

**La Crescenta Presbyterian Church
CENTER FOR CHILDREN**

2902 Montrose Avenue
La Crescenta, CA 91214
249-8124

License Numbers: 191222458 Infant / Toddler
191201896 Preschool
191223032 School Age

The Church

Statement of Purpose

We are a community of imperfect people, united by God's Spirit, discovering a new life in Christ. Our mission is to love God with all our heart, love our neighbor as we love ourselves, and grow as disciples of Jesus and make new disciples.

All in for Jesus/Sent out to serve.

The Center

Statement of Purpose

La Crescenta Presbyterian Church Center for Children shall be an integral part of the Christian outreach of La Crescenta Presbyterian Church. Its purpose shall be to further the spiritual nurturing of the child in partnership with the parents by providing an opportunity for children to become aware of the living God while spending time in the environment of the church.

Mission Statement

The mission of La Crescenta Presbyterian Church Center for Children is to provide a quality child care program that is nurturing, respectful and educational and which reflects Christ's love to the children and their families.

About Our Church

La Crescenta Presbyterian Church has been serving the Crescenta Valley Community since 1885. The congregation has chosen to continually reach out and minister to the valley through various ministries and programs. The church lists approximately 400 members. It has worship at 10:00 a.m. on Sunday Mornings. Sunday School for children and Youth is offered. In addition to our Sunday morning educational opportunities, the church offers a program on Wednesday nights called PEAK for 2 year olds to 8th grade and adults.

La Crescenta Presbyterian Church has a strong commitment to families and youth with youth groups for children 2 years old to 6th grade, 7th - 8th grade and 9th - 12th grade. A quarterly calendar for each age group is published with special events and is available in the church office.

Each month you will receive a church newsletter called The Messenger. In the newsletter you will find a complete listing of activities and other information about the church. We welcome you to participate in any or all of the Churches' activities. The Messenger will also have a page dedicated to the Center for Children. Be sure to read this each month as it contains valuable information about the center.

We hope that you will feel welcome at La Crescenta Presbyterian Church. If you are looking for a church home, we encourage you to speak with our pastoral staff. The church office is open M-F, 9:00 am to 4:30 pm and may be reached by calling (818) 249-6137.

About Our Center

The Center for Children is operated on a non-discriminatory basis, according equal treatment to all applicants without regard to race, religion, color, national origin or ancestry. First priority for enrollment is to our returning children, siblings of enrolled children and children of communicant members of La Crescenta Presbyterian Church. Any remaining vacancies will then be offered to those who have completed the Waiting List Form.

CFC is a licensed child care center. Under California Law, the California Department of Social Services has the right at any time, without notice or prior consent, to privately interview children or staff at any licensed child care center, to inspect and audit children's records, to observe the physical condition of children, including conditions which could indicate abuse, neglect or inappropriate placement and to have a licensed medical professional conduct physical examinations of children.

Relationship of Center For Children To La Crescenta Presbyterian Church

CFC is guided by a committee of the La Crescenta Presbyterian Church Session.

The Committee is made up of church elders, LCPC members at large and if possible, one parent representative who must be a member of LCPC. The CFC Director and the Treasurer are non-voting members of the Committee.

CFC operates from its own budget which is separate from the LCPC budget.

The CFC Committee must report to LCPC Session about policies, activities and property changes to the plan.

The Pastor/Pastors of the church are involved as consultants to CFC. They are also available to parents and staff for counseling.

Programs Provided By The Center For Children

- Infant/Toddler Care - 6 weeks until 2 years
- Toddler Plus- 18- 36 months
- Full Day Preschool - 2 -5 years old
- Half Day Preschool – 2-5 years old
- School-age Child Care - before and after school care for K - 6 Grade
- Summer and Vacation Camp - Kindergarten through 6th Grade (Full Day)
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Infant/Toddler (Year Round)

- Infants are located in Room 207. These are children between 6 weeks and approximately 12 months.
- Toddlers are located in Room 106. These are children between 12 months and approximately 2 years.
- Children will be accepted after 7:00 a.m. each day.
- Care is provided for children from 7:00 a.m. to 6:00 p.m. Parents may use hours as needed, however, the tuition is based on all day care. There is no part day or hourly tuition.
- Children may attend 2, 3, 4, 5 days a week.

