



## FAMILY HANDBOOK

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## Welcome

Thank you for choosing our program. We are excited about your decision to partner with us in creating a long lasting legacy. Transitioning to a new program cannot be easy. The unknown can be quite scary for everyone. The Family orientation is designed to give you a brief overview of our program and its components as well as familiarize your family. We also want your first day to be as stress free as possible.

## Our Mission

Small Blessings is a family focused environment. Our mission is to focus on God's love through partnering with families in helping their children develop curious minds and becoming socially emotionally ready for school using developmentally appropriate practices established by the National Association of the Education of Young Children (naeyc.org).

## Vision Statement

We believe in creating an environment where families, teachers, and children are actively engaged in hands on experiences and investigative learning. At Small Blessings, families, children and teachers work collaboratively to enhance pro-social behavior. This partnership creates a safe environment where everyone can develop the love of learning.

## Tools we use to fulfill our Mission and Vision

Standards and performance criteria accountable to the National Association of the Education of Young Children

- Standards and criteria are driven by their association with positive outcomes for children, grounded in values and supported by a variety of evidence
- Standards and criteria address: Relationships, Curriculum, Teaching, Assessment of Child Progress, Health, Teachers, Families, Community Relationships, Physical Environment, Leadership and Management
- Professional Code of Ethics
- Naeyc.org

## Families as Partners:

- We believe that when schools and family work together everyone benefits:
- Families become empowered.
- Teacher morale improves.
- Schools get better.
- Communities grow stronger.
- Resources:
  - Family Support Group: Families Interactive for Success
  - Family Central
  - Ncpie.org

## Teaching Strategies Creative Curriculum:

- Research and theory based
- Promotes family partnerships through Family Central
- Focus on the learning environment as an additional teacher
- Multi-disciplined instructional methods
- Knowledge of HOW children develop and learn
- Knowledge of WHAT children need to learn in four developmental areas: Cognitive, Language, Physical and Social/Emotional
- Teachingstrategies.com

## Project Learning and Multiage Classrooms:

- Children engage in a much wider range of capabilities
- Learning environments are responsive to the individual differences which influence learning
- Children learn best through varied hands-on manipulative experience.
- Children achieve at a higher level if they are interested in what they are doing and interests can vary considerably within these classrooms
- Projectapproach.org
- Multiage-education.com/multiagelinks/index.html

## Focus on God's Love

Small Blessings focuses on God's Love by Creating a Biblical Climate (By Mary Gibson Speer) for young Children. What does this mean to you and your family? As today's world becomes more secular and less person-schooled, we recognize the need to preserve and pass on our biblical heritage. At the same time we are aware that simply telling our children Bible stories will not accomplish that goal. "Experience is the best teacher." This is an old saying, but it is still a valid statement. Our task, as teachers of young children, is to provide settings where children can experience the Bible.

## The Experience of Covenant

In the Old Testament, covenant is the promise between God and the Hebrews that they belong to one another. In the New Testament, covenant is the fellowship of love and concern for one another and the world which is brought about by the Holy Spirit.

The security and the acceptance found in this fellowship of concern are essential to the well-being of a young child. When the church (or the home) is truly a covenant fellowship, children know they are loved and accepted long before they can understand Bible stories about "covenant." The covenant relationship, basic in both the Old and New Testaments, is the foundation of the teaching needed with young children.

- The security deposit will be credited to your account when a two-week notice is given to end care. Failure to give a two week notice will result in losing your security deposit.
- Client agrees to pay difference of tuition. Example, tuition is \$216 weekly, CCDF voucher states Subsidy Amount as \$200, Client agrees to pay Over Amount of \$16 weekly.
- When applicable Client agrees to pay Copay.
- Client agrees to pay any tuition not paid by CCDF. Example, CCDF agrees to pay \$200 tuition weekly, CCDF sends Small Blessings \$150, Client will be responsible for additional \$50 of tuition EACH WEEK. Services will discontinue after two weeks of nonpayment of family portion.
- Upon enrollment Client will be set up with 2 accounts; a CCDF account and Client account. The CCDF account will state how much tuition is due from CCDF; the Client account will reflect the amount due from the Client. Anytime CCDF does not pay full voucher, CCDF account will reflect this amount as a credit and client will reflect this amount as a charge.
- Over Amount or Copay for CCDF is due Thursday morning, anything not received by noon on Friday will be assessed a \$40 late fee. Failure to pay your portion of the client account will result in termination of care.

We encourage you to discuss any of these policies with one of our school Directors. A true partnership of family and provider make Small Blessings, Inc. a special place for your children.

## Credits

- Vacation - Each family is given one week of vacation time a year, according to their scheduled attendance, with no charge. This is based upon your child's enrollment year and not calendar year. Two weeks notice must be given prior to your vacation to receive this credit. You will be billed for that week and then a credit will appear the week you are gone because tuition is paid in advance. This notice is given by emailing the office manager. Additional vacation time will be given with a 10% discount on each day and will require continued payment to hold your child's position at Small Blessings, inc. (this is the absentee policy)
- Absence - If you call in or fill out a Change of Status Form before 8 a.m. on the day your child will be absent you will receive a 10% credit for that absent day. These credits appear on your invoice the week after the week after you use them. The Change of Status Form is also located on our website.

## Additional Charges

- Jump Bunch - Jump Bunch visits Small Blessings on Wednesday afternoons. Fees for this class are paid directly to Jump Bunch.
- Jump into Motion - Jump into Motion offers three classes on Friday afternoons for children 3 and up. Fees for this class are paid directly to Jump into Motion Dance Academy.
- Oogles and Googles - Oogles and Googles comes to Small Blessings every Tuesday. Fees for this class are paid directly to Oogles and Googles.
- Spanish Class - On Monday and/or Thursday, children ages 2+ will learn vocabulary through a play based program of music, art, games, and fun activities. Fees for this class are paid directly to the teacher Melanie Tragger.
- Kids Night Out - These are every 3<sup>rd</sup> Saturday of the month. If you sign up at the front desk you will be billed \$20.00 per child. No refunds are given after the Tuesday prior to the event.
- Study Trips - For safety reasons no cash is accepted for field trips and all children attending will be billed the week of the event

## Child Care Development Fund (CCDF) Voucher Clients

- Voucher clients will give voucher application to the Office Manager completed with all personal information, including days/hours child(ren) will need care.
- Office Manager will fill out Small Blessings information for Client, sign, and give back to Client to turn into their case worker.
- Client will present voucher certificate at PEO with start date listed. Client cannot start until the official voucher is received and all deposits/ fees have been paid.
- Client is responsible to pay registration fee, the full first week's tuition, and security deposit upon enrollment.

## Some ways a child can experience covenant relationship

- We call the child by name.
- We as teachers show genuine interest and take time to listen.
- We acknowledge personal occasions such as birthdays and sickness.
- We encourage a child to recognize feelings.
- We put the needs of the child first.

## The Experience of Creation

The biblical teaching about creation is divided into three parts: God creates and what he creates is good; God created persons in his image and is in fellowship with them; persons are intended to serve as stewards over God's good world and to participate in creative activity.

Building on the trust created in the covenant relationship, young children can turn from self to awareness of the expanding world and its people.

Good teaching allows younger children the freedom and opportunity to engage in creative play. From this experience of creative activity a child can develop qualities needed for a healthy personality. Some of these are: a sense of responsibility and self-direction, the ability to reflect and understand, the desire to investigate and evaluate and make decisions.

Children should be allowed and encouraged to think and feel. They should be permitted to talk about their experiences through creative stories and conversation. They need many opportunities to create with art materials, blocks, dramatic play, and manipulative toys.

Just as in the biblical story of creation God allowed persons to help create order out of chaos, so must the young child be given freedom to bring order and meaning into his/her existence.

## Some ways a child can experience creation

He/she has:

- Media with which to create without others restrictions or preconceived ideas of the end product in the use of painting, drawing, clay and clay materials.
- Equipment with which to explore and try out ideas instead of having only one way. For example, there may be several ways to use a slide and a climber, many safe ways to construct with blocks.
- Time to work at his/her own pace.
- Individual ideas that are encouraged and supported in conversation.
- Experiences with music that allow a child an opportunity to move as the music makes him/her feel she/he wants to move.

## The Experience of Law and Ethical Sensitivity

Our biblical heritage includes law (The Ten Commandments) interpreted in the New Testament from the perspective of God's graciousness. In a covenant

community this is experienced not as a negative legalism but as a call to concern for the welfare of others.

For good mental health children need to be taught in an atmosphere that sets limits on their behavior. In order to feel true freedom they must know where the bounds of correct behavior lie. These bounds must be accompanied by a developing sensitiveness to the needs and rights of others. Where possible, children should help make the rules and have explanations of why we need the rules.

#### Some ways a child can experience law and order

- Teachers are trustworthy and keep promises: "When John is finished painting it will be your turn, Joy. I will call you."
- Teachers give choices only when there is a choice; saying such things as: "It is time to go home now" when families come for a child rather than "Are you ready to go now?"
- Teachers are firm but loving. "We keep the puzzles in this area of the room so pieces will not get lost."
- Teachers protect each child's rights and well-being. "You may pound the clay or hit the teddy bear, but I cannot let you hurt John."

Not all of our teachers will be Christians, but we believe the tools, training and expectations of Small Blessings Inc. creates a biblical culture.

#### Open Door Policy

You are welcome to visit the school at anytime and are encouraged to do so. However, we understand that your availability to visit the School during working hours is a matter to be determined by you and your employer as you strive to balance your work and family responsibilities.

