discuss your child’s readiness to begin toilet training with his/her caregiver. Children need to have good communication skills as well as awareness of their body functions before considering training.

In order to be in compliance with Department of Human Services licensing requirements, children attending the Three and Four year old childcare/preschool classes must be toilet trained, meaning they are reliable and self-sufficient with toileting skills throughout the day, including nap/rest time.

Toys

If your child brings something from home to show the other children or a blanket or stuffed animal to nap with, please have him/her place it in his/her book bag and the teacher will allow him/her to take it out at the appropriate time. We cannot be responsible for lost or broken toys. All items brought from home should be clearly labelled. The center always appreciates any donated toys, children’s furniture, books and children’s clothing, as well as your discarded hats, purses, etc.

Withdrawal

If you find it necessary to withdraw your child from our program for any reason, we require two weeks notice in writing. If a child stops coming, and written notice is not given, you will continue to be charged the minimum weekly fee until such notice is received, as we can’t give your child’s space to a child on our waiting list unless we know for sure that he/she will not be returning.

Biting Policy

Our Perspective on Biting

Biting is a very common behavior among children birth to three years. It is important to think positively of the children who bite. Biting is a form of communication, as biting is almost always a response to the child's needs not being met or coping with a challenge or stressor. If we label children as "biters", we harm children's self-perceptions. Also essential to preventing biting is developmentally appropriate environments including schedules, activities, routines and transitions. Five broad causes of behaviors include; 1) the developmental stage of the child, 2) individual differences, 3) the environment, 4) the child does not know something yet and can not verbalize, 5) unmet emotional or physical needs- such as being over-tired or teething. Families and caregivers have better communication by sharing information about the child's well-being.

Response to Individual biting Incidents

When staff observe signs that a child might be on the verge of biting, he or she may be able to act immediately and prevent the biting behavior (e.g. distraction, redirection and the close physical presence of staff). If a biting incident does occur appropriate staff response should include the following:

- Caregivers should address the child that bit in a short, simple and clear way, by using a firm and calm voice.
- Caregivers will provide first aid care for each child that was involved in the biting incident. (including but not limited to washing/cleaning bitten area, offering cold compress, and comforting child)
- Incident reports will be written and given to parent of each child. Names of children should not be given to protect confidentiality.
- Caregivers should go back and talk to the child who bit about different strategies s/he can use next time, instead of biting.

NOTE: Should incidents or behaviors continue to occur, parent meetings/communication is advised. Discharging a child without first addressing the underlying causes of biting behaviors and meeting the needs of the child is not an appropriate response to biting or other challenging behaviors.

Assess the Environment in which Bite Occurred

Children bite to fulfill a need or cope with a challenge. Rather than focusing on the child as needing 'discipline', it is the center's responsibility to observe the child and determine the child's needs. This can be done through assessment. Through observation and assessment, caregivers work to identify the potential causes for the challenging behavior so that further incidents can be prevented. When biting occurs, the caregiver must seek to understand the meaning of the child's behavior and discover together with the child, more effective means for communicating needs, wishes and desires.

In regard to the child that bites and the child that has been bitten, our center will maintain a positive, proactive approach toward the biting situation.

Response to the Child or Caregiver who was bitten

When a biting occurs, the child who was bitten should be immediately cared for and shown concern and support. The child with the challenging behavior should be taught in a firm and caring way that the behavior is not acceptable as well as alternative behaviors. The center caregivers will also examine the needs of the child, including potential changes to the to the environment and routines to help prevent future incidents. Consultants and other resources are available to us in meeting the needs of the children in our care. Only in rare and extreme situations would a child be discharged.

Notification process to Parents of children involved.

Our center will provide confidential reports to parents of the children involved. In addition to notification about specific incidents, educational information about biting will be given to parents.

Documentation

Incidents should be documented to assist staff with identifying patterns and preventing future incidents through possible changes to the environment and intentional teaching strategies. A confidential copy of the report will be maintained in the child's file.