Full Day Preschool

(Year Round)

- Children will be accepted after 7:00 a.m. each day.
- Care is provided for children from 7:00 a.m. to 6:00 a.m. Parents may use hours as needed, however, the tuition is based on all day care (there is no part day or hourly tuition.)
- Children may attend 2,3,4, 5 days a week.
- Classrooms are divided into age groups. Placement of children into a specific classroom is at the discretion of the Administrative staff and upon recommendation of classroom staff.

You will find that children who arrive after 9:30 a.m. often have a very difficult time with separation from parents and also find it difficult to become involved with the activity that is already in progress. We also request that you do not pick your child up between 1:00 p.m. and 3:00 p.m. so that rest time is not disturbed.

Half Day Preschool

Children will be accepted after 7:00 a.m., each day. Care is provided from 7:00 a.m. – 12:00 p.m. Children may attend 2,3,4,5 days a week. Children will be provided a morning snack. No Lunch
Classrooms are divided into age groups. Placement of children into a specific classroom is at the discretion of the administrative staff and upon recommendation of classroom staff.

School-Age Program

(During School Year)

Children in T/K- Kindergarten through 6th grade are transported to seven schools in our area in the mornings and are then picked up at the appropriate dismissal times. Care is provided all day when the Center is open and schools are not in session, the weekly tuition remains the same. If your child is not enrolled in our school-age program, the full day daily charge will be assessed. Care is also provided on minimum days and our schedule is adjusted. Children (grades 1 - 6) need to bring their lunch on minimum days and when they're at the Center all day.

The seven area schools we transport to are:

Dunsmore Fremont La Crescenta Lincoln
Monte Vista Mountain Avenue Valley View

Children are transported to and from school in vans owned by the church. The vans are continually monitored for safety and good maintenance by the drivers. The drivers are licensed and approved by the Department of Motor Vehicles, by La Crescenta Presbyterian Church and our insurance company. They must pass the requirements for safe driving by all the preceding. The Department of Motor Vehicles periodically checks all our drivers' licenses for violations that may have been received. CFC abides by all California Highway Patrol regulations.

Parents must call the Center before 11:00 a.m. each time their child is not to be picked up after school! This is **VERY IMPORTANT**. It avoids time lost looking for your child while other children at other schools are waiting for the van. A \$10.00 fee will be charged each time a parent neglects to inform the CFC **NOT** to pick up their child. It is, also, helpful to the Center if you will inform us when your child's school is having a minimum day or a day not taught which would require your child to be here instead of at their school.

Late Pick-Ups: As a service to parents, children involved in after school activities can request a late pick up for activities that end by 4:00 p.m. A late pick-up form is available on line and in the office and must be filled out one day in advance of late pick up. If your child is part of an on ongoing activity, we need the ending date recorded or attach a flyer.

Summer and Vacation Camp

(GUSD Not in Session)

Qualified staff provide full-day care for school-age children going into Kindergarten - 6th grade while public school is not in session during the summer months or vacation days.

An exciting program of activities here on campus and field trips to places in the Los Angeles area is provided. A hired bus or vans are used for transportation. Tuition costs include entrance fee to recreation events, transportation and special events. We provide the a.m. and p.m. snacks. Children need to bring their own sack lunches.

Guidelines for Parents Enrollment Forms

In accordance with the State of California Licensing Division, the following forms must be completed by you and placed in your child's file in order for your child to remain in the Center:

- CFC Contract
- Emergency Information (Lic 700)
- Child's Pre-admission Emergency Information (Lic 702)
- Notification of Parent's Rights (Lic 995)
- Notification of Personal Rights (Lic 613)
- (2) Consent for Medical Treatment (Lic 627)
- Emergency Information
- Permission to Photograph
- Class Roster Information
- Family History (CFC 5/80)

Changes of Address or Telephone Numbers

Parents must agree to provide written notice to CFC within two (2) days of any change in parents residence or work, mailing address or phone number. It is essential that we are able to locate you at all times in case of an emergency.