#### Family Involvement

- Family Volunteers - A family's participation in the classrooms is a special treat for the children and the teachers. You are invited to "help out" whenever your schedule permits. You may wish to bring a special activity for the children or simply participate in the activities underway. Families can come in and volunteer their time reading and playing games with the children and/or they may donate a few household items. Please coordinate these activities in advance with your child's caregiver.
- Household items - Teachers may ask for items that can be found around the house to elicit family and child participation. Many families have asked for ideas and ways they can play an important role in their child's school day. Children too play an important role in collecting these household items. This builds a child's ownership in their classroom. And, nothing says more to a child than when the children and families work together to plan for school.
- Families Interaction for Success/Open Forums - To help ensure that the school's program meet the needs of families and children. Check the

#### Absentee Policy

Since caregivers plan their day's activities based on the number of children expected, we ask that families notify the School by phone or Change of Status form. If your child is going to be absent, on vacation, late for any reason, or if you or someone else plans to pick up the child early, please fill out a "Change of Status" form. They are available at the check in/out printer located in the lobby. If you report an absence by phone, the office will complete the form. Please turn these forms in at the front desk. There will be a 10% reduction in fees for absenteeism for all children if the school is called before 8:00 a.m. on the date of the absenteeism. This reduction will be credited to the following week's tuition

#### Holidays (Paid days off)

The School will be closed on the following paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- August, Friday-Curriculum Training.-Staff Development
- Thanksgiving Day and the following Friday
- Christmas Eve and Christmas Day
- New Year's Eve and New Years Day
- April, Friday-NAEYC Conf.-Staff Development

Back-up care may be offered on some holidays if a sufficient number of families need care. These holiday observances are subject to date changes, depending on the day of the week that they fall. Please ask for the exact dates for the current year.

#### Fees

- Late pick up fees - A fee of \$10.00 for the first 5 minutes and a \$1.00 per minute after is charged to each child who is not picked up by the time the center closes at 6pm. Late fees apply in Sick Bay starting at 5: 30pm.
- Late Payment Fee - Tuition is due Thursday morning. Any payment not received by Friday at noon receives a \$40.00 late fee payment.
- Returned Check Fee - A \$35.00 processing fee will be applied to your account for each returned check or EZ-EFT draft.
- Supply Fee Small Blessings, Inc. does not assess a supply fee; all fees are worked into your weekly tuition.
- Other Fees - In addition to the fees already mentioned, special situations such as families eating lunch in their child's class and/or field trips may require a fee.

#### Discounts

- Sibling - A 5% discount off of your weekly tuition is given when one or more siblings attend.

minimum per day and you are charged for the time frame of hours you would like to arrive and leave. Part time is Monday, Wednesday, and Friday, OR Tuesday, and Thursday. Any additional hours used are charged as an actual usage and appear on your invoice the week after you use them.

- Actual Usage Adjustment - If you attend part time you are asked to secure a time frame for the hours you would like to arrive and leave at. This timeframe is what your billing is based upon and not the number of hours you have requested. If you arrive before your secured time or pick up after your secured time the extra minutes will be calculated at an hourly rate and will show up as an actual usage adjustment, the following week. For example if you secure the timeframe of 7am to 4pm and you drop off at 6.45am and pick up at 3.30pm. You will then accrue a 15 minute actual usage charge.
- School Age Tuition - All weekly fees are based upon before and after school needs. Any additional hours for waiver days, snow days, etc. are charged at the hourly rate and appear as an actual usage the week after they are used.

### Payments

Tuition payments are made by Electronic Funds Transfer (EFT) transactions through your checking account. There is a credit card option; to use this option there is a 3% convenience fee added to each transaction. Payments for all new clients are required through Electronic Funds Transfer (EFT). An EFT application is included with your enrollment packet. Is it the family's responsibility to notify us immediately of any change in your EFT information and provide us with an up-to-date account by filling out a new EFT form. Any returned funds through EFT will be assessed a \$35 processing fee.

### Extended Hours and Late Charges

It can be difficult for young children when they stay at the School longer than they are used to and it can mean that caregivers have to work unscheduled overtime. After 6PM a late fee of \$10.00 for the first five minutes will be assessed and \$1.00 for each minute after that. Please note the Sick Bay closes at 5:30PM therefore late charges begin at 5:31. When a family is called and asked to pick up their child due to illness they have one hour to do so. After an hour, the family will be assessed a fee of \$10.00 for the first five minutes and \$1.00 for every minute after that hour.

### Referral Program

Our most treasured assets are our customers. The best referral comes from our happy customers and devoted employees and we want you to know it! For every family you send our way that enrolls in our program, Small Blessings, Inc. will credit your account \$200 after they have been here for six weeks! We appreciate your kind references!

If you refer a teacher to our school, you will receive a \$200 referral credit after their 90 day review.

community calendar on our website for a listing of meeting dates. The school Directors will post the dates and times of the meetings to give all families the opportunity to share their suggestions with their Family Committee prior to the scheduled meetings.

### Our Commitment to Communicate with Families

It is our commitment to communicate with you regarding your child's experiences at the School. Daily communication, Weekly Classroom Newsletters, Quarterly Administration Newsletters and Family/Teacher Conferences will keep you updated on your child's experiences in school activities. Remember, teachers are interested in working with you to meet your child's individual needs. You should feel free to talk with them about any questions and concerns.

### Parent Central

A unique online tool to help early teachers in our school follow children's, plan the curriculum, and communicate and collaborate with you.

Through this tool, family members will be able to:

- Receive messages and images from your child's teacher and respond through your [online journal](#).
- Complete a developmental survey to [assess your child's progress](#) and view [development reports](#).
- Get personalized [activity recommendations](#) for your child.
- Learn more through the extensive [resource list](#).
- See an [event calendar](#) that includes classroom and program events.
- Read program and classroom [newsletters](#).
- See your child's classroom [Weekly Planning Form](#).
- After parent-teacher conferences, review your child's [Progress and Planning Form](#).

To get started, your teacher will send you an invitation. It is necessary for you to respond, set up your username and password upon receiving this invitation before you will receive any of the above features. This is an important step for each family to take upon enrollment into our program. Communication will not be at its peak without it. View the [Family Guide to CreativeCurriculum.net](#) at [www.creativecurriculum.net/parents/index.cfm](http://www.creativecurriculum.net/parents/index.cfm) for a step-by-step guide to using this important online resource.

### Daily Communication

Communication with families is an essential part of a quality program; therefore, each classroom is required to have a "Family Information Board" or "Family School". The bulletin board designated for your Family School is located outside each room. Each Family School will display the classroom's daily schedule, current lesson plans and a copy of any letters that are sent home to families. Outdated letters should be kept on file in your classroom as a reference. The dry erase side of the board can be used to write reminders or

“daily news”. Your child’s caregiver will communicate daily with you concerning your child’s experiences at the School.

**Daily Communication Policy:** Family/Teacher communication is critical in the development of every child. Our Daily Communication sheets go beyond conveying basic information of the child; it bridges the communication gaps between teachers and families. It is our policy to collect information each day from the families in order to provide individualized care for the child and also to report authentic details of the child’s day in order to communicate to families and document children’s progress.

**Daily Communication Procedure:** Family/Teacher communication is critical in the development of every child. Documented daily communication is as follows: Each child’s daily is to be stored on a clipboard located in each child’s cubby. The adult dropping the child off at school will list any pertinent information on the daily concerning the child’s morning, medication needed, and how teachers can individualize for the family on that specific day (Families will also need to continue to sign the medication log located on the medicine cabinets).

Families will bring the child’s sticker and clipboard from the cubby to the teacher so that teachers will record information as it happens throughout the day. The adult picking the child up will tear the white copy off of the daily sheet and take it home. The closing teacher will re-load dailies onto the clipboards for the entire suite and place the clipboards back into each child’s cubbies.

We are hopeful that adherence to this procedure by teachers and families will eliminate lost information that helps teachers provide optimal care and education for their students as well as information that helps families continue education at home.

### Family/Caregiver Conferences

Families/caregiver conferences are generally held every six months and/or time of transition. The purpose of these conferences is to provide families with an overview of their child’s developmental progress and to answer any questions or concerns families may have regarding their child’s stay at the School. In addition, any family may request a family/caregiver conference any time. A conference will need to be scheduled so that a teacher will be covered in her classroom.

### Resolving Family Concerns

Just as caregivers are encouraged to discuss concerns with families, families are encouraged to ask their child’s caregivers any questions they may have about their child’s care at the School or about general School issues. It is important for families and staff to clear up any questions or misunderstandings quickly. Nearly all concerns are best addressed at the classroom level, but if families and caregivers are not able to reach a mutually satisfactory resolution, families are encouraged to discuss their concerns with one of the School Directors. Small Blessings, Inc. is committed to the satisfactory resolution of families’ concerns.

classroom. Children who do not receive the required testing may be excluded from the School in order to protect the health of the group.

Families of children with physical, emotional, visual or dental problems will receive referral notices from the School. Families will be responsible for contacting the appropriate agency for screening. A child whose families fail to comply with the School’s medical policies may be disenrolled.

### FINANCIAL POLICIES

At Small Blessings, Inc., we provide quality programming in an excellent facility at a reasonable and competitive price to families. Tuition fees paid by families are utilized to cover the School’s direct operating expenses including staff salaries, program and food expenses.

Tuition payments are due on Thursday mornings for the following week. If you are on a part-time or occasional child schedule, tuition is paid based on your specific, contracted, window of time. Adjustments for absences or overages will be credited or added to the following week. Tuition not paid by 12:00 noon on Friday will be assessed a \$40.00 late charge and will continue to accrue for each week your account is behind.

Small Blessings, Inc. is open to serve you 52 weeks of the year. There is a 10% reduction in fees for absences from the school including illness with previous notice.

### Tuition

Small Blessings, Inc. establishes the School’s tuition rates and adjusts them annually to cover increases in the cost of operation. Each year we will review the tuition rates of child care schools in the Indianapolis area and determine rate increases for our school. In determining a rate increase, comparative rates, quality, and staff salaries and benefits are considered. Families will receive a month’s notice, in writing, of fee adjustments.

Tuition rates reflect the chronological age of your child. They will move up to the next age group when they near their birthday depending on enrollment.