Confidentiality

When informing parents of a biting incident, it is important for center staff to maintain the confidentiality of the children.

First Aid Procedures to be used in Biting Incidents

Staff are trained in First Aid. Assess each child involved. First wash the area with soapy water. Apply ice if needed for pain. Notify parent (by phone) if skin is broken.

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care **shall not** have “**unrestricted access**” to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
Persons who*“**Unrestricted access**” means that a person has contact with a child alone or is directly responsible for child care.
2. Persons who do not have unrestricted access will be under the direct “**supervision**” and “**monitoring**” of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.
*“**Supervision**” means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly
3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
 - b. Shall not be on the property of the child care center without the written permission of the center director, except for the time reasonably necessary to transport the offender’s own minor child or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the center where the sex offender may be present.
 2. The reason for the sex offender’s presence at the facility.
 3. The duration of the sex offender’s presence.
 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center licensing consultant.

COMMUNICABLE DISEASE CHART
RECOMMENDATIONS FOR SCHOOL AND DAY CARE FACILITIES

DISEASE <i>*Immunization is available</i>	Usual Interval Between Exposure and First Symptoms of Disease	Main Symptoms	Minimum Exclusion from School
CHICKENPOX	13 to 17 days	Mild symptoms and fever. pocks are "blistery." Develop scabs, most on covered parts of body	5 days from onset of pocks or until pocks become dry
CONJUNCTIVITIS (PINK EYE)	24 to 72 hours	Tearing, redness and puffy lids, eye discharge	During acute state or until treatment begins
ERYTHEMIA INFECTIOSUM (5TH DISEASE)	4 to 20 days	Usual age 5 to 14 years--unusual in adults. Brief prodrome of low-grade fever followed by Erythema (slapped cheek) appearance on cheeks, lace-like rash on extremities lasting a few days to 3 wks. Rash seems to recur.	After diagnosis no exclusion from school
GERMAN MEASLES* (RUBELLA)	14 to 23 days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash	7 days from onset of rash. Keep away from pregnant women
HAEMOPHILUS* MENINGITIS	2 to 4 days	Fever, vomiting, lethargy, stiff neck and back.	Until physician permits return
HEPATITIS A*	Variable—15 to 50 Days (average 28 to 30 days)	Abdominal pain, nausea, usually fever. Skin and eyes may or may not turn yellow.	7 days from onset of symptoms
IMPETIGO	4 to 10 days	Inflamed sores, with pus	Cover lesions when attending school/day care
MEASLES*	3 to 7 days to rash	Begins with fever, conjunctivitis, runny nose, cough, then blotchy, red rash	4 days from onset of rash
MENINGOCOCCAL MENINGITIS*	2 to 10 days (commonly 3 to 4 days)	Headache, nausea, stiff neck, fever	Antibiotics for 24 hours or until physician permits return
MUMPS* (commonly 18 days)	12 to 25 days	Fever, swelling and tenderness of glands at angle of jaw	9 days after onset of swollen glands or until swelling disappears
PEDICULOSIS (HEAD/BODY LICE)	7 days for eggs to hatch	Lice and nits (eggs) in hair	Must be treated and nit free.
RINGWORM OF SCALP	10 to 14 days	Scaly patch, usually ring-shaped on scalp.	No exclusion from school. Exclude from gym, swimming pools, contact sports
SCABIES	2 to 6 wks initial exposure; 1 to 4 days re-exposure	Tiny burrows in skin caused by mites	After first treatment
SCARLET FEVER SCARLATINA STREP THROAT	1 to 3 days	Sudden onset, vomiting, sore throat fever, later fine rash (not on face). Rash usually only with first infection	24 hours after antibiotics started and no fever
WHOOPING COUGH* (PERTUSSIS)	6 to 20 days	Head cold, slight fever, cough, characteristic whoop after about 2 weeks	5 days after start of antibiotic treatment
Readmission to School--It is advisable that school authorities require written permission from the health officer, school physician or attending physician before any pupil is readmitted to class following any disease which requires exclusion, not mere absence, from school.			