Children's Play and Learning

We, at the Center for Children, believe that playing is the child's method of learning. This learning happens when they are infants, pre-schoolers and school-age children. Therefore, you will see your child at play in many different situations all day long here at the Center. Play promotes very significant mental capacities. Play is the young child's distinctive way of beginning to organize ideas and to plan and to think.

You may ask, "What do children learn from play?" Through play, children develop emotionally, physically, socially, cognitively and creatively. The beauty of play, also, is that children are learning at their own speed. Because of the abundance of social interaction, every age child learns the power of words, the need for cooperation and learns the ability to negotiate. They realize that others present ideas and thoughts differently than they do and learn to accept this. While they are playing, they enjoy "hands-on" experiences that are of great value because children are far more apt to retain what they have learned. If it hasn't been in the hands, it won't be in the brain.

"I hear and I forget....I see and I remember....I do and I understand"

Creative Art Work

Although we know it is the process and not the product that is important for learning to the child, your child's art work needs some attention from you. First of all, check each day in the classroom art file to see if your child has art to take home. Some appropriate comments from you might be , "Looks like you had fun painting today," "What color did you enjoy using the most?," etc. It is also appropriate to display your child's art at home. (i.e. on the refrigerator door.)

Share Time

Children enjoy bringing special toys and other items from home to share with their classmates. Some of the staff provide a time for sharing at group time, others allow children to play with items through-out the day. Each classroom staff has their individual process for sharing children's possessions. Talk to your child's teacher about his/her classroom policy. However, past experience has taught us to put limitations on items brought to school. Here are some guidelines.

- Only bring items that are inexpensive to replace, unbreakable and contain only a few parts.
- Clearly label with your child's name on each item and its parts.
- The item need not be a toy. A rock, a special leaf or plant, or a souvenir from a family outing would provide interesting telling by the child.
- No toys of violence (i.e., weapons, super heroes, action figures.)

Children's Clothing

Keeping in mind that CFC believes that a child's play is his/her work and that play often is messy, be sure you dress your child in clothes that can be soiled and stained. Having fun, playing and learning are the issues here, not keeping clothes clean.

Water play and getting wet is an important part of our curriculum throughout the year; therefore, a change of clothing is necessary. The staff will provide you with a list of extra clothes to be left at the Center for your child, for the inevitable spilling and water play, etc. All clothing (sweaters, extra underclothes, etc.) must be labeled with your child's name. We strongly recommend that children do not wear clothing depicting super heros when attending the Center. Violent play often results when children wear such clothing.

Parent Involvement

Each year, we provide opportunities for Family Activities, parent education and parent input. These activities may include: VIP Day, Thanksgiving Feast, and Christmas Celebrations. Additionally there are many co-sponsored events with the Children's Ministry department of LCPC. You may also have a special talent, tradition or skill you would like to share with a class. We invite you to schedule time with your child's teacher to share this with the class.

Parent Communication

Parents are encouraged to schedule a conference with their child's teacher to discuss any concerns they may have anytime during the year. However, at least once annually, you will have an opportunity to sign up for a conference with your child's teachers to discuss the growth and development that your child has made in the classroom during the year.

Teachers use an app called Class Dojo to message, and share photos throughout the school week.

You may want to talk to your child's teacher by phone. All classrooms have phones in them. A message may be left for a return call, or he/she may be able to talk to you immediately depending on the staff coverage in that classroom and the teacher's availability.

Birthday Celebration

Knowing that birthdays are a special day for each child and they contribute to your child's uniqueness, we want to participate in celebrating that day also. We need to put limits on birthday celebrating so that we avoid the tendency to compete for bigger and better birthday parties at the CFC. In order to continue reinforcing our education of good nutrition here at CFC, we want to discourage parents from bringing treats loaded with sugar. Please avoid buying small toys, hats and party favors for each child. These items are easily lost and destroyed resulting in unhappy children. In place of the individual party favors, you might choose a new toy or book which could be donated for your child's classroom which would be long lasting and could be enjoyed by all the children. The following are some suggestions for treats parents may bring:

- fruit
- muffins
- unfrosted or "low sugar" cupcakes
- a new book or toy for the classroom (ask for teacher's advice)

The birthdays are normally celebrated at snack time in various ways in the different classrooms by the staff and children with a special hat or name tag for the child, singing, special privileges, etc.