- Billed on Monday
  - Invoices distributed via email on Tuesday
  - Due on Thursday, EFT is deducted on Friday
  - Late on Friday at Noon
- 
- Fulltime - Full time is classified as a child attending 34 or more hours a week. Tuition is calculated on a weekly rate and is paid a week ahead. Even though your hours are included from opening to closing we do require you to secure a timeframe for staffing and ratio purposes.
  - Part-time - Part time is classified as anything 1-33 hours a week. It is charged as an hourly rate and is paid a week ahead. There is a 7 hour

- So that internal (oral) and external (topical) medications are separated
- Separate from food
- In a sanitary and orderly manner
- Medications no longer being used will promptly be returned to families/guardians or discarded, never placed in the child's cubby.
- Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care provider. Instructions which state that the medication may be used whenever needed will be reviewed by the health care provider at least annually.

#### Self-Administration by Child

A school-aged child will be allowed to administer his or her own inhaler or Epi-pen when the above requirements are met AND:

A written statement from the child's Health Care Provider and family/legal guardian is obtained, indicating the child is capable of self-medication without assistance

The child's medications and supplies are inaccessible to other children. Staff must observe and record documentation of self-administered medications.

#### Physical Examinations

All children enrolled in the school must present a physician's certificate of good health prior to the time of admittance. Furthermore, Infants, toddlers and twos must have an updated physical record form after each check up.

#### Sickbay Procedures

If your child becomes ill at the school they will be taken to the sick bay. You will immediately be called and given an update. Late charges begin if you are asked to pick up your child within one hour and your child is not picked up within one hour of our call. Late charges also begin at 5:31p.m. The following conditions also need to occur:

- All ill children entering/exiting the building must do so through the sickbay door
- Clocked in/out at the front desk
- Notification may be required in writing, from your doctor, that a child may return to class, or sick bay.

We are not to diagnose a disease but do our best to recognize illness or disease symptoms in order to protect the health of the whole school. Please know that we do our best at protecting our young ones.

#### Special Health Procedures

During outbreaks of contagious illness (i.e., epidemic diarrhea – to rule out shigella, bacterial meningitis or Hemophilus Influenza type B), families may be required to have their children cultured or tested prior to entry into the

Good communication between staff and families is vital to the smooth running of the School.

### PROGRAM POLICIES

#### Our Philosophy on children's Learning

We believe in providing experiences for children that meet their developmental needs and will work to compliment a child's experiences at home. Families are the most important influence in the lives of their children. It is our goal to involve and work closely with families as we assist them in the care of their children. Families have both the right and the responsibility to share in decisions about their children's care and development.

Each child is valued as an individual with individual needs and interests. We know that development takes place in orderly sequences and is multifaceted including social, emotional, physical, and intellectual development. We are especially attuned to the social and emotional development of the children in our care. All of our interactions and activities are geared toward the achievement of a positive self-concept and self-esteem in each child. We believe a child must feel emotionally safe before the child can learn and grow effectively.

Children learn by doing. Through active involvement with their environment, children attempt to make sense of the world around them. They learn by exploring their environment through hands-on experience and play. Teaching young children is a creative process. An early childhood curriculum provides the framework for what actually happens in a planned environment where children interact with materials, their peers, and adults. The primary teaching goal is to help young children use the environment productively and see themselves as capable learners. They will acquire the skills and abilities needed for kindergarten and beyond through carefully planned, developmentally appropriate activities arranged by the caregivers.

When a learning environment encourages exploration and discovery, children develop a sense of trust and belonging. They feel important and valued when others listen to them, seek out their ideas, and allow them to express themselves.

Children develop a sense of trust when caregivers:

- Follow a consistent schedule;
- Carry through on announced plans and/or promises;
- Make contact with each child during the day; and,
- Make positive comments about children's play activities.

Children develop a sense of competence when caregivers:

- Reinforce and value their play activities;
- Give them developmentally appropriate materials to play with;
- Provide them with materials that support and challenge their abilities;

- Praise their efforts;
- Help channel their frustrations; and,
- Encourage them to see tasks through to completion.

Children develop a sense of initiative when caregivers:

- Provide them with ample opportunities for creative expression;
- Allow them to explore the environment freely;
- Permit them to get messy during sand, water, or art activities;
- Encourage make-believe play;
- Allow them to work independently; and,
- Promote problem solving and risk taking.

#### Child Transition Policy:

It is the policy of Small Blessings to transition children on or around their birth date. It is the responsibility of every caregiver to individualize care in their classrooms for the youngest to the oldest child in their environment thereby providing the best possible care for each child.

#### Transition Procedure:

Preparation for the transition occurs long before the actual move. Caregivers will begin to talk to children about their new room, their new caregivers and the activities in their new room several weeks in advance. The hope is to instill in transitioning children a sense of anticipation regarding the move.

#### One Week Transitioning Schedule

The following schedule will be followed for part time and full time students:  
 Monday: 9am to 11am    Tuesday: 9am to 11am    Wednesday: 9am to Lunch  
 Thursday: 9am to Nap    Friday: 9am to Pick Up

Every child is different, if anyone feels that one week is not enough time to transition, please contact us.

Around transition time children's behavior may change slightly. They may experience separation difficulties such as crying or clinging to families, or they may talk about returning to their old rooms. Such reactions are not unusual and rarely last long. Children need time to feel comfortable with new caregivers, classmates and surrounding. Families, too, may take some time to adjust to the child's new room and caregivers. Good family-caregiver communications helps both families and child feel at ease at transition time. Families of transitioning children are welcome and encouraged to visit their child's new room at anytime.

#### Discipline

Small Blessings believes that part of the responsibility of the school is to help children learn appropriate social behavior. We know that the children in our school are just beginning to learn that others have feelings and that it is very difficult for young children to control their emotions and their behavior. Our

The instructions should include

- the name of the medication
- the dose of the medication
- how often the medication may be given
- the conditions for use
- any precautions to follow; and
- potential side effects

A child may only receive medication with the permission of the child's family or legal guardian.

Medications for chronic conditions such as: Asthma or allergies  
 For chronic conditions (such as asthma), the family/legal guardian written consent must be renewed monthly. An individual care plan must be provided that lists symptoms or conditions under which the medication will be given.

Emergency supply of medication for chronic illness:  
 For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case there is a situation in which children are not able to return home for an extended time.

#### Staff Documentation:

Staff administering medications to children will be trained in medication procedure by Health Specialist and record of training will be kept in staff's file. Staff giving medications to will document the time, date and dosage and route of the medication given on the child's Medication Permission Form and will sign each time a medication is given. Notation of failure to provide medication, at the prescribed time as requested by a physician or family will also be noted.

Staff will report and document any observed side effects on the child's individual medication form.

Staff will provide a written explanation why a medication was not given. Outdated Standing Order Forms and documentation will be kept in the child's file.

Staff will only administer medication when all conditions listed above are met.

#### Medication Storage:

Medication will be stored as follows:

- Inaccessible to children
- Separate from staff or household medication
- Protected from sources of contamination
- Away from heat, light and sources of moisture (not in the kitchen or bathroom)
- At temperature specified on the label (refrigerated if required)

## Medication Administration Policy

Inevitably, some children will require medication while in the childcare setting. The process for handling and administering medications must be well structured and carefully followed in order to ensure that the interests of the children and the providers are best served. When possible, a child's families and physician should try to minimize the need for medications while in childcare. Medicines ordered twice a day should normally be given before and after, rather than during, childcare hours. Medications ordered to be given three times daily also may be planned so that they are given in the morning before the child leaves for childcare, in the afternoon after the child returns home, and again during the evening. However, in some cases, administration of medications during childcare hours is unavoidable.

## Medication Administration Procedures

Teachers will administer medication only if the family or legal guardian has provided written consent on the Medication Permission Form located in each room on the outside of the first aid cabinet. Over the counter medication must have a current Standing Order Form on file, signed by the family doctor.

## Prescription Medication

- Families or legal guardians will provide the prescription medication in the original, child-resistant container that is labeled by a pharmacist with:
- the child's name, the name and strength of the medication;
- the date the prescription was filled;
- the name of the health care provider who wrote the prescription;
- the medication's expiration date;
- and administration, storage, and disposal instructions.

## Nonprescription Medication

- families or legal guardians will provide the medication in the original container.
- the medication will be labeled with the child's first and last names;
- specific, legible instructions for administration and storage supplied by the manufacturer;
- and the name of the health care provider who recommended the medication for the child.
- Instructions for the dose, time, and method to be used, and duration of administration will be provided to the child care staff in writing on the Medication Administration form located on the outside of the first aid cabinet in the classroom. This requirement applies both to prescription and over-the-counter medications

Standing Order Forms, signed by the family and doctor, should also be used for certain medications for recurring problems, emergency situations, or chronic conditions or prevention. Example: sun screen, diaper ointment, and/or Epi-pen.

goal is to encourage children to talk things out, to work together, to make good choices and to care for themselves, their peers and for our property. Our method of discipline is re-direction, logical consequences and utilizing the "safe place". We view the "safe place" as a renewal time rather than as punishment. It is when a child has time to reflect on his/her actions and to gain control over feelings and actions before resuming play and group activity.

In our teams we work out strategies to help us to be consistent, loving and gentle but firm in our approach with each child. We believe that the behavior in the classroom is our responsibility, and that if the environment is appropriate, children will respond positively. We expect loud, boisterous and egocentric behavior in a normal range and we celebrate the creative and imaginative child who challenges our planning. We know that each child experiences times of disequilibrium in their development and as your child learns each new skill, he/she can be emotional, defiant, or withdrawn.

One benefit of early childhood education is that trained professionals look objectively at the children in each class. While we do not presume to know what is best for each child, we have experience and knowledge in normal behavior, and we can help identify unusual or challenging behavior that is inconsistent with our understanding of normal development.

Occasionally we face a challenging child who does not respond to our best efforts. We take this very seriously. Our children are too precious to ignore! We know the extreme importance of the early years in establishing patterns of behavior. When this occurs we ask for the cooperation of all our families. We ask that the families of the challenging child work with us, and we ask that the families of the other children in the class trust us to protect all of our children and be understanding as we apply tried and true methods of redirection.

If there is a child who continuously hurts himself, others, or damages the property, the child's families will be asked to work with us in helping the child grow in positive ways. The teachers will request special conferences with the families which may result in the teachers sending home a daily report. This is not to punish the child, but to work cooperatively during this crucial stage of the child's development. An evaluation by a professional trained in understanding challenging children may be recommended. Diet, medication, unusual growth patterns or allergies can be the source of a problem and it is important to have an early diagnosis. If we do not have family support and cooperation, our efforts may not work. In extreme cases, when a child consistently hurts others, himself or damages the equipment, we may ask that the child be withdrawn from our school for the benefit of all our children.

## Hiring Teachers

It is important as child care providers and educators to maintain a secure and stable environment for all children. In order to accomplish this, we provide significant in-service training and offer our staff the opportunity for excellent employment opportunities with Small Blessings. This allows us to provide the best qualified and trained staff for you and your children. To maintain a stable

staff, it is critical that our students' families not hire, nor solicit to hire, staff. By enrolling your child you agree not to solicit for hire, or hire, any current employee or person who was employed by Small Blessings while your child was receiving child care services from Small Blessings. I acknowledge the value of the services provided by Small Blessings and agree that any breach of this provision will result in the immediate suspension of all services, forfeiture of all paid fees and deposits and an obligation to pay as liquidated damages a "teacher replacement and training" fee of \$1,500.

### Nap Time Procedures

Licensing guidelines require a minimum of rest time of ½ hour for all children. Your child needs to feel comfortable during naptime; therefore, he/she may bring a soft sleep toy from home. Please bring a small blanket and or small pillow for naptime and launder it weekly. Due to limited space these items do need to be small. The School provides and launders cot sheets.

After brushing teeth and going to the restroom and before laying down children should retrieve quiet activities to play with until 1 o'clock

- At 1 children should place activities under cots and lay down on their cots
- Nap music should be present (can be soothing music or a calm story)
- Children should be on the cots at all times to encourage sleeping
- After 30 minutes activity bags that are already stored under cots can be retrieved if child is not sleeping. This reduces children being awakened due to movement in the classroom.
- No timers
- No public announcements
- Children who have not been resting need to continue to rest (children who are off of their cots or playing with toys are not resting)

Even though teachers are working on things they maintain supervision and control over the room. In-between dailies or email responses they walk around the room so that they are sure that children out of the direct line of sight are alright. Section 53 of our State's Regulations for additional information.

### Opening/Closing & Expanding/Collapsing Classroom Policy

It is the policy of Small Blessings to strategically open and close classrooms based on the number of children served, while maintaining a financial responsible staffing ratio at all times. In doing, so we will always maintain the ratio of the youngest child being served in any given classroom at any given time.

### Pet Policy

Pets in our program will be carefully chosen in regards to care, temperament, health risks and appropriateness for young children.

Pet Policy Procedure:

children with disabilities and/or chronic illnesses, considering each child individually.

### Immunizations

Children must be immunized in accordance with standard pediatric practice in order to be admitted to the School. Infants and toddlers must follow the American Academy of Pediatrics recommended immunizations schedule and provide a written record to the School verifying each immunization so that the School's records are kept current. Pertussis vaccine is included in this requirement due to the large group of susceptible (one year and younger) children at the School. These files are kept confidential.

All children must be immunized against Hemophilus Influenza type B (HIB) and MMR. Children will receive 3 HIB vaccines with a booster at 12 and 15 months. The first HIB vaccine should be administered at 2 months. Varicella, Chicken Pox vaccination is also required. The American Academy of Pediatrics recommends the following schedule:

Immunizations	Age(s) Given
DPT (diphtheria, tetanus, pertussis)	2 months 4 months 6 months 15/18 months 4/6 years
Polio (oral)	2 months 4 months 6/18 months 4/6 years
Measles, Mumps, Rubella (usually given together at MMR)	12/15 months 4/6 years
HbCV (Hemophilus Influenza B conjugate vaccine – formerly HIB)	2 months 4 months 6 months 12/18 months
Varicella	12/18 months
Hepatitis B	Birth 1/4 months 6/18 months
Pneumococcal (PCV)	2 months 4 months 6 months 12/15 months

Children whose immunizations are not kept current are subject to disenrollment.

- Yellow, green, or clear thick runny nose: Persisting for more than the typical 7-10 as recorded on the child's daily health record.

Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

Children with the above signs and symptoms will be separated from the group and cared for in the Sick Bay. Family/guardian will be notified by the Health Specialist that their child will need to be picked up within one hour. If the family cannot be reached at any of the contact numbers listed on file, emergency contacts will be called. If the child is not picked up within one hour of the initial phone call, late fees will apply.

The child's primary care giver will complete a symptom record located on the sick bay referral form and the child's daily. When the family/guardian picks up their child they will sign the sick bay referral form and receive a copy for their records. When the child spends the day in the Sick Bay, the Health Specialist will fill out the symptom record on the child's daily and give a copy to the family/guardian for their records.

Following an illness children will be readmitted to the classroom when they no longer have the above symptoms, have begun appropriate treatment, have a doctor's note, and/or no longer have significant discomfort and feel well enough to participate.

Families/Guardians will be notified by written notice on the main door of the building signifying the classroom of exposure to a communicable disease. Families/Guardians will not be given verbal notice.

#### CONDITIONS THAT DO NOT REQUIRE EXCLUSION

Reason this policy is important: When a child becomes ill but does not require immediate medical help, a determination must be made whether the child requires exclusion. Most illnesses do not require exclusion.

- Common Colds, Runny noses (regardless of color or consistency of nasal discharge), and coughs. Signs and Symptoms of colds will be observed by the teacher and/or families and should be written on dailies each day.
- Fever without any signs or symptoms of illness in children who are older than 4 months. For this purpose, fever is defined as an axillary (armpit) temperature of 100°F or greater measured by a digital thermometer.  
\*Fever is an indication of the body's response to something, but is neither a disease nor a serious problem by itself.
- Watery eye discharge without fever, eye pain, or eyelid redness.
- Children with chronic infectious conditions that can be accommodated in the program according to the legal requirements of federal law in the American with Disabilities Act (e.g. HIV infection). The act requires that child care programs and schools make reasonable accommodations for

- Animals will be properly cared for (clean water, food, clean cages, and immunized). Staff will be assigned duties to maintain the pets.
- Animals, their cages and any other equipment will not be allowed in the food prep area.
- Children will be closely supervised when handling pets.
- Children with allergy response to animals will be accommodated.
- Children and adults will wash hands after handling or feeding animals.
- Children will not clean cages or have access to animal waste. Staff will wash hands after cleaning animal cages/equipment.
- Birds of the parrot family that carry psittacosis, a respiratory illness, as well as reptiles and amphibians that typically carry salmonella, a bacteria that can cause serious disease in humans, will NOT be permitted.
- Families will be notified in writing when pets will be on premises, including the type of pet.

#### Program for Infant, Toddlers and Two's

Experiences for the youngest children are designed to provide a warm, loving environment that promotes a sense of security and trust. Because children learn by exploring their surroundings, our classrooms for infants and toddlers include an exciting variety of "mini" environments such as:

Soft, quiet sections containing, pillows, fabric dolls, and tactile murals;  
Non-mobile infants are provided a variety of materials such as soft mats, wall-mounted mirrors, and toy bars so they can observe the world around them;  
Rocking chairs invite caregivers and children to share some special one-on-one times throughout the day;  
Upholstered boxes and low sturdy cube chairs provide opportunities for children to practice climbing to a stand.

#### Program for Preschoolers

Experiences for the older children (ages 3 to 5 years) are designed to enable them to learn about themselves and the whole world around them. Opportunities are provided for individual and group activities in a variety of interest schools. A classroom for young children benefits from having clearly defined, well-equipped interest areas that are arranged to promote independence, foster decision making, and encourage involvement. When the room is divided into interest areas, children are offered clear choices. An area set aside for books, art, or table toys provides opportunities for quiet play. Areas set aside for dramatic play, block building, woodworking or large muscle experiences give children options for active play. Typically, the environment includes space for activities such as:

- Blocks
- Table toys/math manipulative
- Dramatic play

- Art/creative expression
- Sand and water
- Discovery (Science)
- Library
- Music and movement
- Outdoors
- Computers

### Birthday Celebration Policy

There will be LOTS to celebrate at Small Blessings! We'll celebrate each child's birthday, including those summertime ones! Due in part to the large number of food allergies, there will be no edible treats, such as cupcakes, etc., allowed for birthdays. As an alternative, we invite each family to donate a small gift to the classroom, such as a book, puzzle, craft item, game, etc. Some families choose instead to give each individual student a little treat, such as a pencil, sticker sheet or eraser. We'll read a birthday story on your child's day, and he/she can open the gift and present it to the class. As an alternative we encourage you to look at the list below which includes alternative ways to celebrate your child's special day.

### Alternative Ideas for Birthday Celebrations

We will:

- Provide a birthday hat for them to wear
- Have them decorate a Birthday chair to sit in during the day
- Sing Happy Birthday at lunch

Families could:

- Bring in a special game to play like a board game, large motor, age appropriate computer CD-ROM game, ring toss, bowling, car races, etc.
- Bring in treat bags for children to take home that are filled with stickers, erasers, small toys, etc.
- Provide a t-shirt that friends could sign as a literacy activity (we will provide fabric markers)
- Donate something to the classroom. This would allow your child to open a present and have ownership in the classroom
- Have a party character visit the class (clown, Power Ranger, Dora, etc)
- Have someone from a pet store visit and bring animals
- Arrange a private Oogles 'n Googles visit
- Bring in a special art project
- Bring in a disposable camera for your child to take pictures and we will make it into a scrapbook as a group project.