Support Services

Speech screening is available for your child at your request by Patricia Riner-Costantino, MA Language and Speech Pathologist. The CFC staff will assist you in obtaining more information about this service.

Information, is available at your request to observe your child, and for counseling with you about any problems you and/or the staff observe in your child. See CFC staff for further information.

Nutrition

The Center for Children provides for all children, except infants, a nutritional breakfast of milk, wheat product and fruit, a balanced lunch at noon (for full day program), and a p.m. snack of a wheat bread product and juice. Menus are posted in the classroom and available to parents on request. We are currently participating in the Federal Child Nutrition and Food Distribution Division Program. School-age children receive both a.m. and p.m. snack when they are at the Center for a full day and p.m. snack after school on school days. Kindergarten children receive lunch and p.m. snack during the school day and participate in all three nutrition times during a full day. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race,color, national origin, sex, age or disability."

Financial Guidelines

Tuition and Fees

La Crescenta Presbyterian Church Center for Children is a tax exempt non-profit organization.

Current tuition and fees costs are published in the Center for Children Brochure and on our website, center4children.com.

Tuition varies in the different programs and age groups based on criteria such as hours available; teacher child ratio, use of transportation and other considerations.

All programs require an annual enrollment fee. This non-refundable fee is due upon initial placement in the program and then again every spring to continue enrollment in our program.

Full tuition is due whether your child attends or not. No credit for absences are given. However, in the case of extended illness of the child, the full tuition is due for the first full two weeks of continuous absence. Half tuition is due for the following third and fourth full weeks of continuous absence. Tuition is non-refundable.

After 12 months of continuous payment, a one-week payment will be waived for vacations upon written request. This applies to Full Day Preschool only. The infant/toddler, AM preschool and school age programs do not qualify for this.

Financial Agreement

Parents of children enrolled in the Center for children will be required to sign a financial agreement at the time of enrollment. Terms of the agreement will be stated clearly and must be read and clearly understood before signing. The persons who sign the agreement are the individuals responsible for making payment. All billing is done through CuraCubby.

Financial Agreement

All tuition payments are due in advance. Full Day Program payments are due on the first day of each week of attendance.

Three weeks of non-payment for the Full Day Program will result in termination from the program.

A late fee of \$10.00 will be charged for full day tuition after Wednesday at 6:00 p.m. of each week.

If any payment by check is returned by the bank unpaid, parents shall pay the Center a service charge of \$25.00 in addition to other amounts due. If more than two checks are returned in a fiscal year, payment in cash may be required.

When paying by check, please make check payable to CFC.

A two week written notice is required for termination or for any schedule changes of the financial agreement.

There can be no reductions given due to holidays or absences, as our operating costs remain the same. The financial agreement lists the holidays that CFC is closed.

CFC is budgeted on the fiscal year of July 1 to June 30. Any tuition and/or fee changes are modified at the beginning of each fiscal year. Parents will be given at least a 30 day advance written notice prior to any tuition and/or fee modification.

Extra Day of Attendance (Full Day)

If your child is contracted to attend less than the 5 days and you need another day, you may pay the daily rate for that day. You will need to arrange for the day with your child's teacher. Extra days are given only if enrollment and the child/teacher ratio allows. You need to let the office know. The daily fee will be added to your CuraCubby account invoice.

Employer Reimbursement for Child Care

The Center for Children is supportive of any measures that can be accomplished to reduce the cost of Child Care. Some parents participate in a tax-free cafeteria or reimbursement plan where they are employed

The burden of proof of payment for child care lies on the employee, not on the care giver. However, we want to cooperate with you and your employer to make your plan work for you and us.

You may request from us your current financial statement. We will print it out, put our stamp on it and sign it for you. We print requested financial statements on Thursdays. You will find them in your parent mail box. Please, also, remember fees are paid in advance so that your reimbursement will be for fees already paid to us. If this procedure presents any problems with the plan administrator at your company, please have them contact Torie Carlson at toriecarlson@aol.com.