Specialist. The child's primary care giver will complete a symptom record located on the sick bay referral form and the child's daily. When the family/guardian picks up their child they will sign the sick bay referral form and receive a copy for their records. When the child spends the day in the Sick Bay, the Health Specialist will fill out the symptom record on the child's daily and give a copy to the family/guardian for their records.

Exclusion from school is recommended when:

- The child displays any of the following conditions, or conditions shown on the health department chart, unless a health professional determines the child's condition does not require exclusion:
- Diarrhea: excessive stools that cannot be contained in a diaper due to contamination or lasting longer than 48 hours without being seen by a doctor. Excessive diarrhea is defined as watery stools occurring one after the other.
- Blood in stool: not explained by dietary changes, medication, or hard stools.
- Conjunctivitis (Pink Eye): A child will be excluded for bacterial conjunctivitis (red eyes, green or yellow discharge). They may return a full 24 hours after treatment has started and they are able to participate in activities. Other forms do not need to be excluded if determined by a physician (such as caused by allergies).
- Fever
- Axillary temperature of 102°Fahrenheit or higher. If under 4 months of age, fever over 100°Fahrenheit or higher. Digital thermometers are used at Small Blessings.
- Impetigo: Exclude until a full 24 hours after treatment has begun.
- Mouth Sores: Exclude if mouth sores is coupled with drooling.
- Pertussis (Whooping Cough): Children should be excluded until five days of appropriate antibiotic has been completed or until physician states patient is non-infectious.
- Pinworms: Children should be excluded for a full 24 hours after treatment has begun.
- Rash: with fever and/or behavior change. Rashes without a fever and/or behavior change will be observed for an hour and if they spread, the child will be excluded. Behavior change with rash is defined as any behavior not normal to the child, scratching, or rubbing of affected area. Any rash that breaks and seeps will require exclusion until sores are clear of infection or treated appropriately.
- Scabies: Children should be excluded until 24 hours after treatment is begun.
- Sore Throat with Swollen Glands.
- Streptococcal pharyngitis (Strep Throat): Excluded until 24 hours after treatment is begun.

- The reporting Lead teacher will decide whether a child who is ill will be permitted to remain for the day in the classroom, or referred to Sick Bay, based on ill policy for children. The Lead Teacher will notify Sick Bay when a child is being watched for symptoms (1<sup>st</sup> diarrhea, noticing of a rash, etc.) so that the Sick Bay can be prepared.
- The child's primary care giver will complete a symptom record on the child's daily to document time, date, and symptoms of illness; when primary care giver is not present, a teacher will document anything of note on the daily form.
- Sick Bay will decide whether the child can remain in Sick Bay or excluded from the school, based on ill policy for children. Based on this information, Sick Bay will notify family, and document everything on the Sick Bay referral sheet.

Temporary exclusion in Sick Bay is recommended when:

- The illness prevents the child from participating comfortably in activities as determined by staff.
- The child is irritable, continuously crying, requiring more attention than staff can provide without endangering the health and safety of the other children.
- Appears to be severely ill.
- Fever AND behavior change or one or more of the following symptoms:
  - Axillary temperature of 100°Fahrenheit or higher. If under 4 months of age, refer to section on Life Threatening Signs. If a temperature goes over 102°F axillary you will be notified to pick up your child. Digital thermometers are used at Small Blessings.
  - Diarrhea: defined by more 3 or more watery stools. If your child has excessive stools that cannot be contained in a diaper you may be asked to pick them up due to contamination.
  - Vomiting: there are many reasons children vomit from eating something that does not agree with them, excessive hard play, or any number of illnesses. A child will be excluded from class if they have committed two or more times in a 24 hour period.
  - Abdominal pain (persistent): that pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- Severe Cough

Following an illness children will be readmitted to the classroom when they no longer have the above symptoms, have begun appropriate treatment, and/or no longer have significant discomfort and feel well enough to participate. Children will need to be fever free for 24 hours before returning to the classroom.

Children with the above signs and symptoms will be separated from the group and cared for in the Sick Bay. Family/guardian will be notified by the Health

## Biting Policy

We are always upset when we experience biting in our toddler rooms. Even though we know that it is expected when toddlers are together in groups, we don't want any of your children to be bitten and we want any child who bites to learn more appropriate behavior. When it comes to biting, here is what families can expect from us:

- We will put children's safety first and provide appropriate first aid as well as comfort and advice to any child who is bitten.
- We will provide appropriate programming for toddlers to help prevent biting.
- We will help the children in our program who are biting.
- We will have current information and resources on biting for teachers and families.
- We will have teachers with adequate knowledge and training to deal appropriately and effectively with biting.
- We will take families concerns seriously and treat them with understanding and respect.
- We will tell families what specific steps are being taken to address biting and explain the reasoning behind those steps.
- We will respond to families questions, concerns and suggestions, even when the response to a suggestion is not possible.
- We will work to schedule conferences about biting with the child's teachers at a time when families can attend.
- We will keep all children's identity confidential if he or she bites. This helps avoid labeling or confrontations that will slow the process of learning not to bite.

We encourage families to come to any of us with questions or concerns.

## Clothing

Dress your child in clothing that is comfortable for a variety of active, and often messy, activities. Please provide a complete change of clothing appropriate for the season. This includes winter activities in as low as 25 degree weather. Mark your child's name clearly on all articles of clothing to minimize confusion and loss.

The School staff will make every effort to keep track of your child's clothing. However, the School is not responsible for lost articles of clothing. A Lost and Found box is provided at the front desk.

## Diapering

Families are asked to provide disposable diapers and wipes in unopened packages. Families will also provide appropriate ointments, etc.

## Nutritious Meals and Snacks

Nutritious meals and snacks are an important part of your child's day. All children are served breakfast, a mid-morning snack, lunch and a mid-afternoon snack. Menus are posted on Friday outside the classroom and are available on our website at [www.smallblessingsinc.com](http://www.smallblessingsinc.com).

The food served meets the standards set by the United States Department of Agriculture, local and state health departments and licensing guidelines. Children on special diets for medical reasons must have a physician's statement on file. Children with dietary restrictions (i.e., due to religious reasons, medical, etc.) must have a written statement from families indicating the food products that must be restricted.

**Food from Home** – It is our policy that food from outside of the school not be provided as an addition or replacement to the school-provided meals and snacks. This includes holiday or birthday celebrations. The exception to this is children with food allergies. Families may provide food from home provided they have completed a Food Transportation Form, have a doctor's note stating it is due to a food allergy, take the food directly to the kitchen and the food must be in unopened containers.

Cooking projects are a part of your child's activities. On occasion your teacher may ask for project ingredients and if this is the case the ingredients must be brought in unopened containers.

## Holidays and Other Special Days

Celebrations, rituals, and social activities are an important part of childhood. They help children understand how they belong historically and culturally. Our program has a critical responsibility to provide developmentally appropriate activities that support each child's unique cultural and family heritage while allowing children to experience the power, magic, joy, and importance of celebrations. At Small Blessings, Inc., we want to:

- Encourage and support celebrations where children have the ability to be actively involved.
- Celebrate that which primarily benefits children, not adults.
- Encourage that all decorations are child-created, unique, non-commercial, and developmentally appropriate.

Children will have the availability of choice in games and activities (and food if it is in the form of a cooking project) in a climate that is low-key and supportive of everyone's needs. All children and their families who choose to participate will be engaged in the celebration. We will strive to actively support the unique needs of each child and family and ensure that all feel welcome as members of our program while supporting early childhood education values of health and safety, good nutrition, sound mental health, multicultural inclusiveness, and individual differences.

Teachers will promptly and take proper steps outlined in Action Plan if a reaction occurs in child care. Teachers will also notify emergency medical personal if epinephrine has been given.

## Ill Child Policy

The Small Blessings child care staff entrusted to care for your child/ren are concerned with your child's health. In spite of everyone's efforts, children do get sick. Young children, in particular, get sick more often because:

- their immune systems do not fight illness as well as an adult's and
- they have not been exposed to many of the germs (viruses, bacterial, fungi, or parasites) that cause infections.

Contagious diseases spread from one person to another. Often, people who spread disease do not look or feel sick. The germs spread by direct contact (touching), by coughing or sneezing, or by germs from the stool (bowel movement), or by blood getting on surfaces.

Maintaining health and preventing the spread of contagious diseases are responsibilities shared by families, teachers, and administration. Our staff uses illness-prevention practices that limit spread of infections such as the use of gloves during diaper changing, frequent hand washing, and the employment of the proper cleansing agents.

Families must have their children immunized against major diseases, including but not limited to: diphtheria, tetanus, pertussis, Haemophilus influenzae type b disease (HIB), polio-myelitis, measles, mumps, reubella, and chicken pox according to the latest recommendation of the American Academy of Pediatrics and the State of Indiana (unless exempted for religious or medical reasons). If you have any questions, you should call the Indiana chapter of the American Academy of pediatrics at (800) 257-4762 and they will contact your family physician to review the requirements.

Small Blessings, Inc employs procedures for reporting exposures, identifying an ill child, and informing the family of a child's illness. Families are responsible for providing up-to-date emergency phone numbers, promptly picking up their ill child when asked, and consulting with their child's doctor about diagnosis and care.

Families must inform the school when their child is ill with a contagious disease and should request their pediatrician's cooperation in consulting with the school if the illness has implications for the entire child care program.

Notifications Procedure and Practices including responsible person(s):

- The child's primary care giver will conduct a daily health check on all children upon arrival; when primary care giver is not present, a teacher will document anything of note on the daily form.

## Accidents and Injuries

In non-life threatening instances, the School staff will provide on-site first aid. If a child requires medical attention, the child's family will be contacted, informed of the injury and asked to pick up the child.

Accidents occurring while a child is participating in field trip activities may be responded to by using the nearest medical facility.

Families will be notified of accidents as soon as possible. The staff member who has observed the incident will fill out an accident report and a copy will be retained at the School and one given to the families.