Fees for Subpoenas, Witnesses and/or Requests for Copies of Records

- 10 cents per page for standard reproduction of documents of 8 ½ x 14 or less.
- \$16.00 per hour, or portion thereof, per person for clerical cost.
- All cost of mailing.
- All reasonable costs incurred in a civil proceeding by any witness employed by the CFC which shall include, but not be limited to, mileage and hourly wages while away from the CFC performing witness duties.

The requesting party shall not be required to pay those costs, or any estimate thereof, prior to the time the records are available for delivery pursuant to the subpoena, but the witness may demand payment of costs pursuant to this section simultaneous with actual delivery of the subpoenaed records and until such time as payment is made. The witness is under no obligation to deliver the records.

The witness shall submit an itemized statement for the cost to the requesting party including clerical cost, mileage and or postage.

California Evidence Code Section 1563.

Scholarships

Temporary financial assistance for tuition is available through the Scholarship Fund for children already enrolled in CFC. If you are experiencing financial difficulties paying tuition, you may apply for a scholarship for your child in the CFC office. CFC is concerned that your child receives the consistency of attending the Center during these difficult times. Application is confidential and is presented to the CFC Committee by number, not name. Scholarship applications will be presented and voted on at monthly CFC Committee meeting only. Exceptions to this policy are at the discretion of the CFC Director with final approval of the CFC Committee.

Funds for the Scholarship Fund are maintained through CFC fundraisers, donations from the LCPC congregation and contributions from individuals

Conditions for Termination of Child Care Service

Child care services may be terminated by the Center for Children when:

- Three weeks of non- payment for Full and Half Day Programs.
- The child's behavior becomes hazardous and abusive to the other children or staff in the Center.
- The child's behavior requires more attention than our adult/child ratio allows, thus resulting in the neglect of the other children and of the program.
- The child's parent's behavior is disruptive or abusive in the classroom or on the campus of LCPC to any staff member or child in the Center.
- Continual late pick-up from program.
- The child's parent fails to cooperate with the staff, the policies and /or the procedures of the Center and/or classroom.
- The child is absent 10 days without payment or notice; however, parents are still financially responsible for those ten days.

Safety Guidelines

Bringing and Picking Up Children

The State Licensing of California mandates that your child must be signed in and out each day. A daily sheet for this purpose is posted in each classroom. Please sign in times, full first and last name each time you sign in or out.

Only persons over the age of 16 years old may pick up children. You may be asked at anytime to show ID when picking up your child due to substitute or new staff.

CFC staff will release children to only those persons authorized by you on your Emergency Information Form. Make sure that your alternate pick-up persons bring photo ID.

Full Day children will be accepted at 7:00 a.m. when the Center opens and all children must be picked up by 6:00 p.m. - closing time. After 6:00 p.m., a late pick-up charge of \$15.00 for every fraction of ten minutes will be charged immediately upon picking up your child. The office clock is the official clock.

Safety Guidelines cont.

When bringing your child to the classroom (or play yard) be sure you remain while the teacher greets your child and is able to evaluate your child's wellness. This enables us to admit only well children.

If only one parent has custody of the child and the other is not authorized to pick up the child, the parent must instruct the Center of this fact and must provide the Center Director with a copy of the Court Order confirming the change in custody.

Although, we at the Center recognize that these procedures may be inconvenient for the parent, this policy is essential in order to protect the Center against potential claims for releasing a child to an unauthorized person, or for refusing to release a child to an authorized one.

Weapon Policy

CFC believes that providing a safe environment for everyone on campus is of paramount importance. Therefore, the possession of weapons/dangerous instruments or substances will not be permitted on campus or Center-related activities. Any staff member of CFC may seize any weapon or dangerous instrument they see and must report it to the administrative staff immediately. CFC reserves the right to inspect any backpacks, lunch boxes, jackets or other places that a child may hide a weapon or dangerous instrument if a suspicion exists. A staff person must notify the administrative staff to conduct the search if necessary. If such items, weapons/dangerous instruments or substances are seized and/or found, the administrator shall:

1. Contact the Sr. Pastor of the Church.
2. Contact the Elder Chairperson of the CFC Committee.
3. Notify the parents of the child.
4. Notify the child's elementary school principal if items were brought to school.