## Children with Special Needs

Children with special needs are welcome to attend our School. The administrative staff and the care giving staff will work closely with your family and your child's intervention specialist, transition coordinator or early childhood special education teacher to provide individually appropriate instruction as outlined by your child's Individualized Family Service Plan (IFSP) or Individual Education Plan (IEP)

## Chronic Medical Conditions

Children with pre-existing medical conditions will be evaluated for admission on an individual basis. After admission, documentation of regular medical follow up is required.

## Food Allergy Policy

Food allergies are becoming more common among infants and young children. Allergic reactions can range from mild skin rashes to severe, life-threatening reactions with breathing difficulties. It is important to reduce the likelihood that these reactions will take place while the child is at child care.

## Food Allergy Procedure

When children with food allergies attend the child care setting: The Director/Assistant Director will provide the family with the Food Allergy Action Plan\* to be filled out by the child's health care provider. This action plan must be filled out and be returned to The Director/Assistant Director before child begins program.

- Based on the child's Food Allergy Action Plan, caregivers will receive training and put into practice:
- Preventing exposure to specific food(s) that trigger allergy,
- Recognize symptoms of allergic reaction
- Treating allergic reaction

Families and staff shall arrange for setting to have appropriate medication (if necessary) on site, proper storage of medication, equipment and training to use while in child care.

Each classroom will choose celebrations based on the experience of the children in the room.

## Infant Feeding

Children in the infant program are fed on demand. For children six weeks to 12 months, families are asked to provide food, formula, or frozen breast milk. Mothers who wish to continue nursing should coordinate the baby's nursing schedule with the caregiver to facilitate the baby's and mother's needs.

## Infant Safe Formula Procedures

- This process will provide for the safe preparation and transportation of your infant's formula by following the procedures below:
- The bottles shall be sterilized. (See bottle sterilizing procedures)
- The nipples must be covered.
- The bottle shall be labeled with the child's name and date prepared.
- The bottles must be brought to the child care school in a clean, insulated container that keeps that formula at forty-one (41) degrees Fahrenheit or below.
- Staff shall return all unused bottles daily.
- The family shall provide one (1) unopened can of ready to feed or powdered formula and one (1) extra bottle to leave at the site.
- (Division of Family and Children; 470 IAC 3-4.7 – 135)

## Breast Milk Procedures

- Breast milk is a very special product. Please provide a safe and excellent source of nutrition to your breastfed infants by following the procedures below:
- The mother must supply sterilized bottles or disposable nurser bags.
- The mother will store her milk in a bottle or bag and refrigerate or freeze the milk. The bottle or bag should contain no more than the amount of milk the child would drink at one feeding. The milk must be labeled with the child's name, amount and the date and time collected.
- The bottles or disposable bags must be brought to the school in a clean insulated container which keeps the milk at 41 degrees or below.
- Fresh, refrigerated breast milk must be used within 48 hours of the time expressed. Frozen milk may be stored in a refrigerator freezer for 2 months or stored in a deep freezer at 0 degrees for 6 months.
- Frozen breast milk may be thawed as follows:
- Frozen breast milk may be thawed under warm water, gently mixed, used within one hour or refrigerate immediately and used within three hours. Label the bottle with time and date thawed and method used for thawing ("warm water" or "heat thaw")
- Frozen breast milk may be thawed in the refrigerator at 45 degrees or below. Label the bottle with the time and date moved to refrigerator and

“cold thaw” method and use within twenty four hours. This method never warms the breast milk until ready to feed child.

- NEVER HEAT BREAST MILK IN A MICROWAVE
- Note: Once a bottle is fed to infant, the remainder must be discarded and cannot be returned to refrigerator.

#### Bottle sterilizing procedures

- Pre-wash all items in hot detergent water or dishwasher.
- Scrub bottles and nipples inside and out with bottle and nipple brush.
- Squeeze water through the nipple hole during washing.
- Rinse items well with clean, hot water.
- Boil in clear water as follows:
- Bottles for five (5) minutes.
- Nipples, caps, collars, expanders, and tongs for three (3) minutes.
- (Division of Family and Children; 470 IAC 3-4.7 -138)

#### Outdoor Play

Your child's experiences on the playground at the School are an important part of the program and his/her development. The playground is an extension of the classroom. It combines opportunities for exploration, creativity and play.

Our private playground features separate play space for younger toddlers and older preschoolers. A wide range of riding toys, bike paths and sand play are among the playground's amenities.

Children will go outside each day as weather permits. Because we offer group care we are unable to accommodate individual preferences during outside play for ratio purposes. Families can assure their comfort by providing appropriate outdoor clothing such as gloves and mittens daily during winter months, but be careful not to overdress your child. They will be running around and generating a lot of warmth. Due to staffing demands, children are not allowed to stay inside while their group is on the playground unless a documented medical reason is provided. Children will go outside when the temperature and wind chill are above 25 degrees.

On inclement days, we will make use of a spacious indoor playground with natural light and a variety of gross-motor toys for climbing and riding.

#### Personal Belongings

On designated days throughout the year, children bring personal items or toys to share during a special part of the day's activities. Caregivers will inform you about “Show and Share” days. Please do not allow your child to bring personal items to the School except at these special times, or a soft toy for naptime. Please talk with your child's caregiver for more information. To avoid loss and confusion, please label all personal items. Please do not allow your

#### Risk Management

Every effort is made to provide a safe and secure environment for children. The entrance is monitored from the administrative office and unauthorized persons will not be admitted. The School has a central intercom system as well as central fire alarm. Evacuation routes are posted throughout the School; emergency exits are located throughout the School.

Staff is trained in first aid, cardio-pulmonary resuscitation and emergency procedures. The School Directors are responsible for risk management including periodic inspections and training of staff. Families are encouraged to identify and discuss with the School Directors any perceived risks to a child's health or safety.

#### Staffing

Small Blessings, Inc.'s staff are trained and dedicated early childhood professionals. Even our youngest assistants are enrolled in formal training. It is our goal to grow and retain our staff by creating a long-term team-oriented environment. The high quality of the staff is a benefit to you – the result is the positive development of your child and the increase in your ability to focus on your job. We encourage you to treat your child's caregiver and the rest of the School staff with dignity and respect. They are early childhood professionals with whom you have entrusted the care of your child the majority of the day.

#### Cooperating with Regulatory Agencies

The Indiana Division of Family and Children's Services licenses the School. The School meets or exceeds state standards. The licenses are clearly displayed in the School entrance. A summary of the State's day care licensing standards is provided to all families during orientation. School staff is mandated to report any suspected cases of child abuse or neglect to the Indiana Division of Family and Children's Services.

#### Parking

Please enter from the west entrance and exit through the east side of the parking lot to avoid traffic problems. Also, please do not park next to the curb, thereby blocking someone in, or in the two designated handicapped spots at the very front of the building, someone may need them. There is additional parking on the west side of the building and across the street.

#### Child Custody

Legal decisions regarding issues of child custody will be respected. In fairness to families and children, documentation of the rights of each family is required in order to restrict visitations where necessary.

#### MEDICAL POLICIES

Small Blessings, Inc. will be operated in a manner to ensure a healthy and safe environment for the children and staff at the School.

- If weather conditions prevent a family or legal guardian from reaching the facility to recover a child, the Director will care for the child (maintaining proper child:staff ratios) until such time as the family or legal guardian can safely reclaim the child. If children must remain at the child care facility, Lee Ann Lyon-Balta, Director will use a necessary articles stored in the school to care for such children.

Floods, Hurricanes, Earthquakes, Blizzards, or Other Catastrophes:

- The Health Specialist is responsible for contacting local Emergency Preparedness Authorities and obtaining written instructions for what to do in the event of emergency that may occur in the region.
- Anyone that learns about a significant health or safety hazard will notify the Health Specialist by calling 328-2223 ex 115 so that the appropriate actions can be taken.
- Staff will follow the appropriate, posted Emergency Procedures for the catastrophe and wait for authorities to arrive.

### Withdraw and Disenrollment

A family's right to withdraw a child from the School is respected. You are required to provide a two-week written notice of intent to withdraw to have your Security Deposit applied to your last week of care.

If, in the judgment of the School Director, the individual needs of a child cannot be met in group care, the Director reserves the right to disenroll the child. When a situation is identified that could lead to disenrollment, the Director and caregiver will work with families to overcome the problem. Should disenrollment become necessary, a two-week written notice is generally provided. All belongings should be taken home on the last day. We will give one courtesy call if any items remain. After 30 days all items will be donated.

### Children's Schedules

It is important for families to stay within the hours they have scheduled as closely as possible because staffing is based on children's schedules. Early drop off or late pick up, without proper notice, can jeopardize the School's caregiver/child ratios.

Occasionally families temporarily need to change the hours their children are scheduled at the School. When this happens, families are asked to first check with the office to make sure the change can be accommodated and then fill out a "Change of Status" form and turn it in at the front desk. If the families need to change their child's schedule permanently, they should note that this is a permanent change on the "Change of Status" form. If the changes result in a schedule or financial decrease change, two weeks notice must be given. These forms are found near the security sticker printer.

children to bring breakable objects, money, candy, food, gum or toy guns or other toy weapons to the School.

### Study Trips

The program of activities for children 3 to 12 years old may include visits to special places within the community (car seats must be supplied). Special precautions are taken to assure the safety of children on field trips. You will be notified in advance of planned field trips and if there is any cost. Familyal permission is required. You may request that your child not participate. Alternate care can be arranged while the field trip is occurring. Families are welcome and sometimes needed to participate in field trips as their work schedules permit and at their own cost.

In addition to trips taken out of the School we will be also bring special people and events into the school. Visits from the fire truck, police, zoo, etc. are encouraged and supported. If you have any ideas for a special trip or visit please talk with your child's caregiver.

### Toilet Learning

Toilet learning efforts of families are assisted and supported by the School staff. Toilet learning will not be started until both the child's families and caregivers feel the child is ready. Please discuss the techniques with your child's caregiver so that your child can experience continuity in adult expectations in this important area.