The Director shall have the authority to suspend a child from the Center for possession of a weapon/dangerous instrument or substance.

Further action, such as expulsion, report to law enforcement officials must be brought to the CFC Committee. A special meeting of the Committee may be called when deemed necessary by the CFC administrator or Chairperson of the CFC Committee. Parents may address the Committee upon request.

Weapons/dangerous instruments or substances include but are not limited to:

- Firearms and bullets.
- Cutting and puncturing devices. Explosive or incendiary devices.
- Tear Gas.
- Drugs and medications.

Release of Child to an Impaired Individual

If a parent or other authorized person arrives at the Center in an impaired condition, in order to protect the children from any potential danger that could arise because of the person's condition, and to protect the Center against potential claims, it is the policy of the Center to take all reasonable steps to avoid releasing a child to a person in an impaired state.

Accordingly, if, in the opinion of the administrative staff member present at the Center, a parent or authorized person who arrives to transport the child from the Center is in an impaired condition, the staff member will:

Notify any other parent or guardian of the situation.

Offer to call a friend or relative who is authorized to pick up your child listed on your child's Emergency Information Form (LIC 700.)

If the parent or guardian insists on driving the child home, the Center's staff member will notify the local Police Department.

If a particular parent or guardian frequently arrives in an impaired state, the Center will not only notify the Police Department but also will alert other appropriate governmental authorities involved with the care and treatment of children.

Procedure for Reporting Suspected Child Abuse

Each Center staff member is required by law to report evidence or suspicion of child abuse or neglect to Child Protective Services or law enforcement officials. Persons found guilty of failing to report abuse are subject to a fine, a jail term or both. Staff are trained to recognize and report concerns.

Disaster

In case of a disaster during Center hours (i.e. earthquake) we will evacuate from the facility until it is safe to return to the classrooms.

Although the staff will continue to provide an environment that is calm and as comforting as possible under the circumstances, your child needs and wants to be with his/her parents. Therefore, the children will need to be picked up as soon as it is safe for an authorized person to come to the Center for them. If you work far from the Center or if your job requires you to "stay on" in the event of a disaster, etc., an alternate pick-up arrangement must be made. Make sure that the authorized persons know to come and pick up your child and that they are on your classroom emergency form.

Disaster, cont.

The Administration will, after inspecting the facility, make the decision to accept or not accept more children after the disaster has occurred.

If it is a severe disaster, we are prepared with three days worth of food, bottled water, extra diapers, first-aid kits and sleeping equipment. If it is not safe to stay at the Center, our alternative re-location site is Crescenta Valley High School.

The children and staff practice fire and earthquake safety routines in the classroom. All Center fire drills are practiced monthly.

Loss of Power

In the case of severe weather or other condition creating a loss of power or dangerous conditions, the administration will make the decision to keep the Center open, accept new students or close the Center.

Destruction of Center Facility

If, at any time, during the term of your Financial Contract, the Center's facility is destroyed or damaged to such an extent that at the sole discretion of the Center's Director it would threaten the health or well being of the children enrolled in CFC's program to continue to provide child care at that facility, the Center may elect to suspend, including its obligations to provide services, hereunder and the parent's obligation to pay for such services until CFC locates another facility that CFC deems comparable to CFC's current facility and notifies the parent of CFC's intent to resume providing services under you Financial Contract at such other facility.

Health Guidelines

Immunization Record

The Center is required to keep current records of each and every enrolled child's immunization record. Each time your child receives an immunization, please give the office the written record from the doctor for us to copy and record.

Health Policy

In order to protect your child and other children, our Center consulting pediatrician has set up some guidelines on illness. A child should be kept home or will be asked to be picked up from the Center if she/he has:

A temperature of 100.6. The child must be without fever for 24 hours before returning to the Center.

Conjunctivitis, which is an eye infection commonly referred to as "pink eye." The eye is generally red with some burning sensation and there is a thick yellow drainage secreted. The eye may be stuck shut after sleeping.