### Videos from Home

Small Blessings Inc.'s philosophy limits video watching in classrooms unless educational. Please do not send a video from home.

## ADMISSION

### Eligibility for Admission

At Small Blessings, Inc. children between the ages of six weeks and twelve years are eligible for admission. A full-time enrollee is defined as a child attending the School on a regularly scheduled basis between 34 and 50 hours per week, 52 weeks a year. A part-time enrollee is defined as a child attending the School on a weekly scheduled basis between 11 and 34 hours per week. Part-time enrollments must maintain a consistent schedule. An occasional enrollee is defined as a child attending less than 10 hours per week.

### Registration Fee

The first step in the enrollment process is placing a non-refundable processing fee of \$100 covers the administrative cost associated with processing your child's enrollment information. The initial \$100 fee is payable at the time a Registration Form and Family Agreement is submitted. The registration fee for a family is \$150.

### Waiting List Policies

To secure a spot on the waitlist you will need to submit a non-refundable registration fee of \$100.00 and a completed registration form. This fee does

not confirm your enrollment in the school. It is used to join the waitlist and begin the enrollment process when a position becomes available.

As there is a heavy demand for places in the school, especially in the two year old and under age group, families are asked to notify the School of any changes to the information recorded on our waiting list, including whether a child still requires care.

Procedure for contacting families when there is an opening: Contact is made by telephone to the home, work or any other phone number listed on the application and secondly via email. Thus, it is the responsibility of the families to notify us of a change in phone numbers or email addresses. If we have been unable to offer you a position within 6 months of your required starting date you will be removed from our waiting list unless we have been further contacted by you.

When a position becomes available, approximately a month prior we will first try and contact you via phone at work, home or any other phone number listed and leave a message if you are not available. Then we will send an email. You will have 24 hours to respond. Failure to respond will result in the space being offered to the next person on the list. If you decline the position, we will offer it to the next family on the list. If a position is declined on or after the date of care you requested, you will be removed from the wait list.

To secure a position you are asked to pay a security deposit (equal to your first week of tuition) and the first week tuition. These fees are non-refundable if decide at a later date you no longer need the position.

Upon completion of the registration form to be placed on the wait list you are asked for a desired start date. This date is not guaranteed. We will do our best to be able to meet your need depending on the infants in the room and their birth dates. When a position is offered this is your start date and cannot be changed unless another position becomes available and you are able to trade or you choose to pay for the weeks prior to the changed date. Delaying a start date causes a financial difficulty on the school.

It is our goal to be able to meet all the needs your family when you join our wait list with your help by keeping your information updated and keeping you abreast of your situation and any changes in your needs.

### Adoption

Families who are adopting may apply for a position on the wait list at the time they are approved as adoptive families and may request a date for needed care as much as 24 months in advance.

### Changing Start Dates

All families on the wait list have the opportunity to change the date that care is needed for their children, one time, as long as their original request date has

- o Ones Suite
  - Close doors, turn off lights
  - Children will go to the Guest Bathroom
  - Move garbage can out of the bathroom
  - Close door, turn off lights
- o Twos, Pre School, and Kindergarten Suites
  - Wheel cots from storage closets
  - line children in calmly to sit
  - Close doors, turn off lights
- o School Age
  - Line children in the school age bathrooms
  - Close doors, turn off lights
- o Sick Bay
  - Bring out cots and line children in bathroom
  - Close door, turn off lights

### Power Failures:

- Caregivers will comfort the children, explain the situation, and model for them how to remain calm.
- The Preschool Assistant Director will discover if the power outage is confined to the facility or includes the neighborhood or surrounding areas.
- To activate the emergency lighting system in this facility, the Office Manager, will check that a battery-operated system has been automatically activated, or will use some other system. Flashlights are stored in each room's first aid kit.
- Unless the power failure is accompanied by an emergency situation requiring evacuation (e.g. fire, flood, etc.), children will be kept inside. Should it be necessary to leave the building, staff will follow emergency evacuation procedures. Staff will look for and avoid any downed power lines.
- The ITT Assistant Director, will call the local power facility, Synergy PSI at 800-521-2232, explain the situation, and request assistance.
- Closing due to Snow/Storm:
  - o If the Director decides prior to opening hours not to open the facility, families will be notified by email to main invoicing email address, [www.smallblessingsinc.com](http://www.smallblessingsinc.com), and by a message on the school's voicemail.
  - o If the facility must close during operating hours because of snow or storm, the Director will notify families by telephone, radio, or television broadcast.
  - o Radio/Television Station Call letters:

Station Call Letters	Phone Number
WISH TV 8	923-8888
WTHR TV 13	639-6397
95.5 FMS	842-9550
99.5 ZPL	239-1099

### Fire or Risk of Explosion:

- Anyone who discovers smokes, fire, or risk of explosion will pull the fire alarm located at 5909 Technology School Drive, and notify the Zionsville Fire Department by calling 765-482-1412 (or 911) from a safe location after being sure that evacuation of the building takes place.
- Staff will follow the posted Evacuation Procedures.
- The last person to leave a room will close the doors of that room.
- Anyone is authorized to use the fire extinguisher where necessary and safe.
- The Director will report a fire or explosion to the child care licensing agency within 24 hours.

### Tornado

- There are two levels of tornado weather alertness:
- Tornado Watch - Conditions are favorable for the development of tornadoes.
- Tornado Warning - A tornado has actually been sighted or located on Doppler Radar
- When a tornado watch is issued by the National Weather Service it will be received on the Weather Alert Radio located at the front desk. Upon hearing the announcement of a TORNADO WATCH, the Director will be responsible for notifying all Lead Teachers. The notification will include the following information/instructions:
  - We are under a TORNADO WATCH.
  - Time tornado watch expires.
- Normal routine will not be interrupted unless a TORNADO WARNING is issued.
- If sirens are activated, proceed immediately to your designated shelter in building.
- When a tornado warning is issued by the National Weather Service, the tornado sirens will be activated. Upon hearing the tornado sirens, the director will announce over the intercom that everyone is to move to their evacuation area.
- The following are emergency procedures:
  - All Classrooms
    - Retrieve First Aid Kit, Flashlight, and Clipboard
    - Turn off Classroom lights
    - Remain calm and reassure children
    - Remain in closet until you receive word that it is safe to come out.
    - Reassure the children by singing songs and telling stories.
  - Infant Suite
    - Place 4 babies per crib
    - Elms and Oaks will go into the Staff Bathroom
    - Move garbage can out of bathroom

not passed. The date requested may be no longer than 24 months from the original date indicated that care was needed.

### Family Orientation Meeting:

Relationships are at the heart of what we do. It is because of this that we meet with every family prior to a child's start date. These orientations are scheduled at 9:30 a.m. so that your teacher may attend and we have proper room coverage. Childcare will be provided.

- Orientation Meeting - This is a time to:
  - Review our Family Handbook and review communication strategies,
  - Discuss your program, and our strategies for a successful collaboration,
  - Spend time reviewing our curriculum and emphasize the importance of Family Involvement,
  - Collect:
    - completed enrollment forms (physical, immunizations, and a copy of the birth certificate),
    - family pictures and checklist items,
    - classroom supplies (as they are listed on the enrollment form)
    - outstanding fees
  - Take digital pictures of the child and family,
  - Meet your child's primary caregiver and see your child's classroom,

This meeting will take approximately one hour, depending your enthusiasm and questions. It is designed to answer your questions, allow us to get to know one another, and make your transition smoother.

- During this visit we will also:
  - Issue security cards
  - Meet with Health Specialist to review ill child and medication administration procedure, Office Manager to discuss billing procedure and, the Food Service Director to discuss dietary needs
  - Optional, allow your child to have a play date in the classroom

If you have any questions, please contact myself the Director, Lee Ann Balta at 328-2223 ext. 117 [llbalta@smallblessingsinc.com](mailto:llbalta@smallblessingsinc.com) or our Office Manager, Janine Vergis at 328-2223 ext. 100 [jvergis@smallblessingsinc.com](mailto:jvergis@smallblessingsinc.com)

### Enrollment Packet includes:

- Intake Agreement
- Enrollment Form
- Allergy Alert Form
- Discipline Policy
- Child Care School Health Record, this is a report of physical examinations, dated no more than two months prior to enrollment, which includes the following:
- Physician's signature

- Record of immunizations – no exceptions (Physician must document reasons for deviation from the recommended ages for immunization)
- Diet orders for infants or special nutrition needs (including a script for powder formula, but script must state a medical reason such as: ease in digestion)
- Physician Standing Orders for Non-Prescription Medications - for ANY over the counter medication you may ever wish us to administer with your permission, including sunscreen and diaper ointment.
- Signed Medication Procedure
- Signed Security Procedure
- Copy of birth certificate
- Additional items for Infants: Infant Feeding Plan Food and Transportation Sheet if applicable.

### Security Deposit

Enrollment fees include a Security Deposit, Supply Fee and first week's tuition. A Security Deposit is the equivalent of one-weeks tuition or \$100 whichever is greater. For the "occasional child" this fee will be \$100.00. Security Deposits will be applied to the final use of the program, provided that two weeks notice has been given. Every effort will be made to make arrangements for this deposit.

### Supply Fee

Our supply fee is added to your weekly tuition. This fee goes towards: an annual supply of Daily Sheets, equipment repairs and replacements in each classroom, construction paper, paint, glue, glitter, cotton balls, butcher paper, yarn, contact paper, laminating, poster board, plaster of paris, sequins, craft sticks, foam balls, pipe cleaners, feathers, fabric paint, tissue paper, crepe paper, wiggle eyes, pom-poms, paper plates, food items for cooking projects, items for science experiments, liquid starch, clothes, writing paper and the list goes on and on.

Even infants, toddler and twos go through tons of diaper changing paper and gloves as well as worn out toys from being washed daily, not to mention all the small toys that find their way into the trash cans or pockets.

We want our teachers to be creative with their lesson plans because this is the best for the children. We know that you'll support our program of enriching your children with 'hands on projects and experiences.

### The First Day

As mentioned, transitioning in to a new program can be stressful at best. Please know it is our goal to make this transition as smooth as possible. Pay close attention to our Opening/Closing & Expanding/Collapsing Classroom Policy to understand how our classrooms teams work early in the morning and late in the day. Because children are different and temperaments vary, we will work with families to meet the individual transition needs of each child.

	Preschool Wing
Leader	While gathering children check bathrooms and closet for hiding children
Lead Teacher	While gathering children remove Clip board from door, count children
Assistant Teacher	While gathering children check loft, under stairs, safe spot for hiding children
5 <sup>th</sup> Individual in Infant Suite	Assist in Oaks

- Staff will count the children in each group being evacuated and count the children again when they reach the evacuation destination.
- Staff will give children clear, simple instructions about exiting the facility. Children will stop their activities immediately at the sound of the alarm and proceed to the exit door.
- Each Lead Teacher will carry attendance and emergency contact information from the facility to the location where evacuees will gather and compare attendance to the attendance sheet to be sure no children or staff have been left behind.
- To assure complete evacuation has occurred, the last person to leave each part of the facility will conduct a final, thorough 'sweep' of all areas accessible to children (whether or not children are allowed in those areas).
- The facility will post a list of all areas to be checked as part of the 'sweep' in each part of the facility. The last person to leave will use the list of accessible areas to be sure each area is checked, and then take the list to the front parking lot.
- Each person who conducted a sweep will sign the list of areas checked and give the list to the Director. If a child who should have been evacuated with the group is located as a result of a final 'sweep' during an evacuation drill, the director will investigate the circumstances that led to the failure to evacuate that child and plan how to avoid such problems in the future.
- If reentry into the building is not possible, children will be evacuated to:
  - 6100 W. 96<sup>th</sup> Street
  - Gray Building
- Staff should remain calm and speak to the children in a reassuring manner.
- Families will be notified by telephone.
- Evacuation procedures will be posted in the facility at the front office.
- Evacuation drills will be held monthly. The timing of the drills will be varied to include early morning, mealtimes, and nap times. Children will be appropriately prepared for and reassured during drills. The Preschool Assistant Director will complete the Evacuation Drill Log at the end of each drill.
- At least one drill per year will be observed by a representative of the Fire Department or equivalent emergency or disaster planning personnel.
- All new staff will receive pre-service training on the evacuation plan.

Before & After:

- Eating
- Preparing meals, snacks, or bottles
- Giving first aid
- Preparing or giving medication
- Playing in the water table

After:

- Using the restroom or diapering a child
- Blowing noses, coughing, sneezing, helping children with tissues
- Handling uncooked food
- Handling pets
- Outside play
- Playing in sandbox
- Cleaning/handling garbage
- Using cleaning supplies

Security and Emergency Procedures

- Security Plans:
  - Entrances will be protected from unauthorized access by keeping all doors into the facility locked (to the outside).
  - In the events of an admission of an individual who subsequently demonstrates threatening behavior the emergency alarm will be used to notify another adult to call the police and all caregivers to avoid the area where the threatening individual is located.
- Evacuation Procedure:
  - Child: staff ratios will be maintained, and the children will be evacuated to:  
The dumpster of the building next door; 6900 W. 96<sup>th</sup> street, Gray Building.
  - Children who cannot walk out of the building on their own will be evacuated as planned in consultation with a fire safety professional:
  - Infants will be wheeled out in a crib
  - Toddlers will walk or be wheeled out in class wagon.
- Method used for children with disabilities: crib, class wagon, or through the assistance of a caregiver
- The Director will check that each staff member knows a specific assignment as listed below:

Director	Call 911 and sweep building
Assistant Director of ITT	Assist in Elms/Oaks
Assistant Director of Preschool	Assist in Dogwoods/Mulberries
Office Manager	Remove staff clip board from door and assist in Maples/Willows
Kitchen Staff	Grab fire extinguisher and turn off alarm, write down alarm code
Sick Bay Specialist	While gathering any children in Sick Bay, grab emergency first aid kit and Sick Bay binder. If no children in Sick Bay, grab emergency first aid kit and assist in

On the first day families will be asked to visit in the classroom for an hour. This can be at the beginning, the middle or the end of the day. Families will also be encouraged to return and have lunch with their child the first week.

Infants and toddlers

Infants and toddlers transition better if the families are the first to interact with them in the School environment. Families should be the first to put them on the diaper changing table, put them down in their crib, and to help communicate that the School is a safe place to be.

Should Families Stay? It Depends...

Most child care professionals believe that a caring policy allows families to stay as long as necessary, especially if the children appear to need family support. No optimal policy exists. Some children adapt to change well, while others approach new experiences with hesitation and adapt better if the family remains. Families offer valuable support by staying, but if they make themselves too available, children may be reluctant to relate to other children or caregivers.

Circumstances vary as well as children's temperaments. Children who have had few babysitters and whose families rarely left them may need a more gradual separation than children with a large extended family or a history of multiple caregivers.

Saying Goodbye the First Day

At some point, families must leave. Not saying goodbye is sneaky. It doesn't promote emotional growth in the long run, even if it seems easier at the moment. Goodbyes build trust. Repeated goodbyes strengthen children's beliefs that families will come back. If children know where families are going it is easier on them. Create a good-bye routine for you and your child.

OPERATIONAL POLICIES

Hours of Operation

The School is open from 6:30 a.m. to 6:00 p.m., Monday through Friday. We ask, whenever possible, that you adhere to your contracted arrival and departure time for billing purposes and so that daily classroom activities can be structured accordingly. Your child and his/her caregiver need to know what to expect on a daily basis. The Sick Bay hours are 8:30 a.m. to 5:30 p.m.

Emergency Closing

In case of an emergency closing, families will be informed by message on the school's voice mail, posted to the website, and via email to your invoicing email address.

Security – Arrival and Departure

Coming to and leaving the School are exciting times for the children. Upon arrival, they will be anxious to see friends and share experiences of the previous evening. And, of course, nothing can compare with seeing mom or dad at the end of the day. These transitions times deserve special attention.

## Arrival

For your child's safety and to provide an opportunity for your child's caregiver to talk with you, adults escorting children to the School are required to accompany them to their rooms. Families must check in using their security card, pick up their check in label off of the printer located in the lobby of the School, and hand the label to your child's caregiver.

Caregivers plan the day's activities based on the days and hours children are expected. Therefore, it is in the best interest of the children if arrivals are completed by 9:00 a.m. so that caregivers can welcome and help children get involved within the classroom.

We do understand that situations occur which requires your child to arrive after 9:00 a.m. Therefore, if you absolutely must arrive late in the morning, please discuss the late arrival with your child's caregiver in advance so 1) he/she can prepare the group for this and, 2) more importantly, you and the caregiver can discuss how to manage the departure from the routine for your child to ensure an easy transition upon arrival.

## Departure

For your child's protection, only the people authorized by the family are permitted to take a child from the School. Families must list the names of anyone who might escort the child from the School on the Enrollment Application, Release Authorization Form. Escort permission is granted only to individuals whose names are on the list. You can add to or delete names, but you must make changes in person. Changes will not be accepted by telephone.

If you know that a person on the Release Authorization Form will be picking up your child, please let your child's caregiver know in the morning when you arrive. In addition, we ask that you fill out a "Change of Status" form and turn it in at the front desk. A "Change of Status" form may be found near the check-in/out printer located in the lobby. If during the day you decide a person from your child's Release Authorization Form will pick up your child please notify the school in writing by fax. The fax number is 713-1903.

If the adult picking up the child is unfamiliar to staff, the adult is required to show his/her driver's license for identification. Whenever an adult takes a child from the School, he/she must check out using their security card, pick up their check out label off of the printer located near the lobby of the School, and hand the label to your child's caregiver.

In the event that an authorized person picking up your child does not have a security card, the Front Desk person will buzz them in, and ID will be checked. If a card is lost or stolen please notify the Office Manager as soon as possible. The cost of reissuing lost cards is \$5.00.

A special word on picking up your child later than expected: It can be difficult for young children to stay at the School longer than they are used to. Please

notify the School if, due to some emergency, you are unable to arrive on time. The caregiver then can tell your child why mom or dad will be a little late tonight.

If a custodial family is inebriated by law we must call 911. If a non custodial family attempts to pick up the children 911 will be called.

## Hand Washing Policy

Reason this policy is important: Many studies have shown unwashed or improperly washed hands are main reason for the spread of infections. Proper hand washing has shown to reduce the number of colds and diarrhea in children in child care.

Procedure and Practices, including responsible person(s): CHILDREN AND ALL STAFF SHALL WASH THEIR HANDS USING THE FOLLOWING PROCEDURES:

- For children who can stand, a hand washing sink should be child size or use of a safety step at a height which the child's hands hang freely under the running water.
  - Check to be sure a clean, disposable paper towel and liquid soap is available.
  - Turn on warm water
  - Wet hands with water and apply liquid soap
  - Rub hands together until a soapy lather and continue for 20 seconds. Rub areas between fingers, around nail beds, under fingernails, jewelry, back of hands.
  - Rinse hands under warm running water. LEAVE WATER RUNNING.
  - Dry hands with disposable paper towel
  - Shut off water with paper towel
  - Throw paper towel into lined trash container.
  - Use hand lotion to prevent chapping, if desired. (Children need lotion listed on a Physician's Standing Order Form for non-prescription medications.)
- If a child is unable to stand and is too heavy to hold safely to wash hands at the sink, caregivers shall use the following method:
  - Wipe child's hands with a damp towel moistened with a drop of liquid soap
  - Discard the towel
  - Wipe the child's hands with a clean, wet paper towel until hands are free of soap.
  - Discard the towel
  - Dry child's hands with a clean paper towel.

All staff, volunteers, and children should wash hand at the following times (families should wash hands if staying longer in the classroom than for dropoff/pickup):

Upon arrival for the day or when moving from one class to another.