Bronchitis. This can begin with hoarseness, cough and a slight elevation in temperature. The cough may be dry and painful but it generally becomes productive.

Health Policy, Cont.

Rashes that cannot be identified or that have not been diagnosed by a physician.

Impetigo of the skin. Shows up as red pimples. These eventually become small fluid filled spots surrounded by a reddened area. When the blister breaks the surface is raw and weeping.

Diarrhea. Watery bowel movements that look different and are much more frequent than usual. The Center usually uses a criteria of 2 diarrhea BM's before calling the parent for pickup from the Center. (Diarrhea causes a special sanitation concern when the BM is not contained in the diaper or undergarments. Our babies and children are all given floor freedom and also explore nearly everything with their mouths. In such cases, the parent may be called for pickup from the Center before 2 diarrheas occur.) We understand that diarrhea in infants and toddlers is not uncommon. We realize that many factors contribute to loose bowel movements. We will strive to work with you to determine the cause of the problem. The child needs to be diarrhea free for 24 hours before returning to the Center.

Vomiting. Vomiting needs to cease at least 24 hours before returning to the Center.

Cold with fever, sneezing and nose drainage that may be thick green/yellow.

Signs of illness that are non-specific. The child may look and act differently. There may be unusual paleness, irritability, unusual tiredness or lack of interest. The child requires more attention and care than our adult/child ration allows.

Contagious disease. Some examples are chicken pox, strep throat, etc.

Evidence of nits or lice on his/her head.

Keep your child home when an antibiotic is prescribed until the medication has been given for at least 24 hours. Many illnesses are considered non-contagious after administering an antibiotic for 24 hours. Please ask your physician specifically about this and relay this information to the Center staff.

Research has shown that young children can have their first allergic reaction to an antibiotic, even after it has been prescribed four or five times previously without any effects. With this in mind, **every time** your child begins a new course of antibiotics, your child needs to stay home for 24 hours.

Your child needs to be fever free for 24 hours before returning to the Center.

Returning to the Center

If your child has been sent home with a fever, vomiting or diarrhea, your child will not be accepted the next day at the center.

If your child has had lice, your child(ren) will need to be inspected in the office before returning to the classroom

Please bring release notes from the doctor for any major illnesses or injuries.

If your school age child has missed public school for the day due to illness, they may not be brought to the Center in the afternoon.

Children need to be on an antibiotic for 24 hours before returning to the Center.

Any exceptions to the above policies must be cleared in the office. The classroom staff do not have authorization to give exemptions. Please do not put them in a difficult situation by asking them for a release.

Absences Because of Illness

When a child is ill or unable to attend the Center, please call the Center so that the information can be conveyed to the staff. Please, also, inform the Center if your child has been diagnosed having a communicable disease.

Medication

The Center Administration staff shall administer medications for children only when requested by the prescribing physician. Each container shall be child proof, carry the name of the medication, the name of the child for whom it is prescribed, the name of the prescribing physician and the physicians instructions. Over the counter medication also requires a physician note.

When sample medications are given by the physician or when the physician requests that you give your child an over-the-counter medication, the medication must be accompanied by the same information as a prescription, written on the doctor's prescription stationery.

The parent may come to the Center at any time to administer medication that the Center does not have authorization to give.

The parent must fill out a medical dosage release form in the office for each medication to be administered. The medication must be named, the amount to be given specified as well as time to be given.

Each medication shall be stored in its original container. No medication shall be transferred between containers or administered in a baby bottle.

Medication shall be kept in the refrigerator in the laundry room near the Center's Office when refrigeration is necessary, or in the cabinet above the refrigerator.

When medication is no longer needed, or when your child withdraws from the Center, please remove the medication or the empty container from the Center.

The administering of medication is an accommodation to the parent. The Center accepts no responsibility for any adverse effects of the medications given. Lotions such as diaper cream, suntan lotion or bug spray may be applied with written permission of a parent.

Masking Policy

If for any reason the State or Federal Government or the CDC make masking mandatory, all children over 2 years old, staff and parents will be expected to wear a mask on campus. Non-mandatory masking shall be at the preference of Parents, Staff or Administration.

Anti-bullying Policy

Bullying of any kind is unacceptable at the Center for Children. We are committed to providing a caring, friendly and safe environment in which the needs of individual children are respected and appreciated.

Within the Center for Children we define bullying as:

- A person is bullied when s/he is exposed regularly and over time to negative actions on the part of one or more persons:
- Bullies are people who deliberately set out to intimidate, threaten and/or hurt others repeatedly. They can operate alone or as a group.
- Occasional disagreements or falling out between friends or equals is not considered bullying.

Procedures for Dealing with Bullying

- Provide curriculum through stories, speakers and other means to help children understand the effects of bullying and to establish behaviors that are not acceptable.
- Ensure all reported incidents of bullying are followed up
- Establish facts clearly, taking separate accounts from victim, bullies and witnesses
- Confront bullies with the seriousness of offence but offer support to both victim and aggressor.
- Seek parental support and cooperation
- Keep an incident log to record and monitor all incidents of bullying.
- If the bullying continues the parents will be informed and talked with by the teacher and/or administration. Parent involvement will become critical at this time.
- If the bullying continues the following will be considered and an action plan written
 - Mandated evaluations or counseling.
 - Exclusion from the class
 - Exclusion from extra activities at the center
 - Exclusion from the school or premises.

It is the goal of the Center for Children to work with all children and help them adopt behaviors that will lead them to a productive life with respect for all.



Biting Policy

A child biting other children is one of the most common and most difficult behaviors in group child care. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers

involved. Biting is developmentally appropriate among infant, toddlers and two year olds and is considered a normal phase that many children experience and will eventually outgrow. Although it is developmentally appropriate, it is an unwanted behavior that can result in injury.

Reasons children bite:

- Tender sore and swollen gums from teething
- Signs of being hungry or tired
- Seeking attention
- Exploring their environment orally (young children learn by putting everything in their mouth)
- Cause and effect (if I bite he will drop the toy I want)
- Act of self-defense
- Express feelings of frustration, anger, over excitement and fear (you are too close)

Biting prevention

- Provide a daily schedule that offers a predictable, consistent routine.
- Provide additional supervision as available to the biting child to prevent attempts/bites.
 - Make non-biting a part of the classroom curriculum, reminders, stories, etc.
- Plan and implement age appropriate activities that allow children to be active and release energy.
- Use positive guidance techniques to reinforce appropriate behavior and encourage self-control
- Provide items to bite: teethingers, cold wash cloths and crunchy foods.
- "Shadow" child as much as possible to prevent bites/attempts

Steps taken when a child bites:

1. Teacher will address the biting child immediately using a calm, firm voice, saying "No biting. Biting hurts!"
2. Child will be moved to an area secluding them from the bitten child and other children without any emotion that may encourage the behavior while bitten child is being cared for.
3. Child may observe loving attention being given to injured child

4. Teacher will reiterate "biting hurts. We don't bite friends, we bite food."
5. Child will be redirected to another activity away from others.
6. An incident report will be written detailing the event.
7. Parents will be notified.

Steps for the child that was bitten:

1. Teacher will comfort the injured child and use empathetic language "Ouch, I'm sorry you got bit. Biting hurts. I'm sorry you're hurting."
2. Ice will be applied to the bite and if the skin is broken it will be washed with soap and water.
3. An incident report will be written detailing the event.
4. Parents will be notified.

If biting continues:

1. Teachers will meet with center Director to discuss perceived reasons for biting and develop a plan of action.
2. The biting child will be shadowed to dissuade additional bites.
3. Children will be separated into smaller groups when staffing permits and/or re-directed so child can play independently.
4. Consideration will be made to transition child to next class if age appropriate (often children will not attempt to bite those "bigger" than themselves.)
5. Parents and teachers will partner together to communicate daily.
6. Prepare parents of possibility of temporary dis-enrollment.
7. If deemed in the best interest of the child, other children or school, the child will be disenrolled until the biting period has ceased. These may occur any time after 4bites.

Our goal is to provide an environment that addresses the needs of all children in a loving, supportive manner, while having an understanding of developmental milestones. Although biting is a upsetting behavior, we hope together with education and patience we can all be understanding as the children work through this difficult